## RECREATION AND PARKS

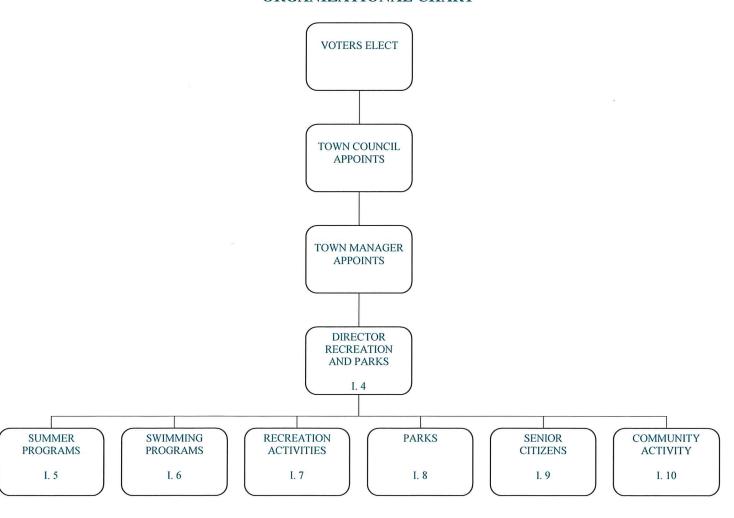
#### PROGRAM DESCRIPTION

Expenditures related to the operation and maintenance of Town-owned or leased recreational activities and facilities for the benefit of resident citizens and visitors are described and accounted for in this category. Park scheduling is controlled by the Director of Recreation and Parks. Park maintenance is coordinated and carried out through the Director of Public Works.

## PERSONNEL AND EXPENDITURES

	2015/	2016/	2017/	2018/	2019/	\$	%
	2016	2017	2018	2019	2020	Inc/(Dec)	Inc/-Dec
Full-Time Positions	3	3	3	3	3	0	0.00%
Expenditures	\$1,145,800	\$1,172,661	\$1,231,069	\$1,267,833	\$1,267,859	\$26	0.00%

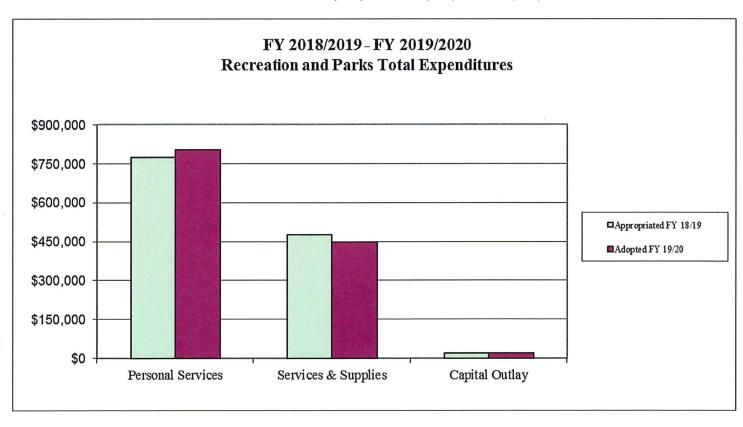
# RECREATION AND PARKS ORGANIZATIONAL CHART



## ADOPTED BUDGET SUMMARY - RECREATION AND PARKS

Fund 01	Appropriated FY 2018/2019	Requested FY 2019/2020	Adopted FY 2019/2020	Inc/(Dec) \$	Inc/-Dec %
Recreation Administration	11 2010/2017	11 2017/2020	11 2017/2020	πι (Βες) ψ	The Dec 70
Total Personal Services	\$496,761	\$518,687	\$514,903	\$18,142	3.65%
Total Services & Supplies	\$9,625	\$10,665	\$10,665	\$1,040	10.81%
Total Capital Outlay	\$1,725	\$1,725	\$1,725	\$0	0.00%
Total Recreation Administration	\$508,111	\$531,077	\$527,293	\$19,182	3.78%
Organized Programs					
Total Personal Services	\$74,770	\$59,888	\$59,888	(\$14,882)	-19.90%
Total Services & Supplies	\$20,565	\$28,865	\$28,865	\$8,300	40.36%
Total Organized Programs	\$95,335	\$88,753	\$88,753	(\$6,582)	-6.90%
Swimming Programs					
Total Personal Services	\$124,026	\$128,432	\$128,432	\$4,406	3.55%
Total Services & Supplies	\$38,750	\$28,550	\$28,550	(\$10,200)	-26.32%
Total Capital Outlay	\$1,000	\$1,000	\$1,000	\$0	0.00%
Total Swimming Programs	\$163,776	\$157,982	\$157,982	(\$5,794)	-3.54%
Parks					
Total Services & Supplies	\$19,080	\$19,080	\$19,080	\$0	0.00%
Total Capital Outlay	\$1,500	\$1,500	\$1,500	\$0	0.00%
Total Parks	\$20,580	\$20,580	\$20,580	\$0	0.00%
Senior Citizens					
Total Services & Supplies	\$24,915	\$24,915	\$24,915	\$0	0.00%
Total Capital Outlay	\$4,240	\$4,240	\$4,240	\$0	0.00%
Total Senior Citizens	\$29,155	\$29,155	\$29,155	\$0	0.00%
Community Activities					
Total Personal Services	\$10,501	\$10,497	\$6,053	(\$4,448)	-42.36%
Total Services & Supplies	\$26,245	\$28,145	\$27,353	\$1,108	4.22%
Total Community Activities	\$36,746	\$38,642	\$33,406	(\$3,340)	-9.09%
Total Fund 01 Personal Services	\$706,058	\$717,504	\$709,276	\$3,218	0.46%
Total Fund 01 Services & Supplies	\$139,180	\$140,220	\$139,428	\$248	0.18%
Total Fund 01 Capital Outlay	\$8,465	\$8,465	\$8,465	\$0	0.00%
Total Fund 01 Recreation and Parks	\$853,703	\$866,189	\$857,169	\$3,466	0.41%
Fund 04 - Parks					
Total Services & Supplies	\$10,000	\$10,000	\$10,000	\$0	0.00%
Total Parks	\$10,000	\$10,000	\$10,000	\$0	0.00%

Fund 09 - Recreation Activities					
Total Personal Services	\$58,030	\$83,066	\$83,066	\$25,036	43.14%
Total Services & Supplies	\$270,800	\$245,045	\$245,045	(\$25,755)	-9.51%
Total Capital Outlay	\$3,600	\$3,600	\$3,600	\$0	0.00%
Total Recreation Activities	\$332,430	\$331,711	\$331,711	(\$719)	-0.22%
Fund 09 - Parks					
Total Personal Services	\$9,350	\$9,629	\$9,629	\$279	2.98%
Total Services & Supplies	\$33,650	\$33,650	\$33,650	\$0	0.00%
Total Capital Outlay	\$6,000	\$6,000	\$6,000	\$0	0.00%
Total Parks	\$49,000	\$49,279	\$49,279	\$279	0.57%
Fund 09 - Senior Citizens					
Total Services & Supplies	\$21,200	\$18,200	\$18,200	(\$3,000)	-14.15%
Total Capital Outlay	\$1,500	\$1,500	\$1,500	\$0	0.00%
Total Senior Citizens	\$22,700	\$19,700	\$19,700	(\$3,000)	-13.22%
Total Funds 04 & 09 Personal Services	\$67,380	\$92,695	\$92,695	\$25,315	37.57%
Total Funds 04 & 09 Services & Supplies	\$335,650	\$306,895	\$306,895	(\$28,755)	-8.57%
Total Funds 04 & 09 Capital Outlay	\$11,100	\$11,100	\$11,100	\$0	0.00%
Total Funds 04 & 09 Recreation & Parks	\$414,130	\$410,690	\$410,690	(\$3,440)	-0.83%
Total Personal Services	\$773,438	\$810,199	\$801,971	\$28,533	3.69%
Total Services and Supplies	\$474,830	\$447,115	\$446,323	(\$28,507)	-6.00%
Total Capital Outlay	\$19,565	\$19,565	\$19,565	\$0	0.00%
Total Recreation & Parks	\$1,267,833	\$1,276,879	\$1,267,859	\$26	0.00%



## 451.01 ADMINISTRATION

#### PROGRAM DESCRIPTION

Responsible for the planning, coordination and general administration of Recreation and Parks Department programs, schedules, accounting and record-keeping. All facility use of park property and Avon public school buildings are coordinated in this account, as is administration of the use of the Senior Center/Community Room.

### PROGRAM COMMENTARY

There are no significant changes in the budget for the fiscal year 2019/2020.

#### PERFORMANCE MEASURES

WORKLOAD MEASURES	2015/ 2016	2016/ 2017	2017/ 2018	Est. 2018/ 2019	Proj. 2019/ 2020
Special Revenues Surplus/Deficit \$	\$14,983	\$36,993	\$36,462	\$25,000	\$25,000
Total Revenue to General Fund	\$104,177	\$113,707	\$98,437	\$95,000	\$95,000
Charge Card Revenues	\$394,921	\$433,625	\$441,613	\$375,000	\$375,000
*Total Registrations	4,068	4,818	3,954	4,000	4,000
**Total Transactions	2,244	2,677	3,018	2,700	2,700
**# of Online Transactions	1,899	2,178	2,191	2,000	2,000
**# of Front Desk Transactions	345	499	537	400	400
% of On Line Transactions	84%	81%	72%	80%	80%
MyRec Annual Fee	\$3,650	\$3,650	\$3,575	\$4,190	\$4,190
MyRec Transaction Fees	\$11,542	\$8,875	\$11,583	\$10,000	\$10,000
Total Temporary, FT or PT Personnel	253	253	253	253	250
Instructors, Leaders, Supervisors, Chaperones	175	175	170	175	175
PERSONNEL					
Recreation: Full-Time	2	2	2	2	2
Senior Citizens: Full-Time	1	1	1	1	1

#### PERFORMANCE MEASURES

The Town's mission is to provide quality services at a reasonable cost to all taxpayers. The Recreation and Parks Department strives to provide an array of quality services in a safe and pleasing environment and to increase the number of returning customers utilizing a convenient and efficient on-line registration system. In support of these goals, the following measures are tracked and reviewed:

- Implement Time and Attendance Program for 75% of all employees.
- Receive 80% of all Program Registrations via On-Line Transactions.
- Receive 50% of Facility Reservations via On-Line Transactions.

Account and Description	2018 <u>Actual</u>	2019 Base Budget	2019 Actual YTD	Department <u>Head</u>	Town <u>Manager</u>	Town Council	Board of Finance	Inc/Dec	<u>%</u>
5101 RECREATION ADMIN									
PERSONAL SERVICES									
WAGES & SALARIES	245,357	256,379	224,521	263,279	261,675	261,675	261,675	5,296	2.07
EMPLOYEE BENEFITS	127,504	119,425	125,664	112,753	128,515	123,939	124,701	5,276	4.42
_Total_PERSONAL SERVICES	372,861	375,804	350,185	376,032	390,190	385,614	386,376	10,572	3
_									-
SERVICES & SUPPLIES									
EMPLOYEE BENEFITS	122,495	120,957	124,899	128,060	128,497	128,497	128,527	7,570	6.26
AUTO ALLOWANCE	164	470	53	500	500	500	500	30	6.38
TRAVEL & MEETING EXP	1,250	625	186	1,390	1,390	1,390	1,390	765	122.40
ADVERTISING	0	250	0	220	220	220	220	-30	-12.00
MEMBERSHIP FEES	277	340	159	340	340	340	340	0	0.00
RECRUITMENT & TRAINING	723	650	500	950	950	950	950	300	46.15
UTILITIES	643	550	446	550	550	550	550	0	0.00
CONTRACTUCTUAL SERV & PRINTING	5,000	4,500	4,153	4,500	4,500	4,500	4,500	0	0.00
RENTALS	822	840	873	840	840	840	840	0	0.00
POSTAGE	166	400	108	400	400	400	400	0	0.00
MATERIALS AND SUPPLIES	1,015	1,000	401	975	975	975	975	-25	-2.50
_Total_SERVICES & SUPPLIES	132,555	130,582	131,778	138,725	139,162	139,162	139,192	8,610	7
CAPITAL OUTLAY									
CAPITAL EQUIP EXP	0	1,725	1,635	1,725	1,725	1,725	1,725	0	0.00
_Total_CAPITAL OUTLAY	0	<u> </u>	1,635	1,725	1,725	1,725	1,725	0	0
<del>-</del> -									
_Total_5101 RECREATION ADMIN	505,416	508,111	483,598	516,482	531,077	526,501	527,293	19,182	4

Account#	Description	2018 <u>Actual</u>	2019 Base Budget	2019 Actual YTD	Department <u>Head</u>	Town <u>Manager</u>	Town Council	Board of Finance	<u>inc/Dec</u>	<u>%</u>
01-5101-51011	REG FULL TIME	220,267	224,448	198,465	229,498	227,894	227,894	227,894	3,446	1.54
01-5101-51012	REG PART TIME	25,090	29,780	21,834	31,212	31,212	31,212	31,212	1,432	4.81
01-5101-51014	TEMPORARY PART TIME	0	2,151	4,222	2,569	2,569	2,569	2,569	418	19.43
01-5101-51031	FICA	18,996		16,329	20,337	20,017	20,017	20,067	226	1.14
01-5101-51032	RETIREMENT	71,160	70,551	75,226	74,266	74,266	74,266	74,266	3,715	5.27
5101-51032 now has 5103 and 5109 as part of line.	5									
01-5101-51033	HOSPITALIZATION	45,239	43,366	43,366	45,361	45,361	45,361	45,361	1,995	4.60
01-5101-51034	DENTAL INS	2,853		2,082	3,167	3,167	3,167	3,167	0	0.00
01-5101-51036	WORK COMP	2,740	3,122	3,557	4,498	4,935	4,935	4,965	1,843	59.03
01-5101-51038	DEFINED CONTRIBUTION	13,073	13,286	10,971	13,562	13,354	13,354	13,406	120	0.90
01-5101-51039	RETIREE HEALTH	93,495	74,052	86,342	76,914	85,500	80,924	80,924	6,872	9.28
5101-51039 now has 5103, 5105, and 5107 as part of line.										
01-5101-51040	LIFE/LTD INSURANCE	503	751	668	768	768	768	768	17	2.26
5101-51040 now has 5103, 5105, and 5107 as part of line.										
01-5101-51043	PMTS IN LIEU OF COVERAGE	0	10,306	10,306	0	7,704	7,704	7,704	-2,602	-25.25
01-5101-52101	ANNUAL ALLOTMENT	1,940	1,940	1,716	1,940	1,940	1,940	2,600	660	34.02
01-5101-52102	MILEAGE	0		0	150	150	150	150	-150	-50.00
01-5101-52111	MILEAGE & TOLLS	164		53	350	350	350	350	180	105.88
01-5101-52112	LODGING	1,250		145	940	940	940	940	765	437.14
01-5101-52113	MEALS	0		41 0	450 220	450 220	450 220	450 220	0 150	0.00 214.29
01-5101-52121 01-5101-52129	RECRUITING ADVERTISING-OTHER	0	70 180	0	0	0	0	0	-180	-100.00
01-5101-52129	FEES-PROFESSIONAL	277		159	340	340	340	340	0	0.00
01-5101-52155	PROFESSIONAL DEVELOPMENT	723		500	950	950	950	950	300	46.15
01-5101-52176	TELEPHONE	643	550	446	550	550	550	550	0	0.00
01-5101-52181	PRINTING	5,000	4,500	4,153	4,500	4,500	4,500	4,500	0	0.00
01-5101-52193	COPIER	822		873	840	840	840	840	0	0.00
01-5101-52221	POSTAGE	166		108	400	400	400	400	0	0.00
01-5101-52231	OFFICE SUPPLIES	1,015	•	401	975	975	975	975	-25	-2.50
01-5101-53302	FIXED EQUIPMENT	0	1,725	1,635	1,725	1,725	1,725	1,725	0	0.00
New PC for Recreation Program Specialist										
	_Total_RECREATION	505,416	508,111	483,598	516,482	531,077	526,501	527,293	19,182	4
	_Total_5101 RECREATION ADMIN	505,416	508,111	483,598	516,482	531,077	526,501	527,293	19,182	4

Town of Avon

Personnel Wage Analysis

01-5101-51011	Sharon Henry	501	100%	1,950	8E	36.5654	71,303	71,303
01-5101-51011	Ruth Checko	1719	100%	1,950	UP	46.5987	90,867	90,867
01-5101-51011	Jennifer Bennett	490	100%	1,950	8E	33.7045	65,724	65,724
01-5101-51011								227,894
01-5101-51012	Elizabeth Shaffer	1880	18%	1,170	6D	27.2117	31,838	31,212
			82%		6C	26.5479	31,061	
01-5101-51012								31,212
01-5101-51014	Clerk Recreation Activities		100%				600	600
01-5101-51014	Facility Attendant		100%				1,969	1,969
01-5101-51014	,							2,569
01-5101-52101	Car Allotment							2,600
01-5101-52101								2,600
<u>Total 5101</u>								<u>264,275</u>

## 451.03 ORGANIZED PROGRAMS

#### PROGRAM DESCRIPTION

This account, formally "Organized Summer Programs" has been expanded to include a variety of non-reimbursable programs, previously reported in "Recreation Activities" in addition to all Day Camp activities conducted during the summer months.

## PROGRAM COMMENTARY

Program indicators reflecting attendance based on calendar year regardless of fiscal year. Revenues are by fiscal year from July 1 to June 30.

The Summer Camps staff includes, 1 Director with responsibilities of the 8 week camps including set up for both age groups. A Special Needs Director at 10 hours per week coordinates those students who need support under the ADA regulations. Additional staff includes 2 Head Leaders, Recreation Leaders and Para Professionals. One (1) Temporary Full-Time 1-5 Recreation Leader and one (1) Part-Time Special Needs Para Professional are used on an as to need basis.

The Special Events and Adult Activities indicators reflect attendance and this account funds the personal services and expenses required to run these programs.

	2015/	2016/	2017/	Est. 2018/	<b>Proj. 2019</b> /
WORKLOAD MEASURES	2016	2017	2018	2019	2020
Summer Camps					
Summer Fun Camp (grades 1-3)	233	285	259	250	250
Camp Discovery (grades 4-7)	262	214	214	215	215
Extended Care (# is included in the 1-7 Count)	227	450	372	350	352
Counselor Training	13	10	10	10	10
Special Needs	83	75	66	75	75
Special Events					
Family Fun Night at Sycamore	160	225	320	313	300
Family Movie Night (3)	200	125	100	125	125
Adult Activities					
Men's Open Softball	350	394	397	0	0
Basketball:					
Men's Open	346	273	46	45	40
Men's +35 Open	293	286	95	90	90
Golf Seasonal Rate Passes –				100	
Westwoods Golf Course	16	18	18	15	16
Pickleball	50	112	63	50	60
Non-Tax Revenue %	46%	42%	59%	50%	50%
Non-Tax Revenue \$	\$48,191	\$42,616	\$44,932	\$43,000	\$43,000
Revenues to General Fund	\$48,191	\$42,616	\$44,932	\$43,000	\$43,000

Account and Description	2018 <u>Actual</u>	2019 Base Budget	2019 <u>Actual YTD</u>	Department <u>Head</u>	Town <u>Manager</u>	Town <u>Council</u>	Board of Finance	Inc/Dec	<u>%</u>
5103 ORGANIZED PROGRAM									
PERSONAL SERVICES									
WAGES & SALARIES	56,599	67,214	50,212	53,974	53,753	53,753	53,726	-13,488	-20.07
EMPLOYEE BENEFITS	4,250	5,144	4,369	6,990	4,111	4,111	4,109	-1,035	-20.12
_Total_PERSONAL SERVICES	60,849	72,358	54,581	60,964	57,864	57,864	57,835	-14,523	-20
SERVICES & SUPPLIES	4.000	0.440	4 707	2.022	0.004	0.004	2.022	-389	-16.13
EMPLOYEE BENEFITS	1,688	•	1,727	2,033	2,024	2,024	2,023		-10.13 -52.63
AUTO ALLOWANCE	0	190	0	90	90	90	90	-100	
ADVERTISING	0	0	0	600	600	600	600	600	0.00
RECRUITMENT & TRAINING	500	500	0	500	500	500	500	0	0.00
UTILITIES	419	375	360	375	375	375	375	0	0.00
CONTRACTUCTUAL SERV & PRINTING	9,954	10,400	8,178	19,200	19,200	19,200	19,230	8,830	84.90
MATERIALS AND SUPPLIES	5,352	9,100	2,654	8,100	8,100	8,100	8,100	-1,000	-10.99
_Total_SERVICES & SUPPLIES	17,913	22,977	12,919	30,898	30,889	30,889	30,918	7,941	35
Total 5103 ORGANIZED PROGRAMS	78,762	95,335	67,500	91,862	88,753	88,753	88,753	-6,582	-7
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Account#	<u>Description</u>	2018 <u>Actual</u>	2019 Base Budget	2019 <u>Actual YTD</u>	Department <u>Head</u>	Town <u>Manager</u>	Town Council	Board of Finance	Inc/Dec	<u>%</u>
01-5103-51011	REG FULL TIME	-26	0	0	0	0	0	0	0	0.00
01-5103-51012	REG PART TIME	12,811	14,668	9,622	14,599	14,378	14,378	14,378	-290	-1.98
01-5103-51013	TEMPORARY FULL TIME	29,425	35,544	30,133	26,124	26,124	26,124	26,097	-9,447	-26.58
01-5103-51014	TEMPORARY PART TIME	14,080	16,502	9,705	12,751	12,751	12,751	12,751	-3,751	-22.73
01-5103-51015	OVERTIME	309	500	752	500	500	500	500	0	0.00
01-5103-51031	FICA	4,250	5,144	4,369	4,128	4,111	4,111	4,109	-1,035	-20.12
01-5103-51036	WORK COMP	1,688	2,412	1,727	2,033	2,024	2,024	2,023	-389	-16.13
01-5103-51039	RETIREE HEALTH	0	0	0	2,862	0	0	-	0	0.00
01-5103-52102	MILEAGE	0	190	0	90	90	90		-100	-52.63
01-5103-52121	RECRUITING	0	0	0	300	300	300		300	0.00
01-5103-52129	ADVERTISING-OTHER	0	0	0		300	300		300	0.00
01-5103-52155	PROFESSIONAL DEVELOPMENT	500	500	0	500	500	500	500	0	0.00
Diabetes and Epi pen training/Required training for staff.										
01-5103-52176	TELEPHONE	419	375	360	375	375	375	375	0	0.00
01-5103-52181	PRINTING	4,889		3,594	4,500	4,500	4,500	4,500	0	0.00
01-5103-52184	SERVICE & CONSULTANT	3,865		4,180		13,000	13,000		8,800	209.52
Special Needs Consultant-\$8,800										
01-5103-52189	SERVICES - OTHER	1,200	1,700	404	1,700	1,700	1,700	1,730	30	1.76
Subsidies for scholarships (BOF INCREASED)										
01-5103-52235	RECREATIONAL MATERIALS	5,352	9,100	2,654	8,100	8,100	8,100	8,100	-1,000	-10.99
	_Total_RECREATION	78,762		67,500	91,862	88,753	88,753	88,753	-6,582	-7
	•									
	_Total_5103 ORGANIZED PROGRAMS	78,762	95,335	67,500	91,862	88,753	88,753	88,753	-6,582	-7

Town of Avon

Personnel Wage Analysis

01-5103-51012	Special Needs Coordinator		100%			17.3700	4,559	4,559
01-5103-51012	Adrienne Hoekman	539	100%	360	6E	27.2783	9,820	9,820
01-5103-51012								14,379
01-5103-51013	Head Leader		100%			14.5000	3,769	3,769
01-5103-51013	Recreation Leader Yr 1		100%			10.6000	9,539	9,539
01-5103-51013	Recreation Leader Yr 2		100%			10.8500	3,254	3,254
01-5103-51013	Recreation Leader Yr 3		100%			11.1000	3,329	3,329
01-5103-51013	Recreation Leader Yr 2		100%			10.8500	2,820	2,820
01-5103-51013	Special Needs Paraprofessional		100%			17.0600	1,790	1,790
01-5103-51013	Special Needs Counselor		100%			11.0000	1,596	1,596
01-5103-51013								26,097
01-5103-51014	Recreation Leader Yr 2		100%			10.8500	2,035	2,035
01-5103-51014	Gym Supervisor / Evenings		100%			15.7500	2,079	2,079
01-5103-51014	Gym Supervisor / Saturdays		100%			15.7500	2,522	2,522
01-5103-51014	Gym Supervisor / Saturdays		100%			14.5000	580	580
01-5103-51014	Program Supervisor BB		100%			15.5000	620	620
01-5103-51014	Program Supervisor BB		100%			15.7500	2,755	2,755
01-5103-51014	Seasonal Office Assistant		100%			12.0000	2,160	2,160
01-5103-51014								12,751
01-5103-51015	Overtime - Camp Staff		100%			0.2600	500	500
01-5103-51015								500
Total 5103								<u>53,727</u>

## 451.05 SWIMMING PROGRAMS

#### PROGRAM DESCRIPTION

All expenses associated with the Sycamore Hills Pools are funded through this account. They include payroll, training, maintenance and repair, materials and supplies, and equipment for the two pools, as well as the contracted services to open and close the pools annually.

#### PROGRAM COMMENTARY

Program Indicators reflecting attendance are for the summer of the year indicated, regardless of fiscal year. Revenues are those collected during the appropriate fiscal years from July 1 to June 30. Changes of any significance are as follows: the increase in Personnel - Temporary Full-Time is due to step increases for returning staff and increases in minimum wage. Swim instructors who were previously paid as contractors were put on payroll.

WORKLOAD MEASURES	2015/ 2016	2016/ 2017	2017/ 2018	Est. 2018/ 2019	Proj. 2019/ 2020
Swim Membership	358	417	373	373	350
Pool Tags Issued	1,505	1,631	1,591	1,500	1,500
Swim Attendance	13,717	13,627	13,189	13,000	13,000
Swim Lessons	283	277	222	235	235
Non-Tax Revenue %	31%	40%	29%	30%	30%
Non-Tax Revenue \$	*\$55,729	\$58,200	\$53,519	\$55,000	\$55,000
Revenues to General Fund	\$55,729	\$58,200	\$53,519	\$55,000	\$55,000

<sup>\*</sup>Non-tax Revenue/Total Cost

Account and Description	2018 <u>Actual</u>	2019 Base Budget	2019 Actual YTD	Department <u>Head</u>	Town <u>Manager</u>	Town <u>Council</u>	Board of Finance	Inc/Dec	<u>%</u>
5105 SWIMMING PROGRAMS									
PERSONAL SERVICES									
WAGES & SALARIES	113,229	111,387	89,974	115,480	115,480	115,480	115,480	4,093	3.67
EMPLOYEE BENEFITS	8,719	8,522	7,848	11,699	8,837	8,837	8,837	315	3.70
_Total_PERSONAL SERVICES	121,948	119,909	97,822	127,179	124,317	124,317	124,317	4,408	4
SERVICES & SUPPLIES EMPLOYEE BENEFITS AUTO ALLOWANCE ADVERTISING UTILITIES CONTRACTUCTUAL SERV & PRINTING REPAIRS & MAINTENANCE MATERIALS AND SUPPLIES _Total_SERVICES & SUPPLIES	3,954 0 0 2,085 13,619 455 20,978 41,091	4,117 150 0 3,400 18,200 600 16,400 42,867	3,932 0 0 2,499 3,750 80 11,580 21,841	4,520 50 600 2,700 8,200 600 16,400 33,070	4,115 50 600 2,700 8,200 600 16,400 32,665	4,115 50 600 2,700 8,200 600 16,400 32,665	4,115 50 600 2,700 8,200 600 16,400 32,665	-2 -100 600 -700 -10,000 0 0	-0.05 -66.67 0.00 -20.59 -54.95 0.00 0.00
CAPITAL OUTLAY									
CAPITAL EQUIP EXP	810		1,795	1,000	1,000	1,000		0	0.00
_Total_CAPITAL OUTLAY	810	1,000	1,795	1,000	1,000	1,000	1,000	0	0
_Total_5105 SWIMMING PROGRAMS	163,849	163,776	121,458	161,249	157,982	157,982	157,982	-5,794	-4

Account#	Description	2018 <u>Actual</u>	2019 Base Budget	2019 Actual YTD	Department <u>Head</u>	Town <u>Manager</u>	Town Council	Board of Finance	<u>Inc/Dec</u>	<u>%</u>
01-5105-51013	TEMPORARY FULL TIME	109,599	109,887	89,012	113,980	113,980	113,980	113,980	4,093	3.72
01-5105-51014	TEMPORARY PART TIME	2,912	0	155	0	0	0	0	0	0.00
01-5105-51015	OVERTIME	718	1,500	807	1,500	1,500	1,500	1,500	0	0.00
01-5105-51031	FICA	8,719	8,522	7,848	8,837	8,837	8,837	8,837	315	3.70
01-5105-51036	WORK COMP	3,954	4,117	3,932	4,520	4,115	4,115	4,115	-2	-0.05
01-5105-51039	RETIREE HEALTH	0	0	0	2,862	0	0	0	0	0.00
01-5105-52102	MILEAGE	0	150	0	50	50	50	50	-100	-66.67
01-5105-52121	RECRUITING	0	0	0	300	300	300	300	300	0.00
01-5105-52129	ADVERTISING-OTHER	0	0	0	300	300	300	300	300	0.00
01-5105-52176	TELEPHONE	2,085	3,400	2,499	2,700	2,700	2,700	2,700	-700	-20.59
01-5105-52189	SERVICES - OTHER	13,619	18,200	3,750	8,200	8,200	8,200	8,200	-10,000	-54.95
01-5105-52219	OTHER	455	600	80	600	600	600	600	0	0.00
01-5105-52235	RECREATIONAL MATERIALS	20,978	16,400	11,580	16,400	16,400	16,400	16,400	0	0.00
Chlorine - \$6,000; First Aid - \$300; Swim Badges - \$800; Swim Suits - 20 @ \$60ea, 20@\$40ea - \$2000; Guard Jackets - 25 @\$55-\$1,375										
01-5105-53315	RECREATIONAL EQUIP.	810	1.000	1.795	1,000	1,000	1,000	1,000	0	0.00
	_Total_RECREATION	163,849	163,776	121,458	161,249	157,982	157,982	157,982	-5,794	-4
	_Total_5105 SWIMMING PROGRAMS	163,849	163,776	121,458	161,249	157,982	157,982	157,982	-5,794	-4

Town of Avon

Personnel Wage Analysis

01-5105-51013	Sean Harrington	492	100%	61	3 2	27.8921	16,736	16,736
01-5105-51013	Scott Rand	1184	100%	51	Ξ 2	26.3130	14,736	14,736
01-5105-51013	Gate Attendant		100%		1	11.5000	5,059	5,059
01-5105-51013	Gate Attendant		100%		]	11.2500	5,625	5,625
01-5105-51013	Head Guard Yr 3		100%		J	13.5000	4,860	4,860
01-5105-51013	Head Guard Yr 4		100%		1	13.7500	9,899	9,899
01-5105-51013	Lifeguards Yr 1		100%		1	10.6000	4,239	4,239
01-5105-51013	Lifeguards Yr 2		100%		]	10.8500	13,020	13,020
01-5105-51013	Lifeguards Yr 2		100%		1	10.8500	13,020	13,020
01-5105-51013	Lifeguards Yr 3		100%		1	11.1000	17,760	17,760
01-5105-51013	Lifeguards Yr 4		100%		]	11.3500	4,539	4,539
01-5105-51013	Swim Instructor		100%		1	18.0000	881	881
01-5105-51013	Swim Instructors		100%		]	18.0000	1,766	1,766
01-5105-51013	Swim Instructor		100%		1	18.0000	881	881
01-5105-51013	Swim Instructor Aide		100%		1	12.0000	959	959
01-5105-51013								113,980
01-5105-51015	Overtime - Lifeguards		100%				1,500	1,500
01-5105-51015								1,500
<b>Total 5105</b>								115,480

## 451.07 RECREATION ACTIVITIES

## PROGRAM DESCRIPTION

This division along with all performance measures, expenses and revenue has been moved to 451.03 Organized Programs.

## PROGRAM COMMENTARY

Historically this department covered a small number of activities listed below that were separated because they were "drop-in" activities. They are now reflected in the Organized Programs department.

	2015/	2016/	2017/	Est. 2018/	Proj. 2019/
WORKLOAD MEASURES	2016	2017	2018	2019	2020
Family Fun Night at Sycamore	(1)200	(1)200	Moved to	Moved to	Moved to
			5103	5103	5103
Men's Open Softball	425	425	Moved to	Moved to	Moved to
•			5103	5103	5103
Basketball:					
Men's Open	300	300	Moved to	Moved to	Moved to
Men's +35 Open	250	250	5103	5103	5103
Golf Seasonal Rate Passes –	25	25	Moved to	Moved to	Moved to
Westwoods Golf Course			5103	5103	5103
Revenues to General Fund	\$4,000	\$4,000	Moved to	Moved to	Moved to
Revenues to General Fund	ψτ,000	Ψ+,000	5103	5103	5103

Account and Description	2018 <u>Actual</u>	2019 Base Budget	2019 Actual YTD	Department <u>Head</u>	Town <u>Manager</u>	Town <u>Council</u>	Board of Finance	Inc/Dec	<u>%</u>
5107 RECREATION ACTIV									
PERSONAL SERVICES									
WAGES & SALARIES	12	2 0	0	0	0	0	0	0	0.00
EMPLOYEE BENEFITS	(	0	0	2,862	0	0	0	0	0.00
_Total_PERSONAL SERVICES	12	2 0	0	2,862	0	0	0	0	0
SERVICES & SUPPLIES CONTRACTUCTUAL SERV & PRINTING	656	S 0	0	0	0	0	0	0	0.00
_Total_SERVICES & SUPPLIES	656	0	0	0	0	0	0	0	0
Total_5107 RECREATION ACTIV	668	3 0	0	2,862	0	0	0	0	0

Account#	<u>Description</u>	2018 <u>Actual</u>	2019 Base Budget	2019 <u>Actual YTD</u>	Department <u>Head</u>	Town <u>Manager</u>	Town Council	Board of Finance	Inc/Dec	<u>%</u>
01-5107-51011	REG FULL TIME	12	0	0	0	0	0	0	0	0.00
01-5107-51039	RETIREE HEALTH	0	0	0	2,862	0	0	0	0	0.00
01-5107-52189	SERVICES - OTHER	656	0	0	0	0	0	0	0	0.00
Moved to 5103										
	_Total_RECREATION	668	0	0	2,862	0	0	0	. 0	0
	_Total_5107 RECREATION ACTIV	668	0	0	2,862	0	0	0	0	0



## **452.01 PARKS**

## PROGRAM DESCRIPTION

This division provides for the oversight of all town parks, recreation facilities, and equipment. These areas include Sycamore Hills, Countryside Park, Huckleberry Hill, Sperry Park, Buckingham Road, Fisher Meadows, Alsop Meadows, the Enford Street Grounds, the Senior Center/Community Room, the Farmington Valley Greenway (Rails to Trails), and, seasonally, public school facilities. The Director of Recreation and Parks schedules all facilities and controls their use and co-administers the Park Maintenance Schedule, the General Fund and Capital Improvement Program Budgets. The Director of Public Works plans, schedules, supervises maintenance and co-administers the Parks.

### PROGRAM COMMENTARY

These measures not only indicate workloads directly associated with the responsibilities of the Recreation and Parks Departments, they prove to demonstrate the demands on sporting fields in Avon. These measures quantify the need to expand field inventory, and will be used in planning and developing current and future needs.

WORKLOAD MEASURES	2015/ 2016	2016/ 2017	2017/ 2018	Est. 2018/ 2019	Proj. 2019/ 2020
Number of Sports Leagues reserving fields	13	13	13	13	13
Number of fields	40	40	40	50	50
Field Schedule Coordination	808	858	859	859	850
Youth Athletes using Town/BOE Fields	2,025	2,040	2,020	2,020	2,020
Adult Athletes using Town/BOE Fields	120	120	120	120	120
Renovation and Improvement Projects	5	5	3	4	0
Park Reservations/# of permits	300	250	237	250	250

Account and Description	2018 <u>Actual</u>	2019 Base Budget	2019 <u>Actual YTD</u>	Department <u>Head</u>	Town <u>Manager</u>	Town <u>Council</u>	Board of Finance	Inc/Dec	<u>%</u>
5201 PARKS									
SERVICES & SUPPLIES CONTRACTUCTUAL SERV & PRINTING MATERIALS AND SUPPLIES _Total_SERVICES & SUPPLIES	20,783 0 <b>20,783</b>	2,000	8,286 44 8,330	2,000	17,080 2,000 19,080	17,080 2,000 19,080	2,000	0 0 0	0.00 0.00 0
CAPITAL OUTLAY CAPITAL EQUIP EXP _Total_CAPITAL OUTLAY	211 211	1,500 1,500	879 <b>87</b> 9		1,500 1,500	1,500 1,500	1,500 1,500	0	0.00
_Total_5201 PARKS	20,994	20,580	9,209	20,580	20,580	20,580	20,580	0	0

Account#	<u>Description</u>	2018 <u>Actual</u>	2019 <u>Base Budget</u>	2019 <u>Actual YTD</u>	Department <u>Head</u>	Town <u>Manager</u>	Town <u>Council</u>	Board of Finance	Inc/Dec	<u>%</u>
01-5201-52184 01-5201-52189	SERVICE & CONSULTANT SERVICES - OTHER	10,810 9,973	0 17,080	0 8,286		0 17,080	0 17,080	0 17,080	0	0.00 0.00
Portable Toilets \$10,728 Water Fountain \$600 Extra Portable Toilet Cleaning \$2,000										
01-5201-52239	MATERIALS-OTHER	0	2,000	44	2,000	2,000	2,000	2,000	0	0.00
Pads and batteries for 2 AED's										
01-5201-53315	RECREATIONAL EQUIP.	211	1,500	879	1,500	1,500	1,500	1,500	0	0.00
	_Total_RECREATION	20,994	20,580	9,209	20,580	20,580	20,580	20,580	0	0
	_Total_5201 PARKS	20,994	20,580	9,209	20,580	20,580	20,580	20,580	0	0



## 453.01 SENIOR CITIZENS

## PROGRAM DESCRIPTION

This account is responsible for some Senior Recreational programming and subsidies as well as the maintenance of the Avon Senior Center/Community Room. The Center is located at the Sycamore Hills Recreation Area on West Avon Road. Avon seniors, regardless of affiliation with the Senior Citizens of Avon organization, are encouraged to participate in any Town-sponsored program, or visit the Center.

### PROGRAM COMMENTARY

The Senior Center continues with the current staff. This year there were many updates, upgrades and improvements to the senior center and programming. A new fence with concrete caps was installed outside of the kitchen, new blinds in the craft/pool room, new cart, new vacuum cleaner, as well as necessities for specific programs and events.

#### PROGRAM PERFORMANCE MEASURES

WORKLOAD MEASURES	2015/ 2016	2016/ 2017	2017/ 2018	Est. 2018/ 2019	Proj. 2019/ 2020
# of Programs per Year					
Senior Citizens of Avon Weekly Meetings	45	45	45	45	45
Health Clinics	90	100	100	100	100
Speaker's Programs	45	60	65	60	65
Regional Senior Center Programming	7	15	13	20	15
Social Events, Holiday Parties, Dances	40	50	50	50	50
AARP Program 55 Alive Classes	3	2	3	3	3
# of Participants per Year					
Senior Meals Program	4,400	3,811	3,944	4,000	4,000
Mah Jongg, Bridge, Cards	2,100	4,170	3,992	4,200	4,210
Information & Referrals	1,100	1,350	1,400	1,355	1,400
Outreach	300	450	500	475	500
Advocacy	85	150	180	155	180
Public Relations	125	155	160	155	160
Senior Volunteer Program	40	50	50	55	50
Intergenerational Programs Public Schools	300	180	279	185	250
Computer Room	1,370	1,906	1,989	1,930	1,995
Wii Bowling	710	2,783	2,924	2,800	2,925
Crafts	25	472	283	400	290
Billiards	470	1,003	816	900	820

Account and Description	2018 <u>Actual</u>	2019 Base Budget	2019 <u>Actual YTD</u>	Department <u>Head</u>	Town <u>Manager</u>	Town <u>Council</u>	Board of Finance	<u>Inc/Dec</u>	<u>%</u>
5301 SENIOR CITIZENS									
SERVICES & SUPPLIES									
GRANTS & CONTRIBUTIONS	4,803	5,000	5,498	5,000	5,000	5,000	5,000	0	0.00
UTILITIES	3,448	3,525	2,614	3,525	3,525	3,525	3,525	0	0.00
CONTRACTUCTUAL SERV & PRINTING	8,155	13,290	12,195	13,290	13,290	13,290	13,290	0	0.00
REPAIRS & MAINTENANCE	9,677	3,100	160	3,100	3,100	3,100	3,100	0	0.00
_Total_SERVICES & SUPPLIES	26,083	24,915	20,467	24,915	24,915	24,915	24,915	0	0
CAPITAL OUTLAY									
CAPITAL EQUIP EXP	3,163	4,240	10,266	4,240	4,240	4,240	4,240	0	0.00
_Total_CAPITAL OUTLAY	3,163	4,240	10,266	4,240	4,240	4,240	4,240	0	0
_									
_Total_5301 SENIOR CITIZENS	29,246	29,155	30,888	29,155	29,155	29,155	29,155	0	0

Account#	<u>Description</u>	2018 <u>Actual</u>	2019 Base Budget	2019 Actual YTD	Department <u>Head</u>	Town <u>Manager</u>	Town <u>Council</u>	Board of Finance	Inc/Dec	<u>%</u>
01-5301-52169	GRANTS-OTHER	4,803	5,000	5,498	5,000	5,000	5,000	5,000	0	0.00
CRT										
01-5301-52176	TELEPHONE	1,481	1,520	1,285	1,520	1,520	1,520	1,520	0	0.00
01-5301-52179	OTHER	1,967	2,005	1,329	2,005	2,005	2,005	2,005	0	0.00
01-5301-52185	GENERAL SERVICE	5,557	9,590	9,590	9,590	9,590	9,590	9,590	0	0.00
01-5301-52189	SERVICES - OTHER	2,598	3,700	2,605	3,700	3,700	3,700	3,700	0	0.00
01-5301-52212	BUILDINGS	9,677	3,100	160	3,100	3,100	3,100	3,100	0	0.00
01-5301-53319	OTHER EQUIP	3,163	4,240	10,266	4,240	4,240	4,240	4,240	0	0.00
01-5301-59900	CREDIT CARD PMTS WITHOUT RECEIPT	0	0	155	0	0	0	0	0	0.00
	Total_SENIOR CITIZENS	29,246	29,155	30,888	29,155	29,155	29,155	29,155	0	0
		29,246	29,155	30,888	29,155	29,155	29,155	29,155	0	0



## 454.01 COMMUNITY ACTIVITIES

## PROGRAM DESCRIPTION

Community Activities involves Avon Day and Veteran expenses as well as community participation with Town owned facilities, such as the Senior Center/Community Room

## PROGRAM COMMENTARY

There are no proposed changes to this program for fiscal year 2019/2020.

WORKLOAD MEASURES	2015/ 2016	2016/ 2017	2017/ 2018	Est. 2018/ 2019	Proj. 2019/ 2020
Avon Day (Estimated Attendance)*	3,500	2,500	2,500	0	0
Special Needs Contribution	\$2,500	\$1,500	\$2,500	0	0
Community Room Use - Non-Profit Organizations	40	56	60	60	60
Supervisor's Hours	75	70	70	70	70
Recreation Use - Daytime, Nights and Weekends	224	260	265	265	260

<sup>\*</sup> Avon Day or Celebrate Avon was not held in September 2018 due to inclement weather. It was subsequently determined that the event would not be held in future years. Due to the timing of the cancellation, in relation to the Town's budget process, funding for the event has been budgeted for fiscal year 2019/2020. It will likely be eliminated in future years.

Account and Description	2018 <u>Actual</u>	2019 Base Budget	2019 <u>Actual YTD</u>	Department <u>Head</u>	Town <u>Manager</u>	Town <u>Council</u>	Board of Finance	Inc/Dec	<u>%</u>
5401 COMMUNITY ACTIV									
PERSONAL SERVICES									
WAGES & SALARIES	9,014	9,530	0	9,530	9,530	5,500	5,500	-4,030	-42.29
EMPLOYEE BENEFITS	704	729	0	729	729	421	421	-308	-42.25
_Total_PERSONAL SERVICES	9,718	10,259	0	10,259	10,259	5,921	5,921	-4,338	-42
SERVICES & SUPPLIES EMPLOYEE BENEFITS AUTO ALLOWANCE TRAVEL & MEETING EXP MEMBERSHIP FEES RECRUITMENT & TRAINING GRANTS & CONTRIBUTIONS CONTRACTUCTUAL SERV & PRINTING	257 224 640 235 800 13,063 6,321	242 420 860 235 800 15,400 7,000	231 0 451 235 500 11,771 4,923	238 420 860 1,235 800 15,400 7,500	238 420 860 1,235 800 15,400 7,500	132 420 860 1,235 800 15,400 7,500	132 420 860 1,235 800 15,400 6,708	-110 0 0 1,000 0 0	-45.45 0.00 0.00 425.53 0.00 0.00 -4.17
RENTALS	0	30	0	30	30	30	30	0	0.00
POSTAGE	251	300	50	300	300	300	300	0	0.00
MATERIALS AND SUPPLIES	1,198 22,989	1,200	969 19,130	1,600	1,600	1,600 28,277	1,600 27,485	400 998	33.33
_Total_SERVICES & SUPPLIES =	22,909	26,487	19,130	28,383	28,383	20,211	21,400	990	4
_Total_5401 COMMUNITY ACTIV	32,707	36,746	19,130	38,642	38,642	34,198	33,406	-3,340	-9

Account#	<u>Description</u>	2018 <u>Actual</u>	2019 Base Budget	2019 Actual YTD	Department <u>Head</u>	Town Manager	Town Council	Board of Finance	Inc/Dec	<u>%</u>
01-5401-51011 01-5401-51014 01-5401-51015 01-5401-51031 01-5401-51036 01-5401-52102 01-5401-52111 NASW, Alzheimer's, MCOA Conferences, CASCP	REG FULL TIME TEMPORARY PART TIME OVERTIME FICA WORK COMP MILEAGE MILEAGE & TOLLS	-53 37 9,030 704 257 87 137	500 9,030 729 242 170	0 0 0 0 231 0	0 500 9,030 729 238 170 250	0 500 9,030 729 238 170 250	0 500 5,000 421 132 170 250	0 500 5,000 421 132 170 250	0 0 -4,030 -308 -110 0	0.00 0.00 -44.63 -42.25 -45.45 0.00 0.00
O1-5401-52112  MCOA Conference in MA Alternating years- North Falmouth & North Shore	LODGING	600	800	411	800	800	800	800	0	0.00
01-5401-52113 NASW, Alzheimer's, MCOA Conferences, CASCP	MEALS	40	60	40	60	60	60	60	0	0.00
01-5401-52131	FEES-PROFESSIONAL	235	235	235	1,235	1,235	1,235	1,235	1,000	425.53
NISC Membership \$145.00 (National Institute of Senior Centers;     CACSP Membership \$50.00 (CT Association of Senior Center Personnel)     CLASS Membership \$40.00     Additional to cover Licenses	)									
01-5401-52155	PROFESSIONAL DEVELOPMENT	800	800	500	800	800	800	800	0	0.00
NASW, CASCP, Alzheimer's, MCOA Conferences										
01-5401-52169	GRANTS-OTHER	13,063	15,400	11,771	15,400	15,400	15,400	15,400	0	0.00
Celebrate Avon										
01-5401-52181 \$500 Senior Center \$500 Celebrate Avon	PRINTING	1,000	1,000	1,000	1,000	1,000	1,000	1,000	0	0.00
01-5401-52185 Celebrate Avon Stipends (BOF REDUCED)	GENERAL SERVICE	0	1,000	0	1,000	1,000	1,000	208	-792	-79.20
01-5401-52189  5 days a week, increase in programs programs after hours & weekends, target Baby Boomers, programs occuring throughout entire building & off-site		5,321	5,000	3,923	5,500	5,500	5,500	5,500	500	10.00
01-5401-52193 01-5401-52221 01-5401-52231 Increase due to needs of 5 days, programs, services & upgrading/updating items	COPIER POSTAGE OFFICE SUPPLIES	0 251 1,100	30 300 1,100	0 50 969	30 300 1,500	30 300 1,500	30 300 1,500	30 300 1,500	0 0 400	0.00 0.00 36.36
01-5401-52239	MATERIALS-OTHER	98	100	0	100	100	100	100	0	0.00
	_Total_COMMUNITY ACTIVITIES	32,707	36,746	19,130	38,642	38,642	34,198	33,406	-3,340	-9
	_Total_5401 COMMUNITY ACTIV	32,707	36,746	19,130	38,642	38,642	34,198	33,406	-3,340	-9

## Town of Avon

## Personnel Wage Analysis

01-5401-51014 <b>01-5401-51014</b>	Facility Attendant	100%	500	500 <b>500</b>
01-5401-51015 01-5401-51015	Overtime - Avon Day	100%	5,000	5,000 <b>5,000</b>
Total 5401				<u>5,500</u>

