



## **LOWER PAXTON TOWNSHIP**

### **BOARD OF SUPERVISORS**

2024 MUNICIPAL BUDGET WORKSHOP

TUESDAY, SEPTEMBER 12, 2023 - 5:30 PM,  
425 PRINCE STREET, LOWER PAXTON, PA

1. Call To Order - Chairman Henry
2. Pledge Of Allegiance
3. PRESENTATION OF 2024 GENERAL FUND BUDGET PROPOSAL (PARKS & RECREATION DEPARTMENT)

Documents:

[PARKS - PRELIM 2024 BUDGET REPORT \(BOARD\) - 9-7-2023.PDF](#)

4. Adjourn

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Proposed 2024 Budget

Parks and Recreation Department

<u>Account Number</u>	<u>Account Title</u>	<u>2022 Actual</u>	<u>2023 Adopted Budget</u>	<u>2023 Projected Actual</u>	<u>2024 Proposed Budget</u>	<u>Notes/Remarks</u>
<b>REVENUES:</b>						
01-3501-342.10	Rent - Wolfersberger Land	\$ 3,500	\$ -	\$ -	\$ -	Lease agreement ceased at sale of Wolfersberger property.
01-3501-387.01	Contributions - Parks/Rec Restricted Gifts	29,246	5,750	15,000	10,000	Dedicated grant and contribution funds for parks and recreation investments.
01-3502-321.17	Lic & Permits - Parks & Rec Events	5,245	5,500	17,925	18,000	Permits for hosting special events and various field rentals at parks.
01-3502-321.61	Lic & Permits - Park Peddlers	1,390	1,750	625	1,750	Permits for food trucks and other vendors for special events at parks.
01-3502-367.04	Rec - Utility Reimbursements	800	700	900	1,100	Reimbursements for utilities from sports association(s).
01-3502-367.05	Rec - Pavillion Reservations	36,565	46,000	41,500	45,000	Varying rental fees for over 450 annual rentals of park facilities, including Heroes Grove.
01-3502-367.06	Rec - Ball Court Lighting	470	900	500	500	Charges for lights are park court facilities (coin operated).
01-3502-367.07	Rec - Fitness Programs	14,160	12,000	14,000	15,000	Fitness and aerobic classes, primarily held at the Township offices.
01-3502-367.09	Rec - Discount Ticket Sales	-	100	-	-	
01-3502-367.10	Rec - Leisure Learning Programs	-	1,500	-	500	
01-3502-367.11	Rec - Trips	640	500	500	500	Trips now directly managed by third party, and Township receives small portion of sales.
01-3502-367.12	Rec - Sport Leagues	22,906	27,000	25,000	26,000	Creation of pickleball League was expected (but not budgeted) in 2023, but holding for dedicated courts.
01-3502-367.13	Rec - Newsletter Advertising	850	750	-	-	New newsletter model is self-sufficient for cost with third-party covering cost with solicitations; no further revenues.
01-3502-367.14	Rec - Summer & Day Camps	70,769	75,000	91,500	105,000	10 week programs held at Koons, Brightbill, Centennial Acres, and Kohl Parks; continuing to grow in participation.
01-3502-367.15	Rec - Youth/Teen Programs	3,943	2,000	2,000	2,000	Registrations for various sports lesson programs for preschool and young adult participants, focused over fall/winter period.
01-3502-367.16	Rec - Youth Basketball League	58,732	68,000	71,000	78,000	10 week program with over 60 teams and 645 participants (2022); continuing to grow in participation.
01-3502-367.19	Rec - Field/League Reservations	15,510	15,000	19,000	17,000	Reservation fees for adult sports leagues and cricket field.
01-3502-387.01	Contributions - Parks/Rec Friends	780	1,000	1,500	1,500	Contributions and designations for honorariums and program financial assistance.
01-3502-387.02	Contributions - Rec Events/Programs	3,180	5,000	2,500	3,000	Solicited sponsorships for various Township-hosted park special events and programs.
01-3502-387.03	Contributions - CEC Revenues	5,332	4,000	-	-	Fundraising efforts from the CEC for community event spending and improvements; <i>Committee is currently restructuring and refocusing their efforts.</i>

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01-3505-342.01	Rent - 5000 Commons Drive Rents	-	61,120	61,130	61,140	Annual rent charges to YMCA and Drayer for Friendship Center facilities lease.
01-3505-342.21	Rent - 5000 Commons Drive Reimbursements	218,917	240,000	220,250	220,500	Reimbursement charges to YMCA and Drayer for Friendship Center utilities, maintenance, insurance, and snow removal services.
<b>TOTAL PARKS &amp; RECREATION REVENUES</b>		<b>492,934</b>	<b>573,570</b>	<b>584,830</b>	<b>606,490</b>	
<b>EXPENDITURES:</b>						
01-4501-451.110	Wages - Parks Management	167,529	195,281	195,821	181,043	Director and two Program Manager full-time positions; <i>wage index placeholder applied</i> .
01-4501-451.120	Wages - Full-Time Parks Admin Staff	104,834	115,094	115,094	110,292	AFSCME Business Office Supervisor and Secretary; contractual 3% increase for 2024.
01-4501-451.132	Wages - Part-Time Attendant Staff	18,066	28,720	28,720	28,850	Average \$15.27 hourly wage for five attendants scheduled 1,180 hours from March to November annually.
01-4501-451.160	Wages - Overtime	6,172	6,000	6,000	6,000	AFSCME staff managing committee meeting minutes.
01-4501-451.170	Wages - Longevity	3,390	3,840	4,151	4,102	Annual payments to administration and AFSCME staff, per years of service and corresponding agreements.
01-4501-451.300	Supp & Admin - Office Supplies	641	1,650	1,650	1,650	
01-4501-451.308	Supp & Admin - Marketing Supplies	1,284	5,000	5,000	6,000	Increased for initial investment in promotional items and staff shirts continuing new department logo.
01-4501-451.322	Supp & Admin - Training/Seminars	115	1,500	1,500	1,500	Annual staff safety/conference trainings.
01-4501-451.324	Supp & Admin - Dues/Subscriptions	983	750	1,295	1,280	PA Park and Recreation Society (PRPS), National Recreation & Parks Association (NRPA), and other subscriptions/publications for staff and Township.
01-4501-451.420	R&M - Vehicle Maintenance	1,141	750	750	1,000	General maintenance and repairs on two departmental vehicles.
01-4501-451.542	Prof Svcs - IT Subscriptions/Licenses	6,440	9,000	9,000	9,250	Allocated share of Township user licenses/subscriptions, and CivicRec license.
01-4501-451.570	Prof Svcs - Copier Maintenance	8,374	8,500	4,750	2,500	Includes annual color copier lease and maintenance agreement (unit exclusive to department).
01-4501-451.572	Prof Svcs - Cleaning Services	15,881	2,790	-	-	Removed third party support; Public Works, part-time Park Attendants (increased cost allocation), and part-time AFSCME Custodian (shift in hours) support.
01-4501-451.600	Utilities - Vehicle Fuel	6,307	6,250	4,750	6,500	Fuel for two departmental vehicles.
01-4501-451.670	Utilities - Telephone	4,413	5,500	4,750	5,000	Allocated charges for cellular and desk phones for staff as well as temporary phones for seasonal part-time staff.
01-4501-454.140	Wages - Full-Time PW Parks Maintenance	2,403	217,500	416,500	321,475	2023/further segregation of Public Works staff performing park maintenance functions (mowing, seasonal preparation, repairs/maintenance, etc.); <i>2023 includes significant capital improvement project labor</i> .
01-4501-454.144	Wages - Overtime (Public Works)	-	7,500	-	-	

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01-4501-454.450	R&M - Parks & Playground Maintenance	99,524	110,000	110,000	120,000	Includes Public Works maintenance costs for mowing, cleaning, and repairs (excludes labor), and replacements and repairs to park infrastructure and facilities. 2022 included LED light replacements; reduce future electric costs ( <i>offset reduction in improvements above</i> ).
01-4501-454.510	Prof Svcs - Engineering Services	405	-	3,000	3,000	Majority of engineering tied to capital improvement plan projects (Fund 15); 2023 includes consultant for sports organization agreement development (90% grant funded).
01-4501-454.593	Prof Svcs - Park Facilities Rentals	25,189	22,000	22,000	22,500	Includes New Love in Christ parking rental (\$10,000 per year, <i>with retroactive payments in 2022</i> ) and portable toilet rentals for parks operating season (\$12,500 estimate).
01-4501-454.610	Utilities - Electric	-	13,500	12,750	12,500	2023/further segregation of utilities for parks pavilions, restrooms, concession stands, water fountains, and hydrant/spigot connections (partial use reimbursed by local sports organizations for private use).
01-4501-454.620	Utilities - Natural Gas	-	2,500	3,750	3,750	
01-4501-454.630	Utilities - Water	-	10,500	10,500	10,500	
01-4501-454.640	Utilities - Sewer	-	3,250	3,500	3,250	
01-4501-454.660	Utilities - Stormwater Fees	-	25,606	25,606	25,606	
01-4501-454.920	Capital - Parks Improvements	3,900	-	-	24,000	Capital improvements or betterments for parks, playgrounds, and related areas -- includes two water fountains (\$20,000), and two benches (\$4,000).
01-4502-451.130	Wages - Part-Time Program Staff	15,781	22,127	-	-	Position converted to full-time Public Relations Specialist (in Administrative budget, <i>due to Township-wide benefit</i> ).
01-4502-451.596	Prof Svcs - Special Events	6,253	8,500	8,500	8,500	Various costs relative to department-sponsored special events at the various parks during operating season.
01-4502-451.599	Prof Svcs - CEC Activities	2,356	2,500	500	-	Designated spending from CEC-fundraising efforts to support Township's parks facilities and administration; <i>Committee is currently restructuring and refocusing their efforts</i> .
01-4502-452.130	Wages - Seasonal Instructors	97,936	106,000	110,000	118,000	Seasonal part-time employees for various summer/day camp leaders and program instructors -- significant 2022/2023 increases tied to expansion of relating programs ( <i>net revenue increase</i> ).
01-4502-452.310	Supp & Admin - Bank Fees	11,802	12,000	17,500	2,250	Township-borne transactional charges for online e-payments for rentals, permits, and donations received through CivicRec platform. Moving to absorbed ACH fees, and pass-through debit/credit card fees in 2024.
01-4502-452.360	Supp & Admin - Program Supplies	1,654	3,000	2,000	2,500	Supplies and administrative costs for various summer programs.
01-4502-452.362	Supp & Admin - League Supplies	8,979	10,000	10,000	12,000	Sports league equipment purchases and relating supplies/materials; increase relative to expansion of number of teams (15) for basketball program.
01-4502-452.590	Prof Svcs - Fireworks Show	5,152	5,500	5,000	5,500	Shared cost for annual Koons Park July 4th fireworks celebration.

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01-4502-452.591	Prof Svcs - Art Council Events	2,520	3,500	3,500	3,500	Costs for arts promotion, Variety Band contract, children's art festival, and other related events sponsored by the Arts Council.
01-4502-452.592	Prof Svcs - Summer/Day Camps	29,708	30,000	32,000	34,000	Supplies and contractual charges for summer and day camp programs, including shirts as well as field trip and transportation charges.
01-4502-452.593	Prof Svcs - Program Facilities Rentals	6,530	11,500	6,050	11,500	Contractual rent of Dauphin County Vocational School gymnasium for volleyball - \$110 per night for four nights per week (fixed rents regardless of schedule; increased cost from prior ability to cancel unneeded rental days).
01-4502-452.594	Prof Svcs - Concerts & Movies	8,053	10,000	8,000	8,000	Costs for bands and administration of summer movie presentations at several parks and Holiday Jam; proposing expanding number of events in 2023.
01-4502-452.597	Prof Svcs - Instructors & Referees	4,100	5,000	4,000	4,500	Contractual payments for PIAA referees for sports programs during parks season.
01-4502-471.800	Debt - Principal - Capital Leases	8,361	8,631	8,631	-	Single vehicle lease through 2023.
01-4502-472.800	Debt - Interest - Capital Leases	313	79	79	-	
01-4505-452.440	R&M - YMCA (5000 Commons Dr)	266	250	1,250	1,000	Repair and maintenance costs to be reimbursed by YMCA relative to leased space.
01-4505-452.442	R&M - Drayer (5000 Commons Dr)	1,545	500	10,500	2,500	Repair and maintenance costs relative to Drayer-leased space; costs part of lease charges.
01-4505-452.444	R&M - Senior Center (5000 Commons Dr)	2,835	500	7,000	3,000	Repair and maintenance costs relative to the operation and administration of the senior center portion of the Friendship Center.
01-4505-452.690	Utilities - YMCA (5000 Commons Dr)	213,492	210,000	212,500	212,500	89.5% shared costs of utilities allocable for YMCA billing.
01-4505-452.692	Utilities - Drayer (5000 Commons Dr)	6,053	7,000	7,000	7,000	2.5% shared costs of utilities allocable for YMCA billing.
01-4505-452.694	Utilities - Senior Center (5000 Commons Dr)	19,288	24,000	21,000	21,000	Remaining 8% of utilities costs for Friendship Center.
<b>TOTAL PARKS &amp; RECREATION EXPENDITURES</b>		<b>929,965</b>	<b>1,283,568</b>	<b>1,465,847</b>	<b>1,368,798</b>	<b>Growth over 2022 primarily tied to reallocation of Public Works labor for maintenance and capital improvement of parks facilities starting in 2023.</b>
<b>NET PARKS &amp; RECREATION ACTIVITY</b>		<b>\$ (437,031)</b>	<b>\$ (709,998)</b>	<b>\$ (881,017)</b>	<b>\$ (762,308)</b>	

<u>Change in Revenues/Expenditures Statistics</u>	<u>2023 Budget vs. 2024 Budget</u>	<u>2023 Projected vs. 2024 Budget</u>
Increase (Decrease) in Revenues	\$ 32,920	\$ 21,660
Increase (Decrease) in Expenditures	\$ 85,230	\$ (97,049)

<u>Contractual/Discretionary Expenditures Statistics</u>	<u>2024 Budget</u>	<u>2023 Budget vs. 2024 Budget</u>	<u>2023 Projected vs. 2024 Budget</u>
Budget Expenditures -- Contractual (Personnel)	\$ 769,762	\$ 67,700	\$ (106,524)
Budget Expenditures -- Discretionary	\$ 599,036	\$ 17,530	\$ 9,475