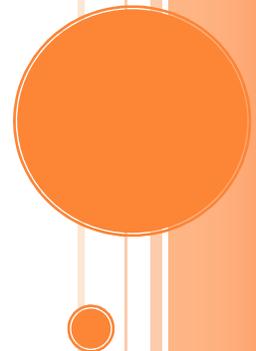


RECREATION DEPARTMENT MONTHLY REPORT

Paula Simmons, Park and Recreation Director

November 2014



November Overview

- Organized and attended Brentwood Light Up Night (11/22)
- Attended November Department Meeting (11/3)
- Attended BBW Chamber Luncheon (11/6)
- Attended BBW Chamber Woman's Luncheon (11/14)
- Attended November Park and Recreation Committee Meeting (11/13)
- Attended DCNR Grant Writing Workshop (11/18)
- Attended Finding Green Convention (11/21)

Attachments

- November Recreation Fee Summary
- Facility Rental Summary

November 3 - 7

- Attended October Monthly Department Meeting
- Attended October BBW Chamber Luncheon
- Attended monthly Staff Meeting

PROGRAMS

Finalized Winter Program Flyer. Contacted both Brentwood and Baldwin School to inform them that flyers will be delivered sometime next week.

Started promoting winter programs and events. Set several promotional email blasts. Contacted several churches to have information put in the weekly bulletins.

Issued program fee memo to Finance Department for Boot camp and Zumba instructors.

Informed PALs, Zumba instructor and Bootcamp instructor that there will be no water in the Civic Center starting next week till the first week of December. PALs have been moved to the community Room.

Review IN community Magazine article draft.

Updated winter programs on borough website.

FACILITY RENTAL POLICY

Contacted Chartiers Valley about their Facility Rental Policy regarding rentals to outside organization for large events Did not hear back.

Research high school that have a facility rental policies. Made changes to the Facility Rental policy that will be reviewed at the Park and Recreation Committee meeting.

DEK HOCKEY

Purchases padding for the dek hockey rink.

PLAYGROUND

COMMUNITY SPONSORSHIP AND ADVERTISING

Purchased signs for to inform interested sponsors how to go about purchasing signs



OTHER

Light Up Night

Looked into finding someone who would be interested in participating in Light Up Night as Mrs. Clause

Confirmed appearance from Chik-fil-A Cow.

Holiday Party

Assisted Lou in invitations for both Pot luck CHRistmas Luncheon nad Borough Holiday Party.

November 10 - 14

- Attended November Park and Recreation Committee Meeting (11/13)
- Attended November BBW Woman's Chamber Luncheon (11/14)
- Attended Light Up Night Meeting (11/12)

PROGRAMS

Issued program fee memo to Finance Department for Boot camp and Zumba instructors.

Registered individuals for programs and assisted with online registration issues.

Created flyer to be placed into BBW Chamber Light Up Night Tote Bags.

FACILITY RENTAL/ POLICY

Research high school that have a facility rental policies. Made changes to the Facility Rental policy that will be reviewed at the Park and Recreation Committee meeting.

Several facility rental applications came in this week. With Civic Center water being turned off for the next month, had to contact renters to arrange to be moved to community room or different dates.

PLAYGROUND

Received notification that we have received a \$18,000 GameTime Playground Grant to purchase Gametime playground equipment. See attached for plans and budget.

Received notification that we receives a \$15,000 Kaboom DIY Grant to purchase Playword playground equipment.

Unfortunately, neither grant will be overlapped. The Park and Recreation Committee will decide what type of playground equipment we want to go with.

- Park and Recreation Committee agreed to go with Kaboom Grant and Playworld equipment. Playworld distributor, Jeffery Associates also has a small grant that we may be awarded. The Kaboom grant is good from all next year and gives us time to make some changes and decide what we really want. I have contacted Jeffery Associates to meet with them to make changes to meet our budget.

COMMUNITY SPONSORSHIP AND ADVERTISING

OTHER

Light Up Night

Attended Meeting on Wednesday November 12th.

Organized for Light Up Night tree to be cut down from local residents yard. Resident wanted to donate tree.

Designed and printed promotional material to be placed in light up night tote bags.

Answered question from vendors and set up Light Up Night schedule.

Interviewed with Stephanie Hacke for an article in the Record.

Placed ad in South Hills record

Holiday Party

Designed and printed labels for holiday party favors.

November 17 - 22

- Attended DCNR Grant Writing Workshop (11/18)
- Attended Light Up Night (11/22)
- Attended PA Finding Green Seminar (11/21)
Learned about grant opportunities from:
 - Pennsylvania Department of Community & Economic Development (Commonwealth Financing Authority)—CFA
 - Pennsylvania Department of Environmental Protection—DEP
 - Pennsylvania Historical & Museum Commission—PHMC

PROGRAMS

Issued program fee memo to Finance Department for Boot camp and Zumba instructors.

Delivered flyer to all Brentwood and Baldwin schools.

FACILITY RENTAL/ POLICY

Made changes to rentals to accommodate water being turned off in the civic center for the month of December.

PLAYGROUND

Received grant acceptance letter from KaBoom. They included a press release template. Started to fill out press release and read rules and regulations of the grant process.

Met with Pete Jeffery from Jeffery Associates. We reviews playground structures and made changed to meet our 2015 budget.

Emailed Gametime local vendor to inform them we will not be moving forward with a Gametime play structure.

Searched for other grant resources.

COMMUNITY DAYS

OTHER

Light Up Night

Finalized booth location for Light Up Night.

Emailed agenda to police and public works.

Delivered light up night flyers to Brentwood schools.

Gathered supplies need for Saturdays event.

Attended event. (2 – 7 pm)

Light Up Night Review

2014 Light up night was a big success. Temperature wasn't frigid and the rain held off. Unfortunately all 3 food vendor backed out or didn't show up. This was a huge disappointment as there was no food for people to eat during the whole event. However people enjoyed booths such as a face painter, train rides, photo opportunities with Frozen characters, and raffles.

There were several scheduled entertainment. We had a new dance studio, Carplez Center for the Arts, perform a 30 min long Holiday musical/acting/dance show. They brought many spectators with them and the audience, including myself, absolutely loved the performance. Mary Ellen Shade Dance studio also put on a performance. Towards the end of the event, Full Body Studio presented an ariel holiday performance.









Revenue Reconciliation Sheet

2014 Recreation Programs

TOTAL		2014 Recreation Programs												TOTAL				
Jan-June 2014		July			August			September			October			November			Jan - November 2014	
		No.	Price	Total	No.	Price	Total	No.	Price	Total	No.	Price	Total	No.	Price	Total		
Instructed Program Revenues																		
<i>Best Camp</i>																		
		Pass (10 classes)	1	\$ 55.00	\$ 55.00						4	\$ 45.00	\$ 180.00					
		Pass (5 classes)		\$ 35.00	\$ 35.00	1	\$ 35.00	\$ 35.00			3	\$ 25.00	\$ 75.00					
		Drop-in	5	\$ 8.00	\$ 40.00						3	\$ 6.00	\$ 18.00					
		Total Attendance	6		\$ 95.00	1		\$ 35.00	0		9		\$ 248.00	0				
		Bootscamp Total																
		\$ 1,261.00																
<i>Strength and Sculpt</i>																		
		Pass (10 classes)										\$ 45.00	\$ -			\$ 45.00	\$ -	
		Pass (5 classes)										\$ 25.00	\$ -			\$ 25.00	\$ 25.00	
		Drop-in										2	\$ 6.00	\$ 12.00	2	\$ 6.00	\$ 12.00	
		Total Attendance										2		\$ 12.00	3		\$ 37.00	
		Strength & Sculpt Total																
		\$ 49.00																
<i>INSANTY</i>																		
		Pass (8 classes)	2	\$ 50.00	\$ 100.00						1	\$ 50.00	\$ 50.00					
		Drop-ins	9	\$ 5.00	\$ 45.00						5	\$ 5.00	\$ 25.00					
		Total Attendance	11		\$ 145.00	5		\$ 25.00	11		\$ 50.00	\$ 75.00	6		\$ 30.00	\$ 150.00	6	
		INSANTY Total																
		\$ 205.00																
<i>P/YO</i>																		
		Pass (8 Classes)										2	\$ 35.00	\$ 70.00			\$ 35.00	\$ -
		Drop-in											\$ 5.00	\$ -			\$ 5.00	\$ -
		Total Attendance										2		\$ 70.00	0		\$ -	\$ 70.00
		P/YO Total																
		\$ 70.00																
<i>INSANTY & P/YO Combo</i>																		
		Drop In										7	\$ 8.00	\$ 56.00			\$ 8.00	\$ -
		Pass (8 INSANTY & 8 P/YO)										4	\$ 60.00	\$ 240.00			\$ 60.00	\$ -
		Total Attendance										11		\$ 296.00	0		\$ -	\$ 296.00
		INSANTY & P/YO Combo Total																
		\$ 296.00																
<i>Bus Trip</i>																		
		Single																
		Couple																
		Total Attendance																
		Bus Trip Total																
		\$ 1,080.00																
<i>Zumba</i>																		
		Pass (10 classes)	16	\$ 55.00	\$ 880.00	10	\$ 55.00	\$ 550.00	2	\$ 55.00	\$ 110.00	7	\$ 55.00	\$ 385.00	7	\$ 55.00	\$ 385.00	
		Pass (5 classes)	5	\$ 30.00	\$ 150.00	1	\$ 30.00	\$ 30.00	4	\$ 30.00	\$ 120.00	5	\$ 30.00	\$ 150.00	3	\$ 30.00	\$ 90.00	
		Drop-in	14	\$ 8.00	\$ 112.00	5	\$ 8.00	\$ 40.00	9	\$ 8.00	\$ 72.00	17	\$ 8.00	\$ 136.00	4	\$ 8.00	\$ 32.00	
		Zumba Weights Class	7	\$ 2.00	\$ 14.00								\$ 2.00	\$ -			\$ 2.00	\$ -
		Total Attendance	35		\$ 1,142.00	23		\$ 634.00	15		\$ 302.00	29		\$ 671.00	14		\$ 507.00	\$ 5,281.00
		Zumba Total																
		\$ 2,325.00																
<i>Jump Start Little Penguins</i>																		
<i>Session A, B & C</i>																		
		Resident				23	\$ 65.00	\$ 1,495.00										
		Non-resident				6	\$ 70.00	\$ 420.00										
		Total Attendance				29		\$ 1,915.00										
		Jump Start T-Birds T-ball																
		Resident				20	\$ 65.00	\$ 1,300.00										
		Non-resident				1	\$ 70.00	\$ 70.00										
		Total Attendance				21		\$ 1,370.00										
		Jump Start Little Hoopsters																
		Resident							13	\$ 65.00	\$ 845.00							
		Non-resident							1	\$ 70.00	\$ 70.00							
		Total Attendance							14		\$ 915.00							
		Jump Start Little Hoopsters Total																
		\$ 915.00																
<i>Ticker To Ride Brick4Kids Lego Class</i>																		
		Resident										8	\$ 80.00	\$ 640.00				
		Non-Residents											\$ 85.00	\$ -				
		Total Attendance										8		\$ 640.00	1		\$ 640.00	
		Ticker To Ride Brick4Kids Total																
		\$ 640.00																
<i>Happy Feet "Storytime with a Soccer Ball"</i>																		
		Resident										4	\$ 60	\$ 240.00				
		Non-Residents											\$ 70	\$ 240.00				
		Total Attendance										4		\$ 240.00	1		\$ 240.00	
		Happy Feet Total																
		\$ 240.00																
<i>Acrylic Painting</i>																		
<i>Summer Session (7/15-8/26)</i>																		
		Resident	3	\$ 45.00	\$ 135.00													
		Non-resident	0	\$ 55.00	\$ -													
		Total Attendance	3		\$ 135.00													
		Acrylic Painting Total																
		\$ 450.00																
<i>Spectacular Summer Creations</i>																		
		Resident	5	\$ 45.00	\$ 225.00													
		Non-resident	0	\$ 55.00	\$ -													
		Total Attendance	5		\$ 225.00													
		Spectacular Summer Creations																
		\$ 225.00																
<i>Cartooning for Kids</i>																		
		Resident							3	\$ 60.00	\$ 180.00							
		Non-resident							2	\$ 70.00	\$ 140.00							
		Total Attendance							5		\$ 320.00							
		Cartooning for Kids																
		\$ 320.00																
<i>Jump Start Olympic Camp</i>																		
		Resident (full day)																
		Non-resident (1 Day)																
		Resident (half day)																
		Non-resident (half day)																
		Below Camp Camp																
		Above Camp Camp																
		Total Attendance																
		Jump Start Olympic Camp																
		\$ 1,635.00																
		TOTAL REC PROGRAM REVENUE																
		\$ 10,521.00																
		Instructor 70%																
		\$ 6,684.70																
		BOROUGH 30%																
		\$ 4,127.38																
<i>July 3rd Game Truck (7/3)</i>																		

Paula Simmons

From: Naudy Martinez [NMartinez@kaboom.org]
Sent: Monday, November 17, 2014 2:33 PM
To: psimmons@brentwoodboro.com
Subject: KaBOOM! 2014 Let's Play \$15,000 Grant (CONGRATULATIONS!)
Attachments: Brentwood Borough LOA.pdf; 2014 Let's Play Construction Grant Release (Updated).docx; COI Sample.pdf

Importance: High

Dear Paula,

Congratulations! We are jumping for joy to award Brentwood Borough with a Let's Play grant in the amount of **\$15,000** from Dr Pepper Snapple Group and KaBOOM!. Let's Play is a community partnership led by Dr Pepper Snapple Group to help kids and families get active. KaBOOM! is proud to be a part of the Let's Play partnership, and we're thrilled to help you impact even more children. We thank you for working to provide quality, fun, and safe outdoor play opportunities for the children in your community.

Attached you will find the Letter of Agreement (LOA) detailing the parameters and expectations that KaBOOM! has for our playground grantees.

The LOA must be signed by whoever has legal authority over the playground area. Please read this document *very carefully* before signing.

Please sign and return your LOA to KaBOOM! (via mail or email) along with insurance documentation by December 5th, 2014

If you have any trouble meeting this deadline, please let me know as soon as possible!

Note: The certificate of Insurance must list Dr Pepper Snapple Group and KaBOOM! as additional insured/Certificate Holders. Both organization names and their respective addresses must appear in the document (see sample attached!):**:

- KaBOOM! 4301 Connecticut Ave. NW, Suite ML-1, Washington, DC 20008
- Dr Pepper Snapple Group 5301 Legacy Drive, Plano, TX 75024

Attached you will also find a Let's Play Grant Press Release template for you to edit and share. This template will help you inform reporters in your community about the grant you are receiving! Before distributing, please send to grants manager for review.

Please also mark your calendars and join us for a Grantee Orientation session on **December 5th, 2014 from 1pm-2 pm (EST)**

Please register here: <https://www.surveymonkey.com/s/GNS8MLB>

And connect here (on Dec 5th): <http://www.MyEventPartner.com/KaBOOM147>

Please note, this orientation session is required and there must be at minimum 1 representative from your organization who will be involved in the project in attendance.

Grantee to-do list:

-Submit LOA *and* insurance to KaBOOM! no later than **Dec 5th**

-Register for orientation webinar no later than **Dec 4th**

-Attend Orientation webinar on **Dec 5th from 1-2 pm (EST)**

-Check out the KaBOOM! online toolkit for great resources on project planning: http://kaboom.org/build_playground/toolkit

Thank you again for partnering with us to ensure that all kids get the play they need to thrive. If you have any questions, please don't hesitate to contact me at 202-464-6415.

In play,
Naudy

Naudy Martinez, Grants Manager
(O) 202.464.6415
kaboom.org