

Colchester Parks and Recreation Department

The Issues in Recreation & Parks
and Budgetary Needs

2017-2018

8/11/17

Presented by Cheryl Preston

Qualifications

Experience:

- * 22 years in Recreation & Sports field
- * 11 Years in Municipal Recreation

Employment:

- * Town of Colchester P&R Department
- * Town of Groton P&R Department
- * University of Hartford- Athletics Department
- * Florida International University- Recreation Department
- * UCONN Recreational Services

Degree:

- * MBA – Univ. of Hartford
- * MS - Sport and Recreation Management- FIU
- * BA -Political Science- UCONN

Certification & Training Highlights:

- * CPRP- Certified Park and Recreation Professional
- * Director at Large of CRPA Executive Board and Legislative Committee since 2006
- * Board Member- CT. Parks Association
- * ICS 300 Certification thru FEMA for emergencies
- * Master Gardener Certification
- * Youth Mental First Aid
- * Certified Lifeguard
- * CPR and First Aid Instructor
- * Certified Less Mills Fitness & Yoga Instructor

The Value of Parks and Recreation

- * Parks and Recreation have a positive impact on economics of a community, tax rates, health, criminal rates, etc. Every child that stays out of trouble is an investment
- * Every sport team that comes to town to play a game or tournament contributes money into the community by visiting restaurants and retailers
- * People live where they have a good quality of life and they love to live near nice parks.
- * Living in a community with a good quality of life helps attract businesses and residents. Those residents become a potential pool of employees. The economy improves and everyone benefits
- * Conversely, if you don't invest in the quality of life, less people want to live in that community, businesses suffer and taxes go up since fewer people are paying them

Economic Impact of Parks and Recreation



What does Parks and Recreation do?

To create a healthy community through people, parks and programs.

Description

- * Colchester Parks & Recreation strives to build a stronger, healthier, more active community by providing safe and attractive parks and facilities and offering interesting and exciting programs and events that bring our residents and tourist into our community.
- * The Recreation Division administers a wide variety of programs and services for all ages and interests including:
 - * Summer Day Camps
 - * Instructional Programs & Sports
 - * Trips
 - * Special Events (57 Fest, Summer Concerts, Kids Fest, Food Fest, Trick or Trunk)
 - * Community Theater, Orchestra, Dog Park
 - * Support and endorse the Sport leagues
 - * Scheduling Special Events on the Town Green
 - * After-School Programs and more

Staffing

- * Recreation Manager (full time)
- * Recreation Supervisor (full time)
- * Recreation Specialist (full time) (funded through P&R Program Fund)
- * Office Assistant (part-time)

2017 Accomplishments

- * Created the Field/Sustainability Improvement Fund in collaboration with the Rec. Commission, Sports Leagues and Public Works
- * Ran 60 programs per season, 4 seasons a year
- * Improved and expanded the Food Festival
- * Ran in-house Sport Camps
- * Added a Kids Fest program as a scholarship fundraiser
- * Saw positive growth in the Program Fund
- * Raised \$8,000 for new arches for the town green

2017 Accomplishments

- * Produced multiple large community events and served over 11,000 participants
- * Coordinated the distribution of the town-wide Colchester Connections which comes out 4x per year
- * Scheduled all Special Events user groups on the town green
- * Scheduled all fields and schools space for the sport leagues
- * Worked collaboratively with the schools, and other local groups to increase program offerings and improve the health and wellness for youth in Colchester
- * Developed cooperative partnerships with local organizations and joined Colchester Community Partnership

2017 Accomplishments

- * Supported, oversaw and advised several sponsored community groups
 - * Colchester Civic Orchestra and Choir:
 - * Produced 5 shows – have moved to a bigger venue at Bacon
 - * Held 44 practice sessions a year for its 50 members
 - * 500 people attended their performances
 - * Colchester Community Theatre:
 - * Consists of 95 dues paying members
 - * Produced 2 musicals consisting of 135 cast members
 - * Supports over 100 volunteers
 - * 2,600 people attended their performances

2017 Accomplishments

- * Supported, oversaw and advised several sponsored community groups
 - * Colchester Dog Park:
 - * Consists of 9 volunteer committee members
 - * New president elected
 - * Ran fundraising events generating approx. \$4,000
 - * Added seasonal portable toilets to the park
 - * Repaired benches, added mulch, added a storage bin to the park
 - * Endorsed Sport Leagues that schedule fields and gyms throughout the year
 - * Youth Leagues
 - * Consists of 8 leagues that serve over 5000 of Colchester youth
 - * Adult Leagues
 - * Consists of 5 leagues that serve over 450 adults

Original Intent Program Fund Account

- * Fund history- In the red from 2008- 2013. I began in Nov 2011 and we started to see positive profits in FY13-14
- * Intent of Fund: The monies collected through program registration fees is intended to be used for program expenses, as well as program enhancements and development.
- * No intent to fund general overhead. Restricted to programs, activities and their associated costs.
- * Examples of Expenditures:
 - * Contracted program instructors, PT employees
 - * Supplies and materials for programs and participants
 - * Financial aid
 - * Promotion of program

New Needs

2017-2018

- * Health care costs for the Recreation Specialist position
- * Filling the open Program Supervisor position
- * Decreasing general fund support- PF covering \$18K in 17-18
- * Increasing rate of min. wage: \$10.10 in 2017 to \$11.00 in 2018
- * Move Part-time Office Assistant to FT and add Marketing duties
- * The increase in Special Needs participants at camps and programs
- * Continue to build and maintain a fund balance in the Program Fund
- * Create a cost recovery model for the Department
- * Public Works/Parks Crew down by 3 staff
- * Loss of gym and fields at WJJMS

Cost Recovery

- * Cost recovery for Recreation and Parks programs and services is a standard practice throughout the country. Determining a cost recovery rate addresses the policy question of how much of the service costs the public should support versus costs assessed to the participant.
- * National benchmarks show that on average, parks and recreation departments recover approximately **34%** of their total annual operation budget through fees and charges.
- * Working on a costs recovery plan in 2018 to guide us forward to Position the department for sustainability, Create great experiences & promote an active and healthy community

Additional Needs

- * Fund the increasing scholarship participant need
- * Another large seasonal tent at Rec Plex for camp program use
- * Need additional storage space- 2 sheds at the Rec Plex or cage space on 3rd floor
- * Purchase a shelter & stage for Concerts & Special Events
- * Purchase a Vehicle/Van for program use
- * Create Dept. and Rec Plex revised Master Plan
- * Utility golf cart with bed
- * Meet the licensing requirement costs for camp

Cost of Priority Needs 17-18

Recreation

#1- Cover healthcare costs for the Recreation Specialist

*** Cost to the Program Fund: \$15-\$20,000**

#2- Re-build towards an increase in hours for an Office/Marketing Assistant

*** Cost to the Program Fund- \$20,000**

#3- Decreasing general fund support- Covering \$18K Software, Part time Office, Printing and other

Cost of Priority Needs 2017-18

Recreation

#4- Utility golf cart with bed

- * Cost to Program Fund:– \$4,500**

#5- New Special Needs Summer camp

- * Cost to Program Fund:– \$12,000**

#6-Build a Healthy Fund Balance in the Program Fund

Maintain a fund balance- rainy day fund for emergencies

- * Fund Balance: 30-40% of the net in the fund**

#7- Continue to Fund Scholarship requests

- * Cost to Program Fund:– \$12,000**

Cost of Priority Needs 2017-18

Recreation

#8- Additional Storage Space

Indoor or outdoor storage needed, 2 sheds at the Rec Plex or cage on 3rd floor

- * **Cost to Program Fund:– \$8,000**

#9- Shelter & Stage for Concerts & Special events

Protect the band and their equipment from the elements.

Gives a great professional presence to an event which will attract more sponsors and attendees, offer more events to impact economic development

- * **Cost to Program Fund:– \$80,000**

Cost of Priority Needs 2017-18

Recreation

#10 Dept. and Rec. Complex Master Plan

Revise our plan for the future and come up with a Cost Recovery plan for the department.

- * **Cost to Program Fund:- \$20,000**

#11- Purchase a Vehicle/Van for program and camp use

Lack of vehicle causes a lack of program options

- * Usage: Day Camp and programs. Creation of new programs- Outdoor recreation, hiking, after school, meetings.
- * **Cost to Program Fund :- \$30,000**

Parks Priorities 17-2018 & Beyond


- * **Tennis courts- New courts needed**
 - * Cost: \$120,000
- * **Playground equipment new & upgrades**
 - * Cost: \$15,000
- * **New Food Vending/Pavilion area at Rec Plex**
 - * Cost: \$35,000- FY 18-19
- * **Irrigation on all fields at RecPlex- Moved to field fund**
 - * Cost: \$20,000 per field x 7 fields. Water costs per year of \$10,000
 - * Total approx. cost \$140,000

Priorities 2018 & Beyond Parks

- * **Benches at the Splash Pad & in the park**
 - * Cost: \$800 per bench x 4= \$3,200
- * **Sand Volleyball Courts – 2-4 courts near tennis courts**
 - * Cost: \$8,000
- * **Additional Water Fountains at Rec Plex**
 - * Cost: \$1,800 plus cost of water main extensions
- * **Additional fields - Land purchase needed**
 - * Cost: Unknown

Priorities 2018 & Beyond Parks

- * **Benches at the Town Green**
 - * Cost: \$800 per bench x 4= \$3,200 – Possible grant funded
- * **Gazebo roof structure- replacement at Town Green**
 - * Cost: \$28 - \$30,000- Possible grant funded
- * **More Arches/lights for the town green**
 - * Cost: \$600 x 6= \$3,600



Never doubt that a small group of thoughtful, committed citizens can change the world; indeed, it's the only thing that ever has.

-Margaret Mead



Questions?

Town of Colchester
Y/E Accruals FY 15/16 - June 2017

	Y/E Accruals	July 2016	Aug 2016	Sept 2016	Oct 2016	Nov 2016	Dec 2016	Jan 2017	Feb 2017	Mar 2017	Apr 2017	May 2017	June 2017	Total
Balance, beginning of month	171,157.70	166,488.36	168,481.67	124,987.25	134,830.34	131,613.70	138,043.96	135,244.49	137,779.75	130,557.08	128,887.05	152,792.54	193,994.31	171,157.70
Recreation Program Fees	27,408.02	33,977.79	17,290.57	31,153.99	10,127.63	19,026.50	12,045.00	11,592.94	3,420.85	7,281.50	35,187.40	51,626.29	81,983.89	342,122.37
Transfer from Camp Donation Fund	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2,000.00	2,000.00
Transfer prior years Tennis fees	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Revenues	27,408.02	33,977.79	17,290.57	31,153.99	10,127.63	19,026.50	12,045.00	11,592.94	3,420.85	7,281.50	35,187.40	51,626.29	83,983.89	344,122.37
Regular Payroll	1,386.00	1,731.84	3,148.80	4,723.20	3,148.80	3,148.80	3,148.80	3,148.80	3,148.80	4,723.20	3,148.80	3,148.80	3,148.80	40,903.44
Overtime	0.00	0.00	0.00	3,503.61	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	3,503.61
Contractual, Temporary, Occasional Payroll	17,522.46	19,492.39	36,423.58	2,728.53	1,912.50	708.05	419.40	420.28	668.89	1,493.69	2,387.23	679.87	5,840.38	90,697.25
Employee Related Insurance	0.00	20.97	10.80	31.14	10.80	31.14	41.94	10.80	20.97	31.14	0.00	20.97	20.97	251.64
FICA	1,529.72	1,727.53	3,216.26	1,121.19	609.06	483.96	461.89	461.96	480.98	758.97	612.44	481.81	869.83	12,815.60
Program Costs (non payroll)	11,639.18	9,011.75	17,985.55	9,203.23	7,663.11	8,224.29	10,772.44	5,015.84	6,323.88	1,944.53	5,133.44	6,093.07	14,304.09	113,314.40
Total Expenses	32,077.36	31,984.48	60,784.99	21,310.90	13,344.27	12,596.24	14,844.47	9,057.68	10,643.52	8,951.53	11,281.91	10,424.52	24,184.07	261,485.94
Monthly Operating Gain (Loss)	(4,669.34)	1,993.31	(43,494.42)	9,843.09	(3,216.64)	6,430.26	(2,799.47)	2,535.26	(7,222.67)	(1,670.03)	23,905.49	41,201.77	59,799.82	82,636.43
Balance, end of month	166,488.36	168,481.67	124,987.25	134,830.34	131,613.70	138,043.96	135,244.49	137,779.75	130,557.08	128,887.05	152,792.54	193,994.31	253,794.13	253,794.13

Town of Colchester														
Y/E Accruals FY 14/15 - June 2016														
	Y/E Accruals	July 2015	Aug 2015	Sept 2015	Oct 2015	Nov 2015	Dec 2015	Jan 2016	Feb 2016	Mar 2016	Apr 2016	May 2016	June 2016	Total
Balance, beginning of month	103,287.85	85,216.18	84,213.57	52,712.22	57,156.51	49,899.40	51,097.60	43,233.33	44,461.23	41,998.88	49,553.71	57,826.21	121,190.52	103,287.85
Recreation Program Fees	1,678.21	32,020.11	22,002.56	22,856.65	5,938.41	11,091.00	9,318.00	9,983.30	4,130.25	12,496.60	29,626.40	74,886.94	69,671.57	305,700.00
Transfer from Camp Donation Fund	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2,000.00	2,000.00
Transfer prior years Tennis fees	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Revenues	1,678.21	32,020.11	22,002.56	22,856.65	5,938.41	11,091.00	9,318.00	9,983.30	4,130.25	12,496.60	29,626.40	74,886.94	71,671.57	307,700.00
Regular Payroll	2,299.50	3,331.91	3,664.58	2,178.90	3,038.36	1,888.38	2,717.20	3,080.01	3,080.00	3,080.01	4,620.00	3,080.00	3,080.00	39,138.85
Overtime	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Contractual, Temporary, Occasional Payroll	10,233.36	16,145.60	30,026.77	2,847.61	3,376.55	500.03	1,021.42	979.50	660.26	760.00	5,815.17	1,383.72	6,959.68	80,709.67
Employee Related Insurance	0.00	0.00	0.00	0.00	0.00	0.00	10.17	10.17	31.77	10.80	31.77	31.14	0.00	125.82
FICA	958.80	1,490.03	2,577.40	384.54	490.75	182.70	449.50	495.35	470.93	478.56	1,075.48	526.28	952.92	10,533.24
Program Costs (non payroll)	6,258.22	12,055.18	17,235.16	13,001.31	6,289.86	7,321.69	12,983.98	4,190.37	2,349.64	612.40	9,811.48	6,501.49	10,711.79	109,322.57
Total Expenses	19,749.88	33,022.72	53,503.91	18,412.36	13,195.52	9,892.80	17,182.27	8,755.40	6,592.60	4,941.77	21,353.90	11,522.63	21,704.39	239,830.15
Monthly Operating Gain (Loss)	(18,071.67)	(1,002.61)	(31,501.35)	4,444.29	(7,257.11)	1,198.20	(7,864.27)	1,227.90	(2,462.35)	7,554.83	8,272.50	63,364.31	49,967.18	67,869.85
Balance, end of month	85,216.18	84,213.57	52,712.22	57,156.51	49,899.40	51,097.60	43,233.33	44,461.23	41,998.88	49,553.71	57,826.21	121,190.52	171,157.70	171,157.70

Town of Colchester
Y/E Accruals FY 13/14 - June 2015

	Y/E Accruals	July 2014	Aug 2014	Sept 2014	Oct 2014	Nov 2014	Dec 2014	Jan 2015	Feb 2015	Mar 2015	Apr 2015	May 2015	June 2015	Total
Balance, beginning of month	27,871.80	29,498.79	36,695.70	7,158.38	17,058.38	16,198.93	17,954.07	12,202.33	13,918.36	16,140.97	15,574.74	29,651.62	66,684.71	27,871.80
Recreation Program Fees	18,243.80	39,604.25	27,898.58	27,838.63	9,219.11	10,492.65	7,204.50	8,954.58	6,321.60	5,735.50	21,983.87	50,197.42	57,998.25	291,692.74
Transfer from Camp Donation Fund	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Transfer prior years Tennis fees	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	(2,148.00)	(2,148.00)
Total Revenues	18,243.80	39,604.25	27,898.58	27,838.63	9,219.11	10,492.65	7,204.50	8,954.58	6,321.60	5,735.50	21,983.87	50,197.42	55,850.25	289,544.74
Regular Payroll	657.56	1,330.88	1,838.81	1,827.00	2,980.70	2,232.56	1,858.50	1,334.81	1,996.32	2,059.32	1,854.57	3,434.38	3,052.00	26,457.41
Overtime	0.00	0.00	6.53	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	6.53
Contractual, Temporary, Occasional Payroll	9,006.11	17,709.57	28,856.41	2,671.56	2,730.29	1,975.76	500.00	654.40	916.60	1,691.26	2,647.20	4,161.30	4,930.77	78,451.23
Employee Related Insurance	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
FICA	739.27	1,456.56	2,348.72	344.16	436.94	321.93	180.42	152.18	222.85	286.94	344.39	581.10	610.70	8,026.16
Program Costs (non payroll)	6,213.87	11,910.33	24,385.43	13,095.91	3,930.63	4,207.26	10,417.32	5,097.16	963.22	2,264.21	3,060.83	4,987.55	10,653.64	101,187.36
Total Expenses	16,616.81	32,407.34	57,435.90	17,938.63	10,078.56	8,737.51	12,956.24	7,238.55	4,098.99	6,301.73	7,906.99	13,164.33	19,247.11	214,128.69
Monthly Operating Gain (Loss)	1,626.99	7,196.91	(29,537.32)	9,900.00	(859.45)	1,755.14	(5,751.74)	1,716.03	2,222.61	(566.23)	14,076.88	37,033.09	36,603.14	75,416.05
Balance, end of month	29,498.79	36,695.70	7,158.38	17,058.38	16,198.93	17,954.07	12,202.33	13,918.36	16,140.97	15,574.74	29,651.62	66,684.71	103,287.85	103,287.85