



Barrington Recreation Department



2024 Budget Presentation

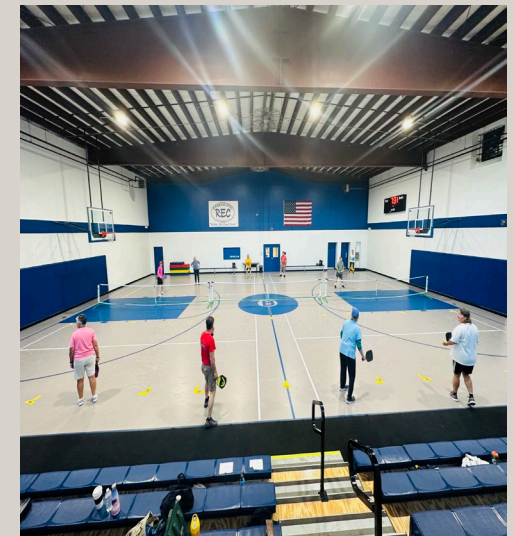
Jessica Tennis, Recreation Director

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Introduction

Mission Statement: To provide a variety of programs that promote participation, engagement, teamwork, health, and wellness in an effort to foster a strong sense of community for all Barrington residents.

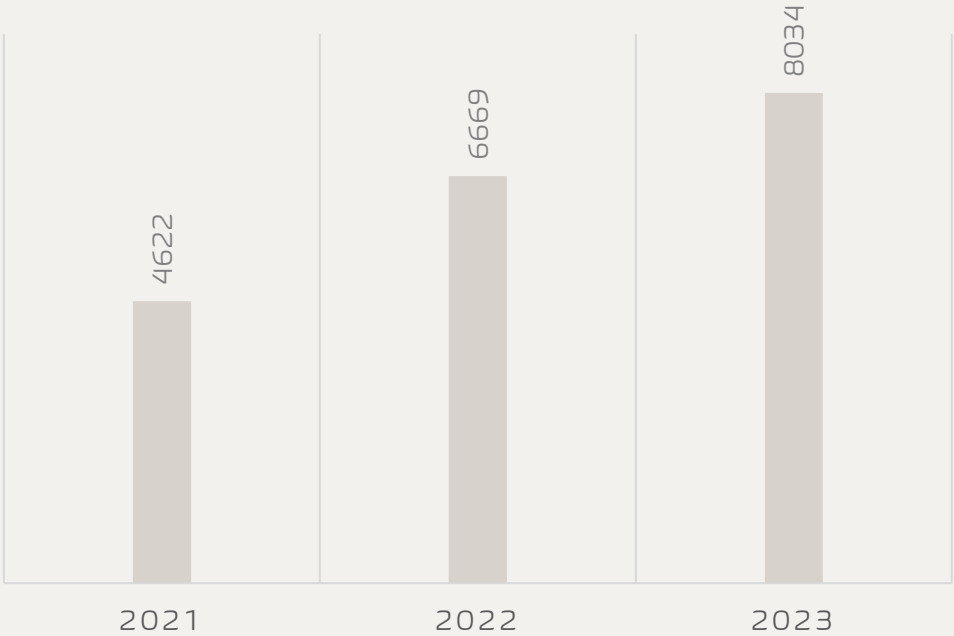
Vision Statement: We envision a town where all residents are actively engaged within programs that promote healthy lifestyles, demonstrate positive sportsmanship, and encourage community engagement.



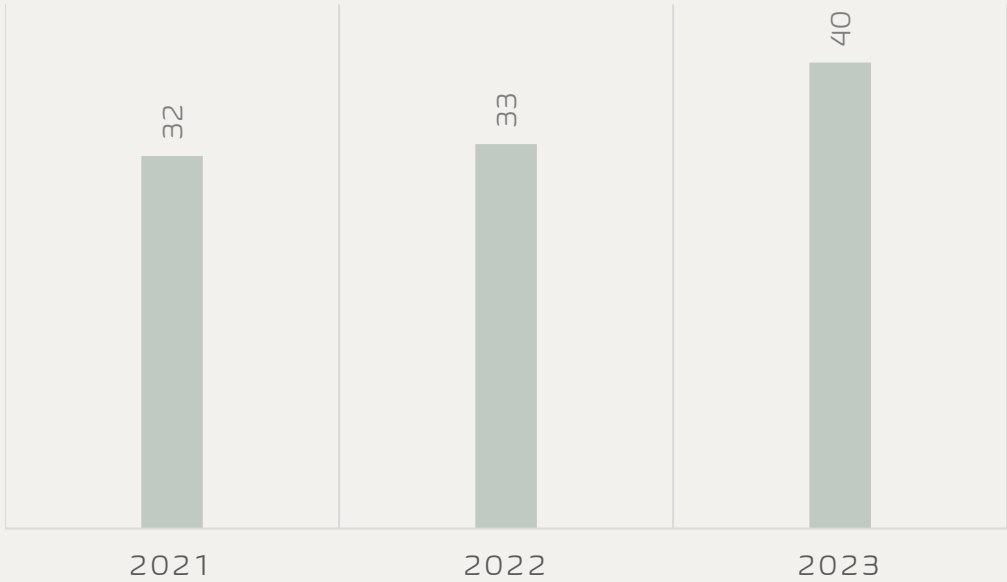
Growth by Year

2023 New Program Offerings:
S.E.A.T (Chair Aerobics)
Summer Yoga
Curious Movement
Theatre
T.E.A.M Program
Summer Concert Series
Tai- Chi

ANNUAL PARTICIPANTS



PROGRAMS OFFERED



Overview of proposed budget

01-4520-01-4110: Recreation Salary \$68,812.00

This line item represents the Director's Salary

01-4520-01-4111: FT Hourly Wage \$59,374.00

This line item represents the Assistant Director's Hourly Wage

01-4520-01-4112: PT Hourly Wage \$39,426.00

Includes 9 additional hours for Administrative Assistant position

01-4520-01-4290: Employee Benefits \$95,939.00

Increase of employee benefits was due to Assistant Director requiring insurance as well the addition of the single plan health insurance for the Admin Assistant position.

01-4520-01-4154: E/T Buyout \$1,500.00

Earn time buyout for Recreation Director, Assistant Director, and Administrative Assistant.

SUMMARY:

2023 Approved Budget: \$215,184.00

2024 Proposed Budget: \$265,051.00

Increase of \$49,867.00

Increase is due to current staff requiring additional health insurance, as well as the 9 hours of Admin Assistant & single plan health insurance.

Budget Requests Overview:

\$24,337.00~ Administrative Assistant- 9 remaining hours and single plan health insurance:

<ul style="list-style-type: none"> Meet and greet clients and visitors in the office. Interact in a pleasant, cheerful, and gracious manner with all participants, clients, and co-workers. First point of contact for telephone, email and in person inquiries. Field questions and respond appropriately and with discernment to all situations. Transfers to appropriate staff members as needed. Register participants for programs: Update registrations forms in RecTrac, process revenue Manage and maintain customer database and household information in RecTrac for all participants and programs Assist with set up and break down of programs 	12-15
<ul style="list-style-type: none"> Responsible for providing basic financial statements; make deposits daily; process daily General Ledger reports and cross reference with TD Bank statements; accurate entry and recording of all department revenues with RecTrac Travel to Town Hall or TD Bank with deposits 	6-8
<ul style="list-style-type: none"> Payment tracking and reconciliation for department programs; cross reference payments between RecTrac reports and EMoney account; notify families of past due accounts in a timely manner 	3-4
<ul style="list-style-type: none"> Maintain Revolving Fund Overhead sheet, process weekly invoices and monthly credit card statements; obtain approval from Recreation Commission members via department procedures. 	4-5
<ul style="list-style-type: none"> Advertise all programs through email (Constant Contact), flyers, postcards, Facebook and via Town website; maintain advertisement scheduling calendar Update and maintain Recreation Department website and calendar via town website. Work with department staff to create and maintain a social media presence. Create and modify documents using Microsoft Office, Word, Publisher, Excel and Canva 	3-8
<ul style="list-style-type: none"> Support staff in assigned project-based work 	1-2
<ul style="list-style-type: none"> Perform general clerical duties, including but not limited to photocopying, scanning, faxing, mailing, and filing Maintain hard copy and electronic filing system 	1-2
<ul style="list-style-type: none"> <u>Other tasks such as:</u> Research, price, and purchase office and program materials Assist the department in program scheduling Perform duties of office employees in the event of an absence. Perform related duties as assigned. Maintain Administrative Assistant job training manual 	1-2
Total Hours	31 - 46

Revolving Fund Projections

Revolving Fund Projections		
Item	Projections	Notes
Revolving Fund Balance	\$ 608,882.91	Ending Balance - September 2023
Grant Match	\$ (150,000.00)	CDFA Grant
Rec Garage	\$ (155,000.00)	Van and storage
Q3 Bill 2023	\$ (211,508.06)	Anticipated, includes van
Q4 Bill 2023	\$ (103,714.45)	
<i>Port One Architects</i>	\$ (5,500.00)	Grant Drawings
Q1 Bill 2024	\$ (115,384.98)	
Q2 Bill 2024	\$ (143,677.17)	
Projected Revenue B4/Aft	\$ 338,400.00	Q3 23 - Q2 24
Projected Camp Revenue	\$ 159,405.00	Summer, KDO and Vacation
Projected Youth Program Revenue	\$ 60,000.00	
Remaining Revolving Funds:	\$ 281,903.24	

Completed Projects from Revolving Fund- no tax impact or request	
Gymnasium Walls	\$128,148.64
Replaced old bleachers	\$24,231.00
Resurfaced gym floor	\$35,943.00
Installation of shade structures	\$38,993.60
Replaced old scoreboard 2022	\$5,106.00
Leveled community field on Ramsdell 2023	\$5,000
Fencing and gates on Ramsdell Lane 2023	\$9,311.36
Remaining funds for 15-Passenger Van (received \$52,800 in grant funding): 2023	\$19,942.00
	\$266,675.60

Future Development
<i>Band Stand</i>
<i>Pavillion</i>
<i>Community Pavilion</i>
<i>Pump Track</i>
<i>Outdoor Courts- Pickleball & Basketball</i>
<i>Walking Trail</i>
<i>Disc Golf</i>

Summary

When this department was originally established, I don't think anyone envisioned how large of a role it would play within our community. Barrington is a unique town, and we strive to meet the needs of our growing community. We understand the importance of not only physical health but mental and emotional health as well. Offering a variety of programs for all age groups, brings tremendous value to the community. It encourages our residents to participate while feeling comfortable, making new friends and gets them involved with town groups and organizations. This is what fosters the sense of belonging and the "small town" feeling we have all grown to love and appreciate.

The Recreation Department has not only been focused on quality of programs but also the quantity of our programs, to ensure we have a wide range of offerings for all ages and interests. Since moving the Administrative Assistant to 34 hours, we have added 7 new programs, with many of them operating multiple times per week. Due to this, it was imperative that the Administrative Assistant remain at 34 hours per week to complete all assigned duties and maintain a consistent level of service. Moving forward, without this position being fully funded from the Operating budget the Recreation department anticipates barely breaking even by year end. Currently, our Revolving Fund houses approximately \$75,000 of overhead, without any Revenue to offset. This includes printer contracts, conferences and training, playground maintenance, etc. If the additional \$24,337 is required to come from the Revolving Fund, this leaves no room for additional growth and may require cutting back on current program offerings to remain financially stable. Our program rates are competitive with current market value, so simply increasing program costs would not be sufficient. Additionally, our role in municipal recreation is to keep our programs accessible but also ensuring all program overhead is covered. Raising the costs would not only limit participation, leading to a less active community, but also drive participants to consider other opportunities outside of Barrington, due to comparable pricing models.

As the Department continues to evolve, we anticipate becoming more of a "Parks and Recreation Department" to more accurately reflect the roles we fill throughout town. As we shift to this proposed model, it is imperative that the "recreation" side of the department operates efficiently. We have a team of dedicated staff and commissioners and have worked hard to establish and maintain our customer base. We want to continue to meet the needs of our community but have unfortunately reached financial limitations as the department and community have continued to expand. With the above mentioned, I know that requests like these are often "low hanging fruit", often easy to eliminate, as you must navigate many budget requests. With that mentioned, I want to reiterate that we wouldn't be making these requests unless it was necessary. As a department we put our heads down, stay in our lane and lend a helping hand whenever possible and hope that the request for \$24,337 will be included in the 2024 budget season.

Warrant Article Request for \$500,000

The Recreation Department is pursuing a one-time grant through the CDFA for Community Centers, totaling up to 1 million dollars. With the potential of the library re-locating, we have decided to pursue this grant in an effort to minimize the additional requests to raise and appropriate taxes.

Below is a break down of potential outcomes, pending funding and voting in March. Without knowing what funding will be available it is hard to potential project outcomes. I have included a break down of current options based on the proposed warrant article requests. Each option is broken into diagrams, which are provided on the right-hand side. Please note that these drawings are pre-liminary ideas and would be subject to change pending funding availability

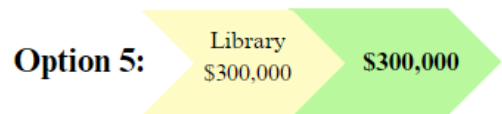


Diagram Reference

- Option 1:** Diagram A, B, C- minus food pantry space
- Option 2:** Diagram C
- Option 3:** Diagram A & B- smaller scope due to funding.
- Option 4:** Diagram C, minus food pantry
Flex space 3 would become reception and office space.
- Option 5:** Diagram B- Re-installation of staircase is first priority with minimal changes upstairs.

