

NORTHVILLE PARKS & RECREATION

northvilleparksandrec.org



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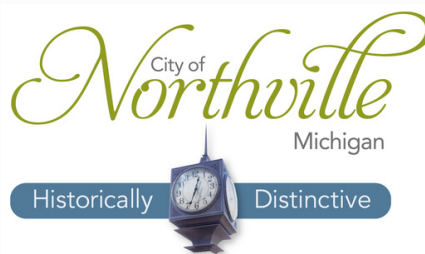
2021 ANNUAL BUDGET & FINANCIAL PLAN

OVERVIEW

PARKS & RECREATION COMMISSION

NORTHVILLE TOWNSHIP + CITY of NORTHVILLE + NORTHVILLE PUBLIC SCHOOLS

 <p>CHAIRPERSON Robert Nix SUPERVISOR</p>	 <p>Symantha Heath TRUSTEE</p>	 <p>Mindy Herrmann TRUSTEE</p>	 <p>Brian Turnbull MAYOR</p>	 <p>Barbara Moroski-Browne COUNCIL</p>	 <p>Angela Jaafar NPS SCHOOL BOARD</p>
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ADMINISTRATION

The Northville Parks and Recreation Commission consists of six members made up of three elected officials from Northville Township, two officials from the City of Northville, and one from the Northville School Board. The Northville Parks and Recreation Department manages and administers all parks, recreation and senior service operations, including strategic direction, policy development and resources identification.

RECREATION

Northville Parks and Recreation strives to meet the leisure needs of the community by providing a variety of programs for all ages on a year-round basis. Promoting healthy lifestyles, personal development and family and cultural unity supports our goal of creating community. The tournaments, events and activities we offer help support economic development and promote social connections.

SENIOR SERVICES

The Senior Services Division provides a variety of programs, activities and services for older adult citizens. These activities are designed to improve participants' quality of life through social connections, enrichment programs, and by promoting active, healthy lifestyles and lifelong learning. Senior Services also operates curb-to-curb transportation services for area medical appointments and local trips. In addition, day trips are offered throughout the year.

PARKS & FACILITIES

Northville Parks and Recreation offers a variety of neighborhood and community parks and pathways. Amenities include soccer fields, baseball/softball fields, lacrosse fields, playgrounds, tennis courts, picnic pavilions, dog parks and multi-modal trails/pathways. Two indoor facilities offer courts for basketball, volleyball, pickleball and badminton. Mini-gyms are set-up for fitness and dance classes, preschool and youth activities and various athletic activities. Additionally, there are several meeting/activity rooms and a banquet room for programming and rentals.

SHARED SERVICES

BACKGROUND

Northville Parks and Recreation Commission is a shared service provided through an agreement between the City of Northville and the Charter Township of Northville to jointly operate the following programs:

Parks and Recreation

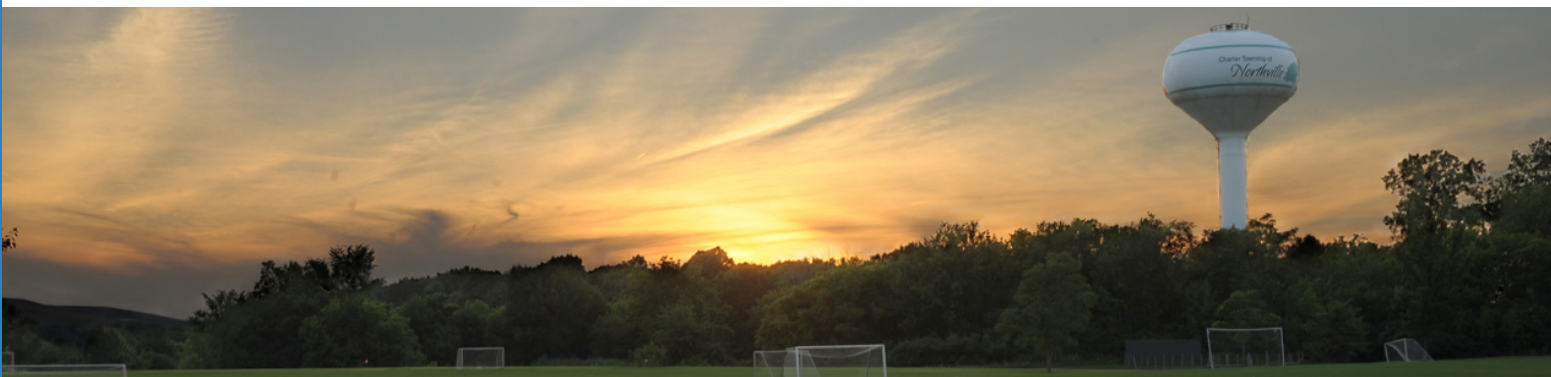
Senior Services

Youth Network

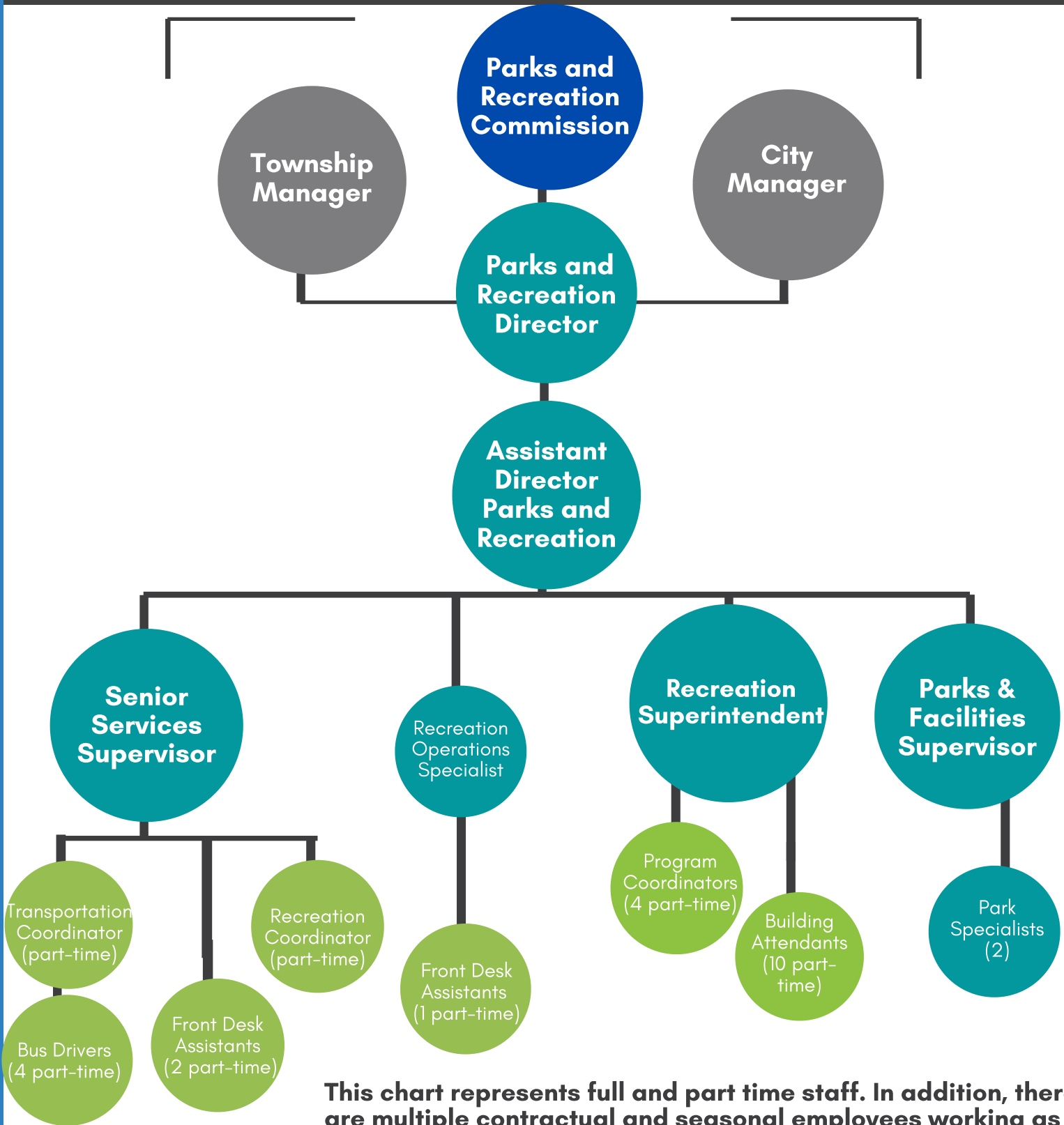
The City and Township have shared recreation services since the 1970's, while the Senior Services and Youth Network programs were added in the 80's. The Shared Service Agreement covers all operating costs for programs, services, parks and facilities maintenance, and vehicle/equipment purchases. Park Capital Improvement projects are covered by each respective municipality depending on the location of the park. Facility Capital Improvements are covered through the Share Service agreement.

Northville Public Schools has been a valued community partner from the beginning of the agreement. They provide use of the Northville Community Center through a long term lease agreement, which includes the two adjacent parking lots. Parks and Recreation covers utility costs at the NCC along with maintenance of the building and parking lots. The Northville District library was recently added to the lease for the parking lots and now shares in the maintenance agreement. NPS also provides use of and maintenance for the Recreation Center at Hillside (RCH) through a rental agreement. These two facilities, as well as some other school facility rentals, accommodate the large majority of the indoor recreation program and services that the department provides.

Northville Parks and Recreation also collaborates with several other community partners through a variety of trade agreements or sharing of resources to enhance the parks, programs, facilities, and services provided to the community. The partners include Maybury State Park, Friends of Maybury, Northville Community Foundation/Maybury Farm, Friends of Thayer's Corner, the Downtown Development Authority, The Northville Chamber of Commerce and the Northville Art House.



ORGANIZATIONAL CHART



This chart represents full and part time staff. In addition, there are multiple contractual and seasonal employees working as instructors, umpires, score keepers, park rangers and park maintenance.

PERSONNEL SUMMARY

PERSONNEL SUMMARY (full-time staff)

The 2021 Parks, Recreation and Senior Services Budget funds 8 full-time positions as outlined below. The total staffing also includes approximately 32 part-time, 60 contractual and 39 seasonal employees, making the total staff count 139. Here is the count for full-time employees in Parks, Recreation and Senior Services, broken down by function:

Northville Parks and Recreation Commission (Shared Services)

	2020 BUDGET	2021 BUDGET	INCREASE (DECREASE)
ADMINISTRATION			
Parks and Recreation Director	1	1	-
Assistant Director	1	1	-
	<u>2</u>	<u>2</u>	<u>-</u>
RECREATION			
Recreation Superintendent	1	1	-
Recreation Operations Specialist	-	1	1
	<u>1</u>	<u>2</u>	<u>1</u>
SENIOR SERVICES			
Senior Services Supervisor	1	1	-
	<u>1</u>	<u>1</u>	<u>-</u>
PARKS AND FACILITIES MAINTENANCE			
Parks and Facilities Supervisor	1	1	-
Park Specialist	2	2	-
Recreation Finance Manager	1	0	(1)
	<u>4</u>	<u>3</u>	<u>(1)</u>
TOTAL PARKS, RECREATION AND SENIOR SERVICES FULL TIME STAFF	<u>8</u>	<u>8</u>	<u>-</u>

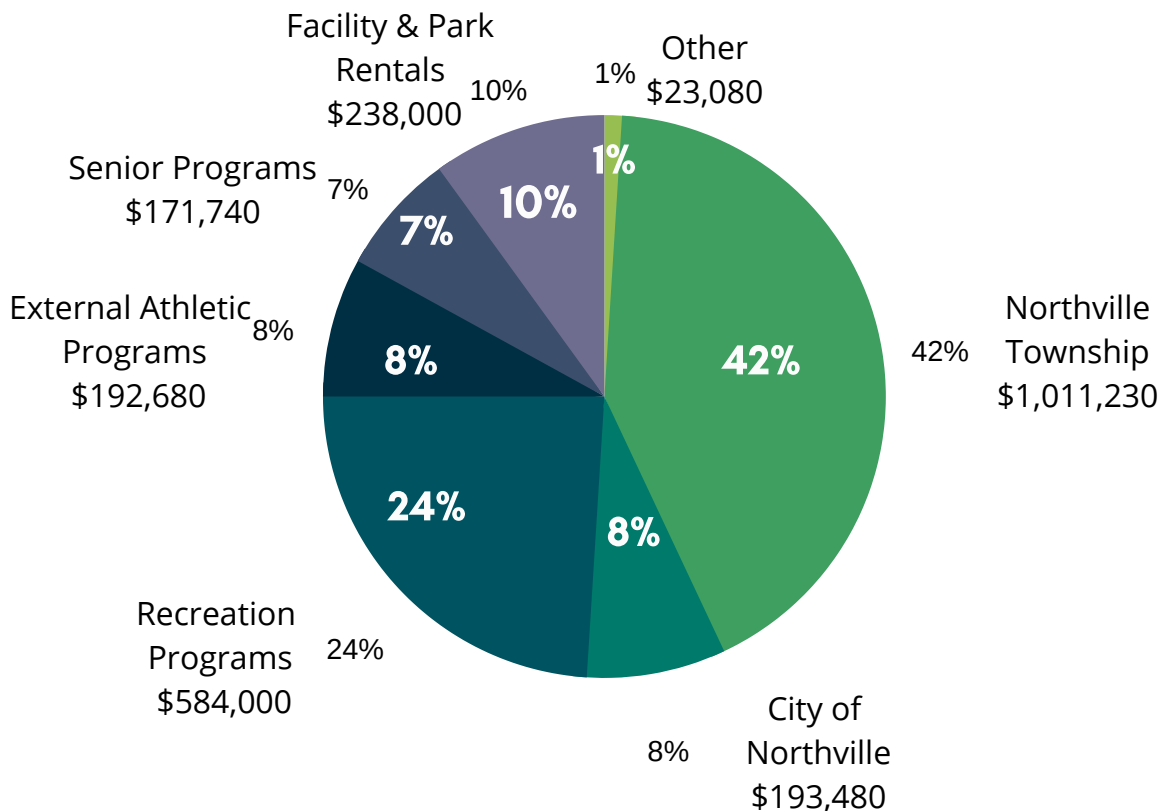
BUDGET OVERVIEW

The cost sharing formula to fund the programs provided by the Northville Parks and Recreation Commission was last revised in 1999 and was based on the percent share of each community's respective taxable value and population. The Shared Service funding provides approximately 50% of the total Parks and Recreation budget. When applied using the 2020 tax rate information, this formula allocates 84% of the Shared Services amount to the Township and 16% to the City, as follows:

2020 COST SHARING FORMULA (for Fiscal Year 2021)

COMMUNITY	POPULATION	%	TAXABLE VALUE (TV)	%	COST SHARING %
Northville Twp.	28,497	41.3%	\$2,290,735,804	42.5%	83.8%
City of Northville	5,970	8.7%	\$405,377,953	7.5%	16.2%
TOTALS	34,467	50.0%	\$2,696,113,757	50.0%	100.0%

WHERE THE MONEY COMES FROM 2021 BUDGET - TOTAL SOURCES: \$2,414,210



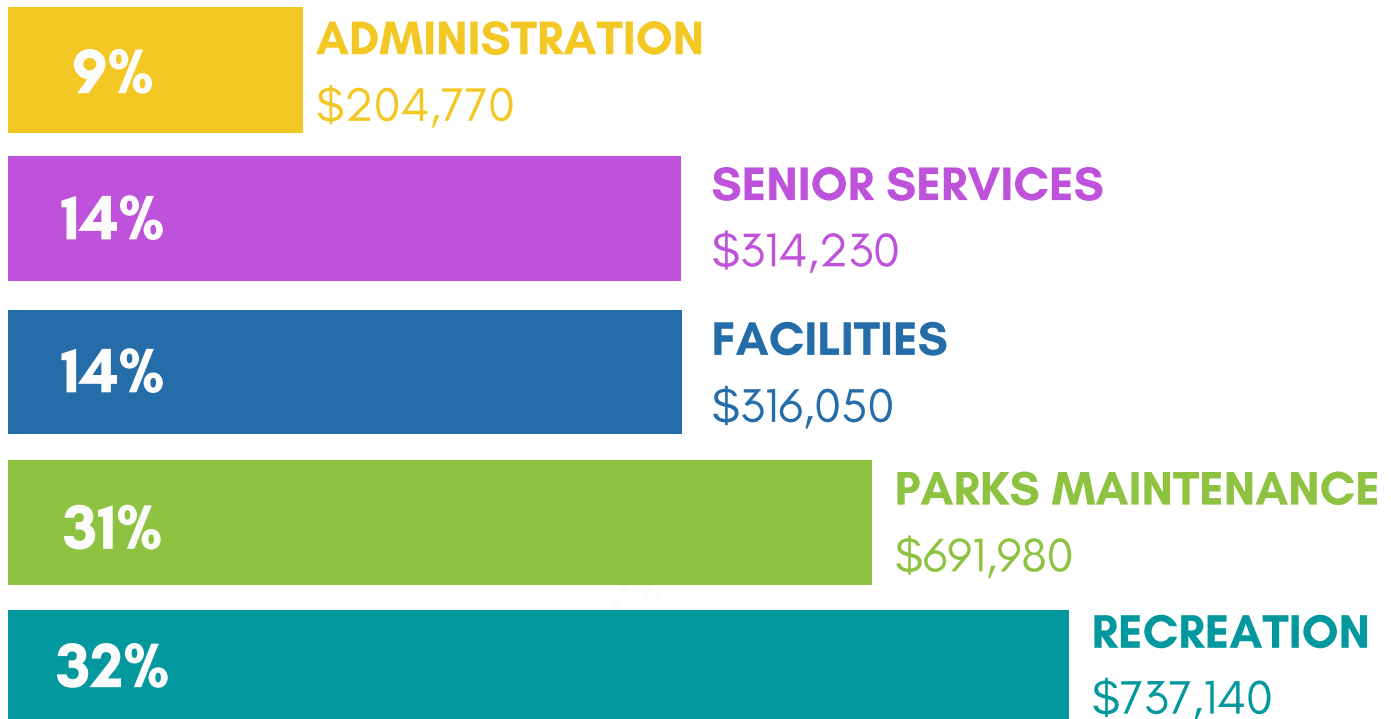
BUDGET PROGRAM CATEGORIES

PARKS, RECREATION & SENIOR SERVICES FUND

The Northville Parks and Recreation Commission accounts for its various activities in one fund, separated into the main activity areas: Recreation, Senior Services, Parks and Facilities, and Administration. External Athletic Associations are accounted for within the Parks and Facilities activity area.

WHERE THE MONEY COMES GOES

2021 BUDGET - TOTAL USES: \$2,264,170



NORTHVILLE PARKS & RECREATION BUDGET

TOTAL PARKS, RECREATION & SENIOR SERVICES FUND

	2020 BUDGET	2021 BUDGET (Preliminary)	CHANGE	%
Gross Expenditures	\$2,361,030	\$2,264,170	(\$96,860)	-4.1%
Operating Revenues	\$1,229,110	\$1,209,500	(\$19,610)	-1.6%
Net Expenditures	(\$1,131,920)	(\$1,054,670)	\$77,250	6.8%

	2020 BUDGET	2021 BUDGET (Preliminary)	CHANGE	%
ADMINISTRATION				
Gross Expenditures	\$199,050	\$204,770	\$5,720	2.9%
Operating Revenues	-	-	\$0	0.0%
Net Expenditures	(\$199,050)	(\$204,770)	(\$5,720)	-2.9%



NORTHVILLE PARKS & RECREATION BUDGET

	2020 BUDGET	2021 BUDGET (Preliminary)	CHANGE	%
SENIOR SERVICES				
Gross Expenditures	\$305,030	\$314,230	\$9,200	3.0%
Operating Revenues	\$188,620	\$179,820	(\$8,800)	-4.7%
Net Expenditures	(\$116,410)	(\$134,410)	(\$18,000)	-15.5%

SENIOR SERVICES - EQUIPMENT EXPENDITURES

FY 2021

SENIOR SERVICES	
Upgrade Sound System/Projector Banquet Room	\$12,000
Total Senior Services Capital Outlay Requests	\$12,000

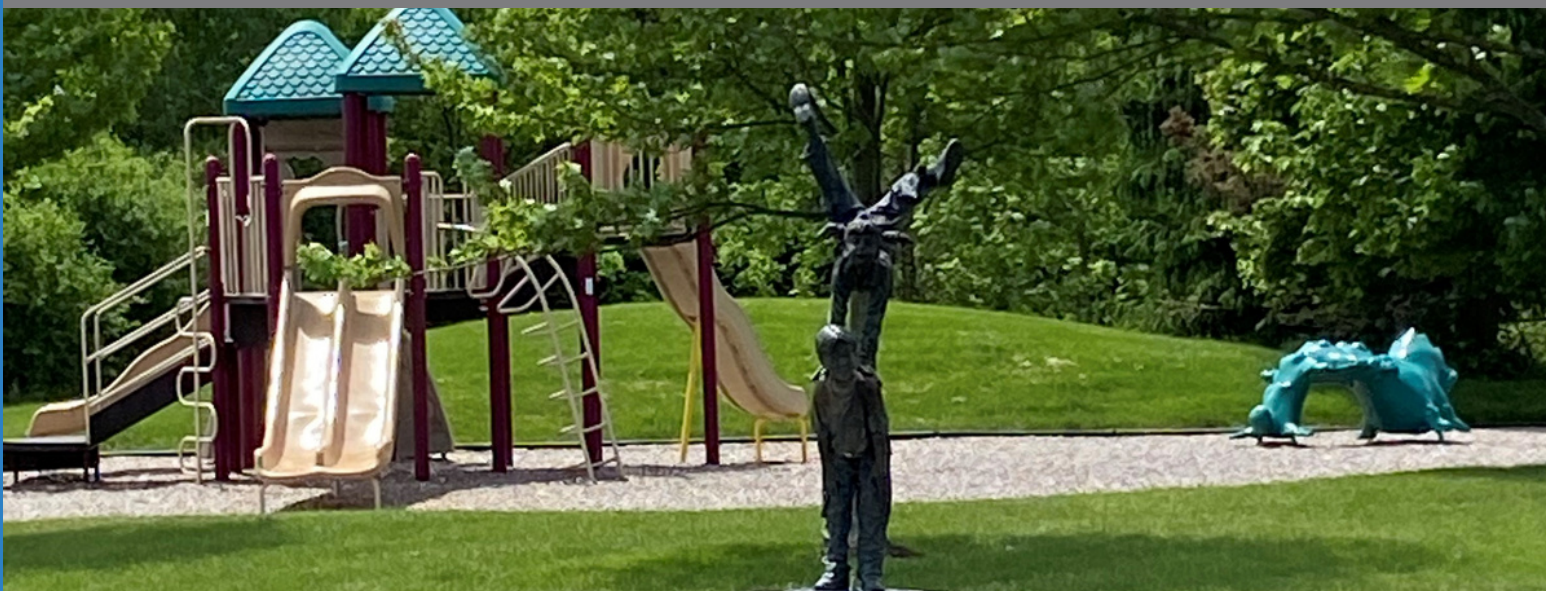


NORTHVILLE PARKS & RECREATION BUDGET

	2020 BUDGET	2021 BUDGET (Preliminary)	CHANGE	%
PARKS AND FACILITIES				
Gross Expenditures	\$1,122,870	\$1,008,030	(\$114,840)	-10.2%
Operating Revenues	\$440,490	\$430,680	(\$9,810)	-2.2%
Net Expenditures	(\$682,380)	(\$577,350)	\$105,030	15.4%

PARK MAINTENANCE - EQUIPMENT EXPENDITURES

	FY 2021
PARK EQUIPMENT	
Replace 2007 Ranger Pickup Truck	\$30,000
Total Parks & Facilities Capital Outlay Requests	\$30,000



NORTHVILLE PARKS & RECREATION BUDGET

	2020 BUDGET	2021 BUDGET (Preliminary)	CHANGE	%
RECREATION				
Gross Expenditures	\$734,080	\$737,140	\$3,060	0.4%
Operating Revenues	\$600,000	\$599,000	(\$1,000)	-0.2%
Net Expenditures	(\$134,080)	(\$138,140)	(\$4,060)	-3.0%

RECREATION - EQUIPMENT EXPENDITURES

FY 2021

RECREATION

Hitting Wall for Tennis Courts	\$5,000
Goals (Basketball)	\$4,200
Volleyball Nets & Poles	\$2,600
Miscellaneous Sports Equipment	\$8,200
Total Recreation Capital Outlay Requests	\$20,000



Northville Parks and Recreation Commission
PARKS, RECREATION AND SENIOR SERVICES FUND
REVENUE

DESCRIPTION	Fiscal Year Ending December 31, 2019	Fiscal Year Ending December 31, 2020	Fiscal Year Ending December 31, 2020	Fiscal Year Ending December 31, 2021
	ACTUAL	APPROVED BUDGET	Estimated	Budget
Township Contribution	1,011,229	1,011,229	1,011,230	1,011,230
City Contribution	193,481	193,481	193,480	193,480
Contributions	1,204,710	1,204,710	1,204,710	1,204,710
Northville Baseball/Softball Association	52,679	52,680	32,600	52,680
Northville Soccer Association	140,569	141,810	31,080	140,000
External Athletic Associations	193,248	194,490	63,680	192,680
Recreation Programs	587,080	584,000	346,900	584,000
Senior Programs & Transportation	137,363	180,540	64,400	171,740
Facility Rentals	243,967	218,000	62,020	210,000
Park Rentals & User Fees	31,970	28,000	9,060	28,000
Donations & Sponsorships	21,609	18,080	7,260	18,080
Interest on Investments	21,481	5,000	6,180	-
Miscellaneous Income	12,637	6,000	1,300	5,000
Total revenues	\$ 2,454,065	\$ 2,438,820	\$ 1,765,510	\$ 2,414,210

APPROPRIATION SUMMARY

DESCRIPTION	Fiscal Year Ending December 31, 2019	Fiscal Year Ending December 31, 2020	Fiscal Year Ending December 31, 2020	Fiscal Year Ending December 31, 2021
	ACTUAL	APPROVED BUDGET	Estimated	Budget
ADMINISTRATION				
Personal Services	\$ 117,392	\$ 138,440	\$ 123,470	\$ 145,360
Supplies	1,563	3,500	2,880	3,500
Other Services and Charges	618,992	56,110	53,880	55,910
Capital Outlay	13,721	1,000	-	-
Total Administration	\$ 751,668	\$ 199,050	\$ 180,230	\$ 204,770
RECREATION				
Personal Services	\$ 195,747	\$ 249,130	\$ 199,910	\$ 252,190
Supplies	5,279	13,450	1,300	13,450
Other Services and Charges	23,070	32,800	10,800	32,800
Recreation Programs	391,639	418,700	218,360	418,700
Capital Outlay	11,341	20,000	18,000	20,000
Total Recreation	\$ 627,076	\$ 734,080	\$ 448,370	\$ 737,140
SENIOR SERVICES				
Personal Services	\$ 90,285	\$ 103,990	\$ 82,800	\$ 118,390
Supplies	2,179	2,200	1,500	2,000
Other Services and Charges	3,728	3,000	1,780	3,000
Senior Programs, Events & Transportation	148,211	178,840	75,370	178,840
Capital Outlay	2,711	17,000	5,000	12,000
Total Senior Services	\$ 247,114	\$ 305,030	\$ 166,450	\$ 314,230
PARKS & FACILITIES				
Personal Services	\$ 297,912	\$ 455,570	\$ 267,930	\$ 465,410
Supplies	28,213	60,000	42,000	60,000
Other Services and Charges	344,540	363,300	296,970	378,800
Capital Outlay	61,845	69,000	73,080	30,000
Allocated Expenses to external athletic associations	(144,229)	(150,000)	(40,000)	(150,000)
Northville Baseball/Softball Association	52,679	65,000	23,240	65,000
Northville Soccer Association	142,033	145,000	31,080	145,000
Debt Service	143,258	115,000	115,000	13,820
Total Parks & Facilities	\$ 926,251	\$ 1,122,870	\$ 809,300	\$ 1,008,030
Total expenditures	\$ 2,552,109	\$ 2,361,030	\$ 1,604,350	\$ 2,264,170
Excess of revenue over/(under) expenditures	\$ (98,044)	\$ 77,790	\$ 161,160	\$ 150,040

PARKS, RECREATION AND SENIOR SERVICES FUND - Fund Balance

DESCRIPTION	Actual 2019	Budget 2020	Estimated 2020	Budget 2021
Fund balance, unassigned beginning	\$ 1,281,641	\$ 1,604,320	\$ 1,604,320	\$ 1,870,515
Nonspendable	3,600	2,985	2,985	-
Restricted for Senior Adult Services	215,342	117,503	117,503	15,453
Assigned for other purposes	138,968	148,988	148,988	148,988
Fund balance, beginning, total	1,639,551	1,873,796	1,873,796	2,034,956
Revenues over/(under) expenditures	234,245	77,790	161,160	150,040
Estimated Ending Fund Balance	\$ 1,873,796	\$ 1,951,586	\$ 2,034,956	\$ 2,184,996