

**Lower Paxton Township
Board of Supervisors
Budget Workshop
September 13, 2022 - 5:30pm
Parks & Recreation**

1. Call To Order - Chairman Henry
2. Pledge Of Allegiance
3. 2023 GENERAL FUND BUDGET PROPOSAL: DEPARTMENT OF PARKS & RECREATION

Documents:

[PARKS AND REC DRAFT BUDGET.PDF](#)

4. Adjourn

LOWER PAXTON TOWNSHIP

Proposed 2023 Budget

Parks Recreation Department

<u>Account Number</u>	<u>Account Title</u>	<u>2021 Actual</u>	<u>2022 Adopted Budget</u>	<u>2022 Projected Actual</u>	<u>2023 Proposed Budget</u>	<u>Notes/Remarks</u>
REVENUES:						
01-3501-342.01	5000 Commons Drive Rents	\$ -	\$ -	\$ -	\$ 61,120	Annual rent charges to YMCA and Drayer for Friendship Center facilities lease.
01-3501-342.21	5000 Commons Drive Reimbursements	244,590	177,380	240,000	240,000	Reimbursement charges to YMCA and Drayer for Friendship Center utilities, maintenance, insurance, and snow removal services.
01-3501-354.16	Programming Grants	-	10,000	3,813	5,000	Dedicated grant and contribution funds for programs and parks.
01-3501-367.03	Paintball License - Wolfersberger	12,000	12,000	3,500	-	Lease agreement ceased at sale of Wolfersberger property.
01-3501-367.04	205th Township Celebration Revenue	-	-	-	-	
01-3502-367.04	Electric And Water Reimbursement	604	700	700	700	Reimbursements for utilities from sports association(s).
01-3502-367.05	Reservations Pavilions	35,925	40,000	40,000	46,000	Varying rental fees for over 450 annual rentals of park facilities, including Heroes Grove.
01-3502-367.06	Tennis Court Lighting	1,244	900	900	900	Charges for lights are park court facilities (coin operated).
01-3502-367.07	Fitness	11,596	6,500	11,000	12,000	Fitness and aerobic classes, primarily held at the Township offices.
01-3502-367.08	Preschool Programs	2,440	1,000	1,000	-	<i>Closed into Youth / Teen Program below for 2023.</i>
01-3502-367.09	Discount Ticket Sales	-	100	-	100	
01-3502-367.10	Leisure Learning	1,390	1,500	-	1,500	Scheduled to return in 2023.
01-3502-367.11	Trips	-	26,400	620	500	Trips now directly managed by third party, and Township receives small portion of sales.
01-3502-367.12	Sports	20,885	38,000	22,000	27,000	2022 budget was developed to include starting a pickleball league, but did not occur; currently excluded from 2023 budget.
01-3502-367.13	Newsletter Advertising	910	2,500	850	750	Solicited ads for five annual newsletter issuances (digital).
01-3502-367.14	Summer & Day Camps	38,571	50,000	68,518	75,000	10 week programs held at Koons, Brightbill, and Kohl Parks, continuing to grow in participation; fees increased in 2022.
01-3502-367.15	Youth / Teen Program	1,570	1,000	1,250	2,000	Registrations for various sports lesson programs for preschool and young adult participants.
01-3502-367.16	Youth Basketball League	42,788	45,000	58,780	68,000	10 week program with approx. 65 teams and ___ overall participants; continuing to grow in participation.
01-3502-367.17	Special Events & Sponsorships	3,314	5,000	2,750	5,000	Solicited sponsorships for various Township-hosted park special events.
01-3502-367.18	Misc. & Friends of the Parks	1,880	-	946	1,000	
01-3502-367.19	Ballfield Income	11,346	8,000	12,000	15,000	Reservation fees for adult sports leagues and cricket field.
01-3502-367.20	Community Engagement Committee (CEC)	-	-	3,865	4,000	Fundraising efforts from the CEC for community event spending and improvements.
01-3502-367.22	Event Permits	4,770	3,000	7,500	5,500	Permits for hosting special events and various field rentals at parks.

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01-3502-367.23	Park Vending Permits	550	1,500	1,500	1,750	Permits for food trucks and other vendors for special events at parks.
TOTAL PARKS & RECREATION REVENUES		436,371	430,480	481,492	572,820	
EXPENDITURES:						
01-4501-451.01	Admin. Personnel	173,568	173,625	171,627	-	Director and two Program Manager full-time positions. <i>Excluded pending compensation plan assessment.</i>
01-4501-451.02	Part-Time Program Personnel	13,221	17,680	17,680	-	Part-Time Special Events Coordinator position (20 hours per week). <i>Excluded pending compensation plan assessment.</i>
01-4501-451.03	Park Attendants	16,523	16,800	13,000	18,020	Average \$15.27 hourly wage for five attendants scheduled 1,180 hours from March to November annually.
01-4501-451.04	Skilled Full-Time Labor	93,746	104,481	104,481	104,481	AFSCME Business Office Supervisor and Secretary; <i>flat-lined pending AFSCME contract negotiation (expires 2022)</i> .
01-4501-451.05	Overtime (Meetings)	6,223	5,000	5,000	5,500	AFSCME staff managing committee meeting minutes.
01-4501-451.10	Longevity	4,081	2,250	3,500	3,840	Annual payments to administration and AFSCME staff, per years of service and corresponding agreements.
01-4501-452.01	Office Supplies	1,412	1,500	1,500	1,500	
01-4501-452.02	Vehicle Fuel - Gas / Diesel	4,756	5,000	5,500	5,000	Fuel for two departmental vehicles; current significant cost increase.
01-4501-452.03	Engineering Fees Park Improvements	147	10,000	-	-	Currently all engineering design/construction and grant support are tied to capital improvement plan (CIP) projects in Fund 15 budget; likely to return in future years outside of CIP.
01-4501-452.05	Telephone Charges	5,243	6,000	5,000	5,500	Allocated charges for cellular and desk phones for staff as well as temporary phones for seasonal part-time staff.
01-4501-452.07	Advertising / Printing	112	250	150	150	Limited advertising for special or rescheduled/cancelled meetings.
01-4501-452.08	Vehicle Maintenance	639	1,000	750	750	General maintenance and repairs on two departmental vehicles.
01-4501-452.09	Park Rentals	27,477	11,450	26,450	22,000	Includes New Love in Christ parking rental (\$10,000 per year, with retroactive payments in 2022) and portable toilet rentals for parks operating season (\$12,000 estimate).
01-4501-452.10	Staff Training Seminars	549	1,000	800	1,500	Annual staff safety/conference training; increased for playground inspection training in 2023 (\$500).
01-4501-452.11	Dues & Memberships	440	500	671	750	PA Park and Recreation Society (PRPS), National recreation & Parks Association (NRPA), and other subscriptions/publications for staff and Township.

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01-4501-452.12	Maintenance Contracts Equipment	440	600	12,000	13,500	Contracted parks restroom cleaning services over weekends (Public Works to assist during week; previously fully provided by Park Attendants and Public Works); Public Works staff to continue opening parks daily.
01-4501-452.13	Marketing Supplies	2,429	500	1,500	5,000	Increased for initial investment in promotional items and staff shirts continuing new department logo.
01-4501-452.14	Office Equipment	8,245	4,500	8,500	8,500	Includes annual color copier lease and maintenance agreement, exclusive to department.
01-4501-452.15	Software Purchase, Fees, and Expenses	22,196	5,000	6,500	7,000	CivicRec (\$5,000) and other user-specific subscriptions/licenses.
01-4501-454.01	Park Equipment	3,891	17,000	17,000	-	<i>Consolidated with Parks Maintenance account below for 2023/further.</i>
01-4501-454.03	Park Improvements	15,717	23,000	18,000	-	<i>Consolidated with Parks Maintenance account below for 2023/further.</i>
01-4501-454.06	Parks Maintenance	63,860	80,000	85,000	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>).
01-4502-406.05	Bank Fees Visa Account	7,303	9,000	10,500	12,000	Township-borne transactional charges for online e-payments for rentals, permits, and donations received through CivicRec platform.
01-4502-451.06	Programming Supplies	17,928	2,500	2,500	3,000	Supplies and administrative costs for various summer programs.
01-4502-451.07	Instructors - Payroll	61,299	76,000	98,000	106,000	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>).
01-4502-451.08	Art Council Events	3,550	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.
01-4502-451.09	Summer Camp	-	15,000	17,500	17,500	Supplies and contractual charges for summer and day camp programs, including shirts as well as field trip and transportation charges.
01-4502-451.13	Rentals	2,200	12,100	8,500	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).

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01-4502-451.14	Summer Concerts & Movies	5,250	7,750	7,750	10,000	Costs for bands and administration of summer movie presentations at several parks; proposing expanding number of events in 2023.
01-4502-451.15	Instructors - 1099	3,741	12,500	6,000	5,000	Contractual payments for PIAA referees for sports programs during parks season.
01-4502-451.16	Fireworks Show	4,879	5,000	5,152	5,500	Shared cost for annual Koons Park July 4th fireworks celebration.
01-4502-451.18	Equipment	2,104	5,000	8,000	10,000	Capital purchases or betterment investments for parks; sunshade purchases anticipated in 2023.
01-4502-451.20	Community Engagement Committee (CEC)	-	-	2,500	2,500	Designated spending from CEC-fundraising efforts to support Township's parks facilities and administration.
01-4502-451.21	George Park Beautification Expenses	249	2,000	-	-	
01-4502-451.23	Special Events	3,892	7,000	8,500	8,500	Various costs relative to department-sponsored special events at the various parks during operating season.
01-4502-451.24	Trips	-	24,000	-	-	
01-4505-451.01	5000 Commons Dr Utilities (YMCA)	205,423	238,500	210,000	210,000	89.5% shared costs of utilities allocable for YMCA billing.
01-4505-451.02	5000 Commons Dr Utilities (Drayer)	7,190	-	7,000	7,000	2.5% shared costs of utilities allocable for YMCA billing.
01-4505-451.03	5000 Commons Drive Rep & Main (YMCA)	30,241	-	250	250	Repair and maintenance costs to be reimbursed by YMCA.
01-4505-451.04	5000 Commons Drive Rep & Main (Drayer)	1,994	-	500	500	Repair and maintenance costs to be reimbursed by Drayer.
01-4505-451.05	Commons Drive Senior Center Utilities	18,425	-	20,000	24,000	Remaining 8% of utilities costs for Friendship Center.
01-4505-451.06	Commons Drive Senior Center Rep & Main	6,615	-	500	500	Repair and maintenance costs relative to the operation and administration of the senior center portion of the Friendship Center.
01-4505-492.02	Friendship Center Annual Allocation	5,353	-	-	-	
TOTAL PARKS & RECREATION EXPENDITURES		852,553	906,986	921,261	760,241	
NET PARKS & RECREATION ACTIVITY		\$ (416,182)	\$ (476,506)	\$ (439,769)	\$ (187,421)	

<u>Change in Revenues/Expenditures Statistics</u>	<u>2022 Budget vs. 2023 Budget</u>	<u>2022 Projected vs. 2023 Budget</u>
Increase (Decrease) in Revenues	\$ 142,340	\$ 91,328
Increase (Decrease) in Expenditures	\$ (146,745)	\$ (161,020)

<u>Contractual/Discretionary Expenditures Statistics</u>	<u>2023 Budget</u>	<u>2022 Budget vs. 2023 Budget</u>	<u>2022 Projected vs. 2023 Budget</u>
Budget Expenditures -- Contractual (Personnel)	\$ 368,662	\$ (27,174)	\$ (44,626)
Budget Expenditures -- Discretionary	\$ 391,579	\$ (119,571)	\$ (116,394)