

<b>TOWN OF MILLIS</b> <b>FISCAL YEAR 2018 BUDGET</b>	<b>FORM #1</b> <b>DEPARTMENT SUMMARY</b>
<b>DEPARTMENT: Recreation</b>	

**BRIEF OVERVIEW/SUMMARY OF REQUESTS:**

The Recreation Department has a line item for salaries for FY18 in the amount of \$60,296.60, to fully fund the Director's salary at 35 hours.

The salary of the Administrative Assistant of \$10,124.20 and Directors longevity of \$850 will be paid from the Special Revenue Fund. Any additional expenses will also be paid from the Special Revenue Fund.

**SEE ATTACHED MEMO FOR DETAILS**



# TOWN OF MILLIS

**Recreation Department**  
900 Main Street • Millis, MA 02054  
Phone: 508-376-7050  
Fax: 508-376-7053

Recreation Committee

Memo  
To: Board of Selectmen  
From: Recreation Committee  
Re: Recreation operating budget request  
1/11/17

The Recreation Committee requests increasing the Recreation Department budget line item by \$30,094.60 to \$60,296.60. Increasing the Recreation budget will allow for the full compensation of the Recreation Director salary through appropriated funds. Program revenues that flow into the Recreation revolving fund will be utilized to start new in-house programs. One program that was trialed this past Summer was a day camp with weekly field trips. The Summer camp had a respectable first year, however, to grow the camp the Recreation Department will need to purchase additional supplies and equipment. Bringing on more staff is also necessary to allow for more participation slots. Having the funds up front will allow the Recreation Director to train new staff prior to the start of the camp. Currently it is difficult to cover up front program costs as the program fees have not yet been collected and deposited.

Increasing the Recreation budget will also enable greater flexibility in staffing the department throughout the year, particularly during peak programming times. Having the flexibility to bring on a program assistant would be beneficial, for example, during the holiday season when the department runs several programs leading up to Christmas. Often the full year Recreation Assistant has already worked the allotted hours during the week and is therefore unable to assist with running the holiday programs. Having the flexibility to bring an additional assistant on during peak programming times will allow the Recreation Department to better serve the community and bring in additional revenues that will far surpass the additional staffing expense. Overall revenue surpluses could be returned to the general fund at the end of the year to offset costs associated with operating the department.

Respectfully,  
The Millis Recreation Committee

**DESCRIPTION OF FUNCTION OR ACTIVITY**

Please describe the overall mission or purpose of your department.

The Recreation Department is responsible for providing the Millis community with extracurricular, informative, educational,entertaining activities and and recreation sports programs. The very wide variety of opportunities that the Recreation Department offers addresses the needs and preferences of the entire community, offering programs for all citizens from infacy to mature adults.

The Recreation Department stays in touch with the community to insure that the Department addresses the community's interests and needs.

**STATEMENT OF SPENDING HIGHLIGHTS FOR FISCAL 2018**

Describe your goals and initiatives for the upcoming Fiscal Year and how these translate to expenses.

**FUNDING PLAN**

Please provide information regarding the user fees your department charges and other revenue, other than the General Fund, through which your department is funded.

Instructors offer programs and set user fees with the advice from the Recreation Director and Committee. Generally the Department recieves 20% of the fees which are then utilized to purchase supplies, office expenses, printing of brochure and partial salary for the Director. For special events, such as Carnival, Circus and Harlem Rockets, ticket prices are based on covering the cost of the event with a small profit for the Department.

**PERFORMANCE ACCOMPLISHMENTS**

Please provide statistics and/or information regarding the level of services, workload, efficiency, as well as achievement measures.

Nominated for "Community Branch Professional of the Year " 2106 & 2017  
Partnered with MA Rehabilitation Commission utilizing a Summer Internship  
Partnered with Middlesex Savings Bank to host 6 week Summer Concert Series that was free to the Public  
Parnered with Needham Bank to offer Summer Splash Day to the residents of Millis  
Hosted many Events throuout the year such as Easter Egg Hunt, Halloween Party/Touch a Truck, Santa Parade all that were free to the public  
Awarded scholarship to attend MRPA State Conference

\* Attach additional sheets as necessary

11/29/2016  
12:44:54

\*\*\*TOWN OF MILLIS\*\*\*  
FISCAL YEAR 2018 BUDGET REQUESTS  
\*\*\*FORM 3\*\*\*

GENERAL FUND	FY 2015 ACTUAL EXPENDITURES	FY 2016 ACTUAL EXPENDITURES	FY 2017 REVISED ***BUDGET***	FY 2018 DEPARTMENT REQUEST
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RECREATION SALARY				
-----				
SALARIES				
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0163051 510200 SALARY DEPARTMENT HEAD	20,202.00	27,725.18	30,202.00	<u>60,296.60</u>
0163051 510300 WAGES CLERICAL	.00	.00	.00	<u>0</u>
0163051 510600 LONGEVITY	.00	.00	.00	<u>0</u>
TOTAL RECREATION SALARY	20,202.00	27,725.18	30,202.00	<u>60,296.60</u>

11/29/2016  
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\*\*\*TOWN OF MILLIS\*\*\*  
FISCAL YEAR 2018 BUDGET REQUESTS  
\*\*\*FORM 3\*\*\*

GENERAL FUND	FY 2015 ACTUAL EXPENDITURES	FY 2016 ACTUAL EXPENDITURES	FY 2017 REVISED ***BUDGET***	FY 2018 DEPARTMENT REQUEST
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RECREATION EXPENSES				
-----				
EXPENSES				
-----				
0163052 540400 SUPPLIES & EXPENSES	.00	9,368.91	1.00	<del>Ø</del>
TOTAL RECREATION EXPENSES	.00	9,368.91	1.00	<del>Ø</del>

TOWN OF MILLIS  
FISCAL YEAR 2018 BUDGET

FORM #4 - EXPENSE  
JUSTIFICATION & SUPPORTING DETAIL

DEPARTMENT: Recreation

BUDGET #

CODE	DESCRIPTION	BUDGET REQUEST
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TO BE FUNDED THROUGH SPECIAL REVENUE FUND

TOWN OF MILLIS  
FISCAL YEAR 2018 BUDGET

FORM #5 EQUIPMENT DETAIL

DEPARTMENT: Recreation

CODE	DESCRIPTION	# OF UNITS	VALUE OF TRADE	NEW OR REPLACE	BUDGET REQUEST
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## 0163051 - RECREATION FORM 6 FY2018 Payroll Budget Calculation Worksheet

	Current Grade	Step At S.O.Y.	Weekly Hours	Step Date	Weeks	Weeks	1st Rate	2nd Rate	July 1, 2017 Hours	Wages 1st Rate	Wages 2nd Rate	Base Dollars For FY2018	Longevity	Total Dollars For FY2018	Round Up	
					At 1st Rate	At 2nd Rate										
Fogarty 11/21/11	10a	TOP	35.00	at max	52	0	\$ 1,159.55	\$ -		\$ 60,296.60	\$ -	\$ 60,296.60	\$ 850.00	\$ 61,146.60	61,147	
Vara 12/03/12	4	5	10.00	12/3	22	30	\$ 19.21	\$ 19.66		\$ 4,226.20	\$ 5,898.00	\$ 10,124.20	\$ -	\$ 10,124.20	10,125	
													\$ 70,420.80	\$ 850.00	\$ 71,270.80	71,272

8/6/2002 Original date of hire for longevity

010000-010000	Salary	\$ 60,296.60
010000-010000	Wages General	\$ 10,124.20
010000-010000	Longevity	\$ 850.00

\$ 71,270.80

To be funded by Recreation Fund	\$ 71,270.80
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\$ 71,270.80

usual salary split

Town: \$30,002.00

Rec: \$30,094.60

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\$ 60,296.60





AD/DATE 1/9/17.

TOWN OF MILLIS  
FISCAL YEAR 2018 BUDGET

FORM #7  
CAPITAL BUDGET AND MISCELLANEOUS REQUESTS

DEPARTMENT: Recreation  
DIVISION:  
REQUEST PRIORITY #:

PROJECT TITLE:

LOCATION:  
JUSTIFICATION FOR PROJECT: (please attach copies of reports, master plans, or supporting documentation)

PROJECTED START DATE:  
ESTIMATED USEFUL LIFE:  
COST:

- A. DESIGN
- B. LAND ACQUISITION
- C. CONSTRUCTION
- D. INSPECTION
- E. EQUIPMENT
- TOTAL

ARE THERE ANY FORMS OF REIMBURSEMENT FOR THE PROJECT?

IS THE PROJECT REVENUE PRODUCING, OR MAY OTHER FORMS OF REVENUE, OTHER THAN TAXATION, FUND THE PROJECT?

EXPECTED ANNUAL OPERATION & MAINTENANCE COSTS

WILL THE PROJECT REMOVE PROPERTY FROM THE TAX LIST?

**TOWN OF MILLIS**  
**FISCAL YEAR 2018 BUDGET**

**FORM #8**  
**ABOVE LEVEL SERVICE OPERATING BUDGET REQUEST**

DEPARTMENT: Recreation  
DIVISION:  
REQUEST PRIORITY #:

PROJECT/SERVICE TITLE:

LOCATION:

JUSTIFICATION FOR PROJECT: (please attach copies of reports, master plans, or supporting documentation)