

# NORTHVILLE PARKS & RECREATION

[northvilleparksandrec.org](http://northvilleparksandrec.org)



# 2020



2020 ANNUAL BUDGET & FINANCIAL PLAN

# OVERVIEW

## PARKS & RECREATION COMMISSION

**NORTHVILLE TOWNSHIP** + **CITY of NORTHVILLE** + **NORTHVILLE PUBLIC SCHOOLS**



## 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, and one from the Northville School Board. The Northville Parks and Recreation Department manages and administers all parks, recreation and senior services operations, including strategic direction, policy development and resource 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 coordinates 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 provides 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 batting cages. 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**

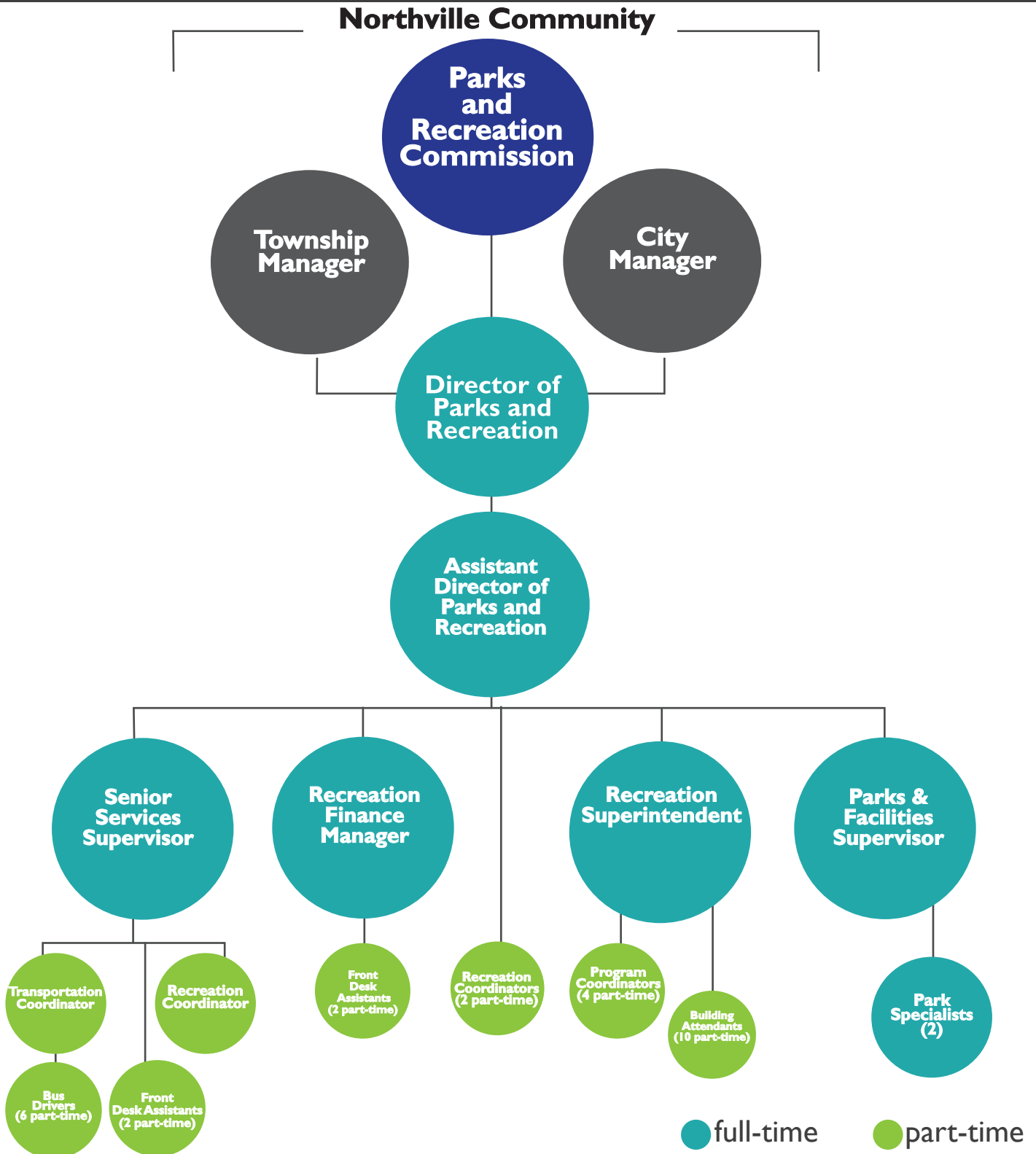
The City and Township have shared recreation services since the 1970's, while the Senior Services and Youth Network programs were added in the 80's. The Shared Service Agreement covers all operating costs for programs, services, parks and facilities maintenance, and vehicle/equipment purchases. Park Capital Improvement projects are covered by each respective municipality depending on the location of the park. Facility Capital Improvements are covered through the Shared 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 programs 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 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 2020 Parks, Recreation and Senior Services Budget funds 7 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 138. 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)

	2019 BUDGET	2020 BUDGET	INCREASE (DECREASE)
<b>ADMINISTRATION</b>			
Parks and Recreation Director	1	1	-
Assistant Director	-	1	1
	<u>1</u>	<u>2</u>	<u>1</u>
<b>RECREATION</b>			
Recreation Superintendant	2	1	(1)
Recreation Specialist	0.5	-	(0.5)
	<u>2.5</u>	<u>1</u>	<u>(1.5)</u>
<b>SENIOR SERVICES</b>			
Senior Services Supervisor	1	1	-
	<u>1</u>	<u>1</u>	<u>-</u>
<b>PARKS AND FACILITIES MAINTENANCE</b>			
Parks and Facilities Supervisor	1	1	-
Park Specialist	1	2	1
Recreation Specialist	0.5	-	(0.5)
Recreation Finance Manager	-	1	1
	<u>3</u>	<u>4</u>	<u>1.5</u>
<b>TOTAL PARKS, RECREATION AND SENIOR SERVICES FULL TIME STAFF</b>	<u>7</u>	<u>8</u>	<u>1</u>

# BUDGET OVERVIEW

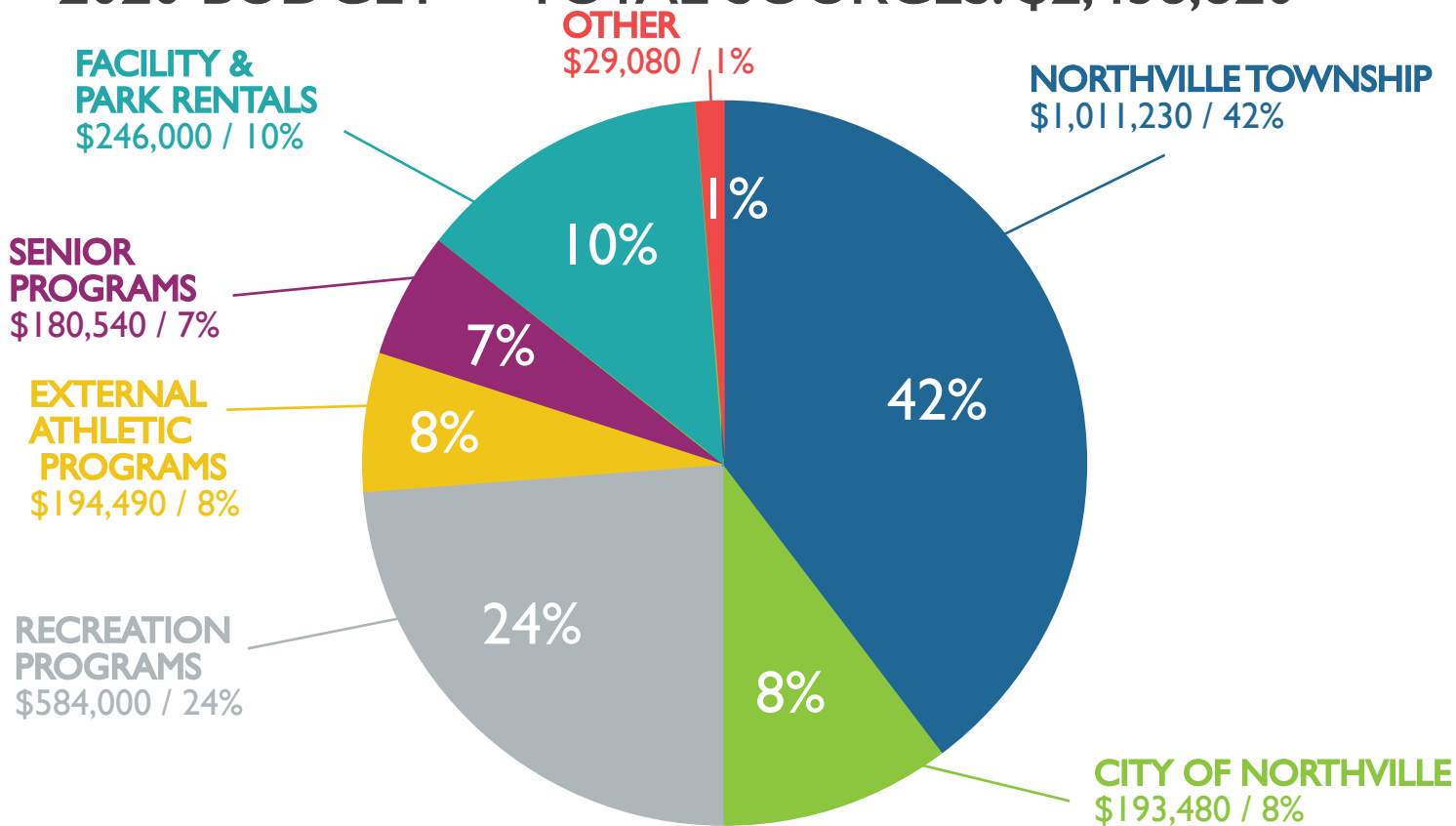
The cost sharing formula to fund the programs provided by the Northville Parks and Recreation Commission was last revised in 1999 and was based on the percent share of each community's respective taxable value and population. When applied using the 2019 tax rate information, this formula allocates 84% of the total cost of Parks and Recreation to the Township and 16% to the City as follows:

## 2019 COST SHARING FORMULA (for Fiscal Year 2020)

COMMUNITY	POPULATION	%	TAXABLE VALUE (TV)	%	COST SHARING %
Northville Twp	28,497	41.3%	\$ 2,211,378,909	42.5%	83.9%
City of Northville	5,970	8.6%	\$ 388,225,845	7.5%	16.1%
<b>TOTALS</b>	<b>34,467</b>	<b>50.0%</b>	<b>\$ 2,599,604,754</b>	<b>50.0%</b>	<b>100.0%</b>

## WHERE THE MONEY COMES FROM

2020 BUDGET - TOTAL SOURCES: \$2,438,820



# 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 also accounted for within the Parks and Facilities activity area.

## WHERE THE MONEY GOES

2020 BUDGET - TOTAL USES: \$2,361,030

8%

ADMINISTRATION  
\$199,050

13%

SENIOR SERVICES  
\$305,030

19%

FACILITIES  
\$450,730

29%

PARKS  
MAINTENANCE  
\$672,140

31%

RECREATION  
\$734,080



# NORTHVILLE PARKS & RECREATION BUDGET

## TOTAL PARKS, RECREATION & SENIOR SERVICES FUND

	2019 BUDGET	2020 BUDGET (Preliminary)	CHANGE	%
Gross Expenditures	\$2,360,670	\$2,361,030	\$360	0.0%
Operating Revenues	\$1,198,630	\$1,229,110	\$30,480	2.5%
Net Expenditures	(\$1,162,040)	(\$1,131,920)	\$30,120	-2.6%

	2019 BUDGET	2020 BUDGET (Preliminary)	CHANGE	%
<b>ADMINISTRATION</b>				
Gross Expenditures	\$320,410	\$199,050	\$(121,360)	-37.9%
Operating Revenues	---	---	---	---
Net Expenditures	(\$320,410)	(\$199,050)	\$(121,360)	-37.9%

## ADMINISTRATIVE EQUIPMENT EXPENDITURE

	FY 2020
<b>ADMINISTRATION</b>	
Stand Up Desk	\$1,000
Total Administration Capital Outlay Requests	\$1,000





# NORTHVILLE PARKS & RECREATION BUDGET

	2019 BUDGET	2020 BUDGET (Preliminary)	CHANGE	%
<b>SENIOR SERVICES</b>				
Gross Expenditures	\$297,830	\$305,030	\$7,200	2.4%
Operating Revenues	\$159,140	\$188,620	\$29,480	18.5%
Net Expenditures	(\$138,690)	(\$116,410)	\$22,280	16.1%

## SENIOR SERVICES EQUIPMENT EXPENDITURES

	FY 2020
<b>SENIOR SERVICES</b>	
TV and Stand (Community Center)	\$1,000
Microphone System (Community Center)	\$500
Pickleball nets/frames/Volleyball posts	\$3,000
Upgrade Sound System/Projector in Banquet	\$12,000
Serving carts for events	\$500
<b>Total Senior Services Capital Outlay Requests</b>	<b>\$17,000</b>



# NORTHVILLE PARKS & RECREATION BUDGET

	2019 BUDGET	2020 BUDGET (Preliminary)	CHANGE	%
<b>PARKS AND FACILITIES</b>				
Gross Expenditures	\$1,035,230	\$1,122,870	\$87,640	8.5%
Operating Revenues	\$444,490	\$440,490	(\$4,000)	-0.9%
Net Expenditures	(\$590,740)	(\$682,380)	(\$91,640)	-15.5%

## PARK MAINTENANCE EXPENDITURES/EQUIPMENT

	FY 2020
<b>PARK MAINTENANCE</b>	
Replace bleachers	\$25,000
<b>PARK EQUIPMENT</b>	
ExMark Lazer Mower	\$14,000
Replace 2007 Ranger Pickup Truck	\$30,000
<b>Total Parks &amp; Facilities Capital Outlay Requests</b>	<b>\$69,000</b>



# NORTHVILLE PARKS & RECREATION BUDGET

	2019 BUDGET	2020 BUDGET (Preliminary)	CHANGE	%
<b>RECREATION</b>				
Gross Expenditures	\$707,200	\$734,080	\$26,880	3.8%
Operating Revenues	\$595,000	\$600,000	\$5,000	0.8%
Net Expenditures	(\$112,200)	(\$134,080)	(\$21,880)	-19.5%

## RECREATION EQUIPMENT EXPENDITURES

	FY 2020
<b>RECREATION</b>	
Hitting Wall for Tennis Courts	\$5,000
Goals (Basketball)	\$4,200
Obstacle Course	\$5,000
Badminton Nets and Poles	\$5,800
<b>Total Recreation Capital Outlay Requests</b>	<b>\$20,000</b>



# NORTHVILLE PARKS AND RECREATION COMMISSION PARKS, RECREATION AND SENIOR SERVICES FUND

## REVENUE

DESCRIPTION	Fiscal Year Ending December 31, 2018	Fiscal Year Ending December 31, 2019	Fiscal Year Ending December 31, 2019	Fiscal Year Ending December 31, 2020
	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
<b>Contributions</b>	<b>1,204,710</b>	<b>1,204,710</b>	<b>1,204,710</b>	<b>1,204,710</b>
Northville Baseball/Softball Association	52,679	52,680	58,970	52,680
Northville Soccer Association	140,569	141,810	138,030	141,810
<b>External Athletic Associations</b>	<b>193,248</b>	<b>194,490</b>	<b>197,000</b>	<b>194,490</b>
Recreation Programs	587,080	577,500	591,990	584,000
Senior Programs & Transportation	137,363	151,140	175,360	180,540
Facility Rentals	243,967	224,000	225,000	218,000
Park Rentals & User Fees	31,970	26,000	27,400	28,000
Donations & Sponsorships	21,609	18,000	14,950	18,080
Interest on Investments	21,481	5,000	18,000	5,000
Miscellaneous Income	12,637	7,500	13,580	6,000
<b>Total revenues</b>	<b>\$ 2,454,065</b>	<b>\$ 2,408,340</b>	<b>\$ 2,467,990</b>	<b>\$ 2,438,820</b>

## APPROPRIATION SUMMARY

DESCRIPTION	Fiscal Year Ending December 31, 2018	Fiscal Year Ending December 31, 2019	Fiscal Year Ending December 31, 2019	Fiscal Year Ending December 31, 2020
	ACTUAL	APPROVED BUDGET	Estimated	Budget
<b>ADMINISTRATION</b>				
Personal Services	\$ 117,392	\$ 117,620	\$ 117,620	\$ 138,440
Supplies	1,563	4,100	2,500	3,500
Other Services and Charges	618,992	197,690	138,670	56,110
Capital Outlay	13,721	1,000	13,000	1,000
	<b>\$ 751,668</b>	<b>\$ 320,410</b>	<b>\$ 271,790</b>	<b>\$ 199,050</b>
<b>RECREATION</b>				
Personal Services	\$ 195,747	\$ 221,780	\$ 227,390	\$ 249,130
Supplies	5,279	10,750	11,080	13,450
Other Services and Charges	23,070	28,500	28,500	32,800
Recreation Programs	391,639	425,770	409,600	418,700
Capital Outlay	11,341	20,400	18,000	20,000
	<b>\$ 627,076</b>	<b>\$ 707,200</b>	<b>\$ 694,570</b>	<b>\$ 734,080</b>
<b>SENIOR SERVICES</b>				
Personal Services	\$ 90,285	\$ 98,120	\$ 99,050	\$ 103,990
Supplies	2,179	2,200	2,000	2,200
Other Services and Charges	3,728	3,000	3,000	3,000
Senior Programs, Events & Transportation	148,211	189,010	176,840	178,840
Capital Outlay	2,711	5,500	8,000	17,000
	<b>\$ 247,114</b>	<b>\$ 297,830</b>	<b>\$ 288,890</b>	<b>\$ 305,030</b>
<b>PARKS &amp; FACILITIES</b>				
Personal Services	\$ 297,912	\$ 403,020	\$ 365,870	\$ 455,570
Supplies	28,213	50,000	57,000	60,000
Other Services and Charges	344,540	335,210	350,600	363,300
Capital Outlay	61,845	72,000	82,720	69,000
Allocated Expenses to external athletic associations	(144,229)	(150,000)	(150,000)	(150,000)
Northville Baseball/Softball Association	52,679	65,000	64,160	65,000
Northville Soccer Association	142,033	145,000	144,910	145,000
Debt Service	143,258	115,000	115,000	115,000
	<b>\$ 926,251</b>	<b>\$ 1,035,230</b>	<b>\$ 1,030,260</b>	<b>\$ 1,122,870</b>
<b>Total expenditures</b>	<b>\$ 2,552,109</b>	<b>\$ 2,360,670</b>	<b>\$ 2,285,510</b>	<b>\$ 2,361,030</b>
<b>Excess of revenue over/(under) expenditures</b>	<b>\$ (98,044)</b>	<b>\$ 47,670</b>	<b>\$ 182,480</b>	<b>\$ 77,790</b>

### PARKS, RECREATION AND SENIOR SERVICES FUND - Fund Balance

DESCRIPTION	Actual 2018	Budget 2019	Estimated 2019	Budget 2020
Fund balance, unassigned beginning	\$ 1,244,809	\$ 1,281,641	\$ 1,281,641	\$ 1,581,251
Nonspendable	810	3,600	3,600	-
Restricted for Senior Adult Services	307,104	215,342	215,342	101,812
Assigned for other purposes	184,872	138,968	138,968	138,968
Fund balance, beginning, total	1,737,595	1,639,551	1,639,551	1,822,031
Revenues over/(under) expenditures	(98,044)	47,670	182,480	77,790
Estimated Ending Fund Balance	<b>\$ 1,639,551</b>	<b>\$ 1,687,221</b>	<b>\$ 1,822,031</b>	<b>\$ 1,899,821</b>