



City of Appleton

100 North Appleton Street
Appleton, WI 54911-4799
www.appleton.org

Meeting Agenda - Final Parks and Recreation Committee

Monday, October 25, 2021

6:30 PM

Council Chambers, 6th Floor

1. Call meeting to order

2. Roll call of membership

3. Approval of minutes from previous meeting

[21-1453](#) Minutes of the September 20, 2021 Parks & Recreation Committee Meeting

Attachments: [Minutes of the 9-20-21 P & R Committee Meeting.pdf](#)

4. **Public Hearings/Appearances**

[21-1455](#) Lundgaard Park Master Plan Presentation by ISG

Attachments: [Lundgaard Park Rendering.pdf](#)

5. **Action Items**

[21-1457](#) Action Item: Award Mead Pool Condition Analysis Project to GRAEF for a contract amount of \$44,975.00

Attachments: [Mead Pool Condition Anlysis Memo.doc](#)

6. **Information Items**

[21-1454](#) Reid Golf Course-September, 2021 Revenue & Expense Report

Attachments: [Reid-Participation, Revenue Report 9-21.pdf](#)

[21-1469](#) 2022 Proposed Parks, Recreation and Reid Golf Course Budgets

Attachments: [2022 Park Recreation \(P & R Meeting\).pdf](#)

[2022 Reid Golf Budget \(P & R Meeting\).pdf](#)

[21-1456](#) Director's Report - Park Project Updates

7. Adjournment

Notice is hereby given that a quorum of the Common Council may be present during this meeting, although no Council action will be taken.

Reasonable Accommodations for Persons with Disabilities will be made upon Request and if Feasible.

If you have any questions regarding this agenda, please contact the Parks, Recreation & Facilities Management Department at 920.832.5514



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Meeting Minutes - Final Parks and Recreation Committee

Monday, September 20, 2021

6:30 PM

Council Chambers, 6th Floor

1. Call meeting to order

The meeting was called to order at 6:30 p.m.

2. Roll call of membership

Others: Dean Gazza, Parks, Recreation & Facilities Management; Attorney
Chris Behrens, Legal Services; Alderperson Vered Meltzer, District 2

Present: 4 - Martin, Schultz, Wolff and Prohaska

Excused: 1 - Van Zeeland

3. Approval of minutes from previous meeting

[21-1318](#)

Minutes of the August 23, 2021 Parks & Recreation Committee Meeting

Attachments: [Minutes of the 8-23-21 P & R Meeting.pdf](#)

Alderperson Prohaska moved, seconded by Alderperson Wolff, that the Minutes of the August 23, 2021 Parks & Recreation Committee Meeting be approved.

Roll Call. Motion carried by the following vote:

Aye: 4 - Martin, Schultz, Wolff and Prohaska

Excused: 1 - Van Zeeland

4. **Public Hearings/Appearances**

None

5. **Action Items**

[21-1321](#)

Action Item: Award Design, Engineering, and Permitting Services for the WE Energies Trail to KL Engineering for a contract amount of \$134,912.58

Attachments: [WE Energies Trail Committee Memo.doc](#)

Alderperson Prohaska moved, seconded by Alderperson Wolff, that the Report Action Item be recommended for approval. Roll Call. Motion carried by the following vote:

Aye: 4 - Martin, Schultz, Wolff and Prohaska

Excused: 1 - Van Zeeland

6. Information Items

[21-1319](#)

Reid Golf Course-August, 2021 Revenue & Expense Report

Attachments: [Reid Golf Course-Revenue and Expense Report.pdf](#)

This item was presented

[21-1320](#)

Department Project Updates

This item was presented

7. Adjournment

The meeting was adjourned at 6:51 p.m.

Aldersperson Wolff moved, seconded by Aldersperson Prohaska, that the meeting be adjourned. Roll Call. Motion carried by the following vote:

Aye: 4 - Martin, Schultz, Wolff and Prohaska

Excused: 1 - Van Zeeland



LUNDGAARD PARK

MASTER PLAN



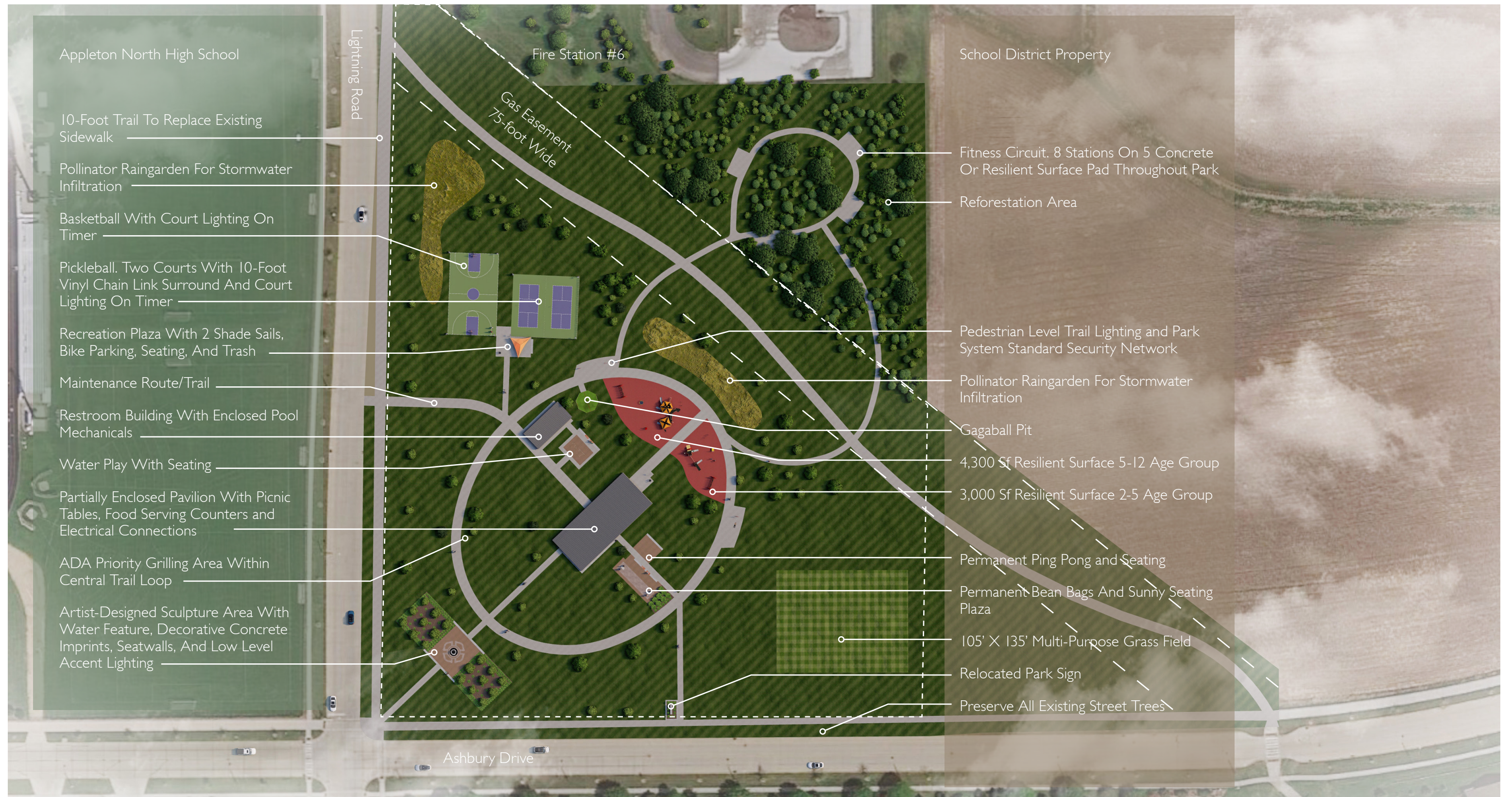
*for the City of Appleton Parks, Recreation,
and Facilities Management Department*

OCTOBER 19, 2021 DRAFT

ISG



MASTER PLAN



Appleton North High School

10-Foot Trail To Replace Existing Sidewalk

Pollinator Raingarden For Stormwater Infiltration

Basketball With Court Lighting On Timer

Pickleball. Two Courts With 10-Foot Vinyl Chain Link Surround And Court Lighting On Timer

Recreation Plaza With 2 Shade Sails, Bike Parking, Seating, And Trash

Maintenance Route/Trail

Restroom Building With Enclosed Pool Mechanicals

Water Play With Seating

Partially Enclosed Pavilion With Picnic Tables, Food Serving Counters and Electrical Connections

ADA Priority Grilling Area Within Central Trail Loop

Artist-Designed Sculpture Area With Water Feature, Decorative Concrete Imprints, Seatwalls, And Low Level Accent Lighting

Fire Station #6

Gas Easement
75-foot Wide

School District Property

Fitness Circuit. 8 Stations On 5 Concrete Or Resilient Surface Pad Throughout Park

Reforestation Area

Pedestrian Level Trail Lighting and Park System Standard Security Network

Pollinator Raingarden For Stormwater Infiltration

Gagaball Pit

4,300 Sf Resilient Surface 5-12 Age Group

3,000 Sf Resilient Surface 2-5 Age Group

Permanent Ping Pong and Seating

Permanent Bean Bags And Sunny Seating Plaza

105' X 135' Multi-Purpose Grass Field

Relocated Park Sign

Preserve All Existing Street Trees

Lightning Road

Ashbury Drive

FIRE THEMED PLAY

PLAYGROUND FEATURES FOR AGES 2-5



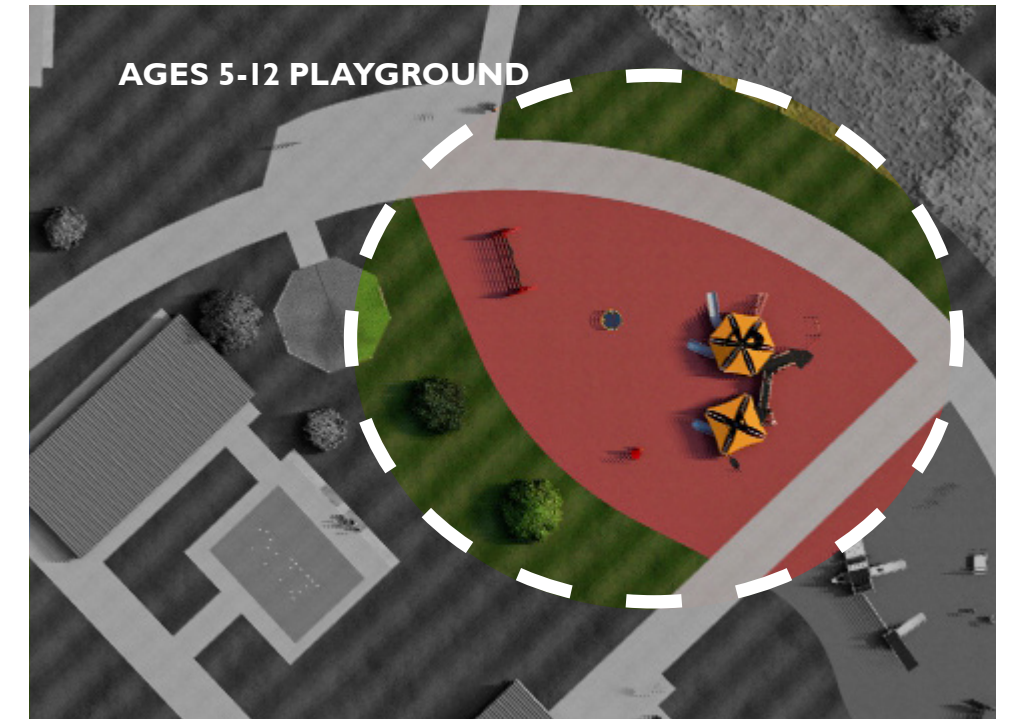
- 1 Fire engine imagination play
- 2 Toddler bucket and swings
- 3 Fire themed playground
- 4 Ambulance springer



FIRE THEMED PLAY

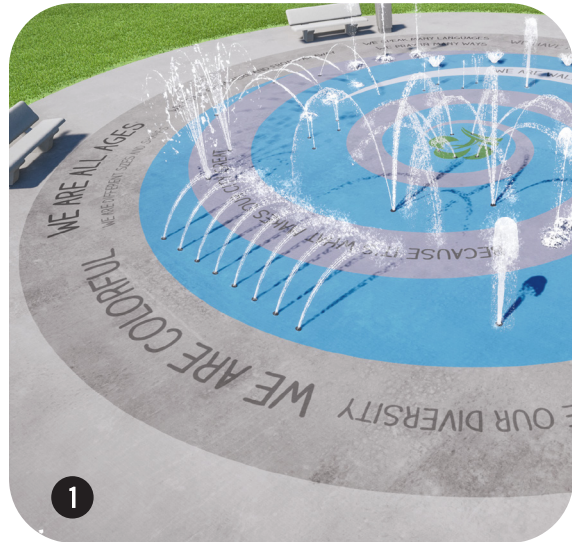
PLAYGROUND FEATURES FOR AGES 5-12

- 1 Big kid swings with nest swing
- 2 Fire themed playground with tower

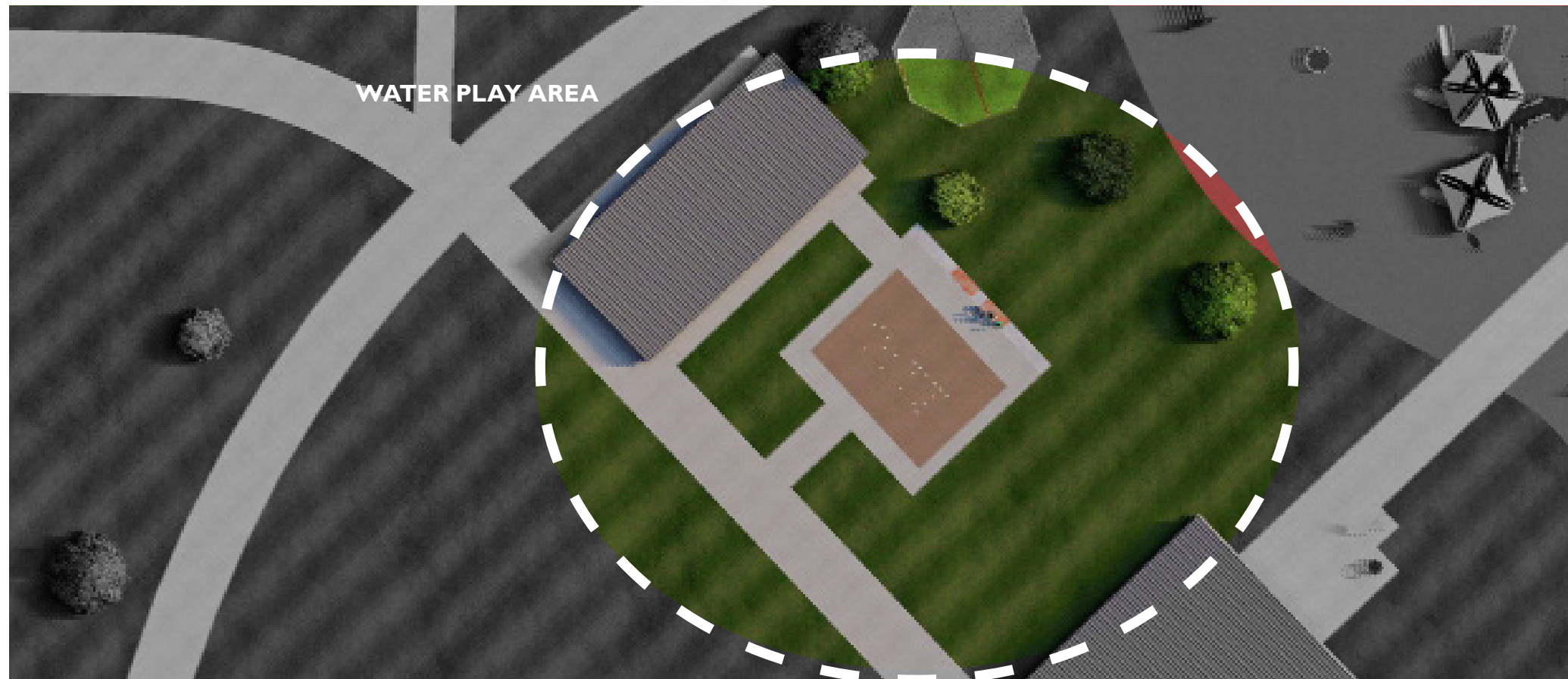


WATER PLAY

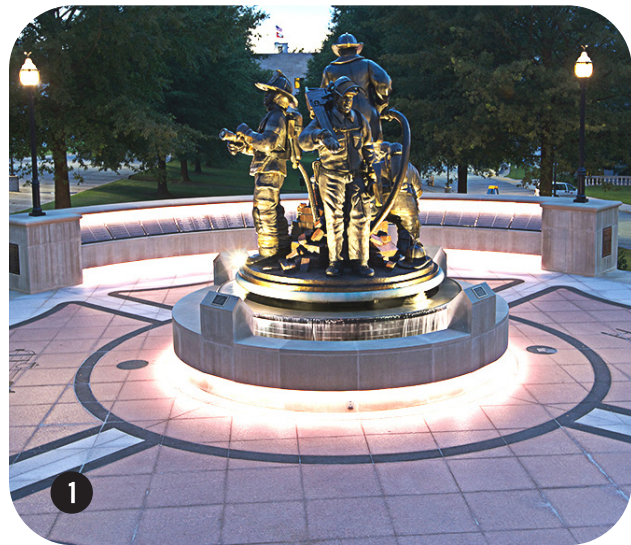
SMALL SCALE BUBBLING FEATURES



- 1 Specialty pavement to tie in memorial theme
- 2 Ground sprays, bubblers, and fountains for play experience



HONORING THE SACRIFICE



- 1 Artist-designed sculpture precedents. An example with integral water feature is preferred design direction.
- 2 Memorial walls with information honoring Appleton's four fallen firefighters
- 3 Gridded trees, low walls and low level lighting create southwest gateway into park
- 4 Artist renderings for park facilities are inspiration for illustrative purposes. Final design and park aesthetics will be refined in future design phases.

SITE FURNISHINGS + AMENITIES

Fire and nature are strong themes in the park and site amenities seek to tie into that with intention. The recommended color palette is anchored by golden tones of wood, black metal, and red accents.

Thermory wood with black metal coordinate with the pavilion design to create a warm and welcoming aesthetic. The wood is a nod to site nature - specifically the reforestation and pollinator features.



SITE FURNISHINGS + AMENITIES



Anchoring the center of the site, the airy pavilion roofline gives lightness to the interior space and hovers gently above the land. Partial enclosure is planned and budgeted for the pavilion to minimize the effect of wind and rain into the facility.

Colorful shade sails near the sport courts are visually playful, provide immediate shade and define space in the vast openness.

Permanent yard game areas sit on accessible plazas with seating for small groups. They define a series of outdoor



While balancing the neighborhood scale of the park, the pavilion's interior space is intended to support picnicking events with covered, weatherproof serving counters, plenty of electrical outlets for crockpot potlucks and easy to clean surfaces. A wide trail intentionally connects from lightning road, via an existing curb cut, to the pavilion for easy maintenance access.

A Artist renderings for park facilities are inspiration for illustrative purposes. Final design and park aesthetics will be refined in future design phases.



ARTIST RENDERING OF PARK

VIEW FROM SOUTHWEST TO NORTHEAST



ARTIST RENDERING OF PARK

VIEW WEST TOWARD LIGHTNING ROAD





"...meeting community needs...enhancing quality of life."

**PARKS, RECREATION & FACILITIES
MANAGEMENT**

Dean R. Gazza, Director

1819 East Witzke Boulevard
Appleton, Wisconsin 54911-8401
(920) 832-5572 FAX (920) 993-3103
Email - dean.gazza@appleton.org

TO: Parks & Recreation Committee

FROM: Dean R. Gazza, Director of Parks, Recreation and Facilities Management

DATE: October 25, 2021

RE: Action Item: Award Mead Pool Condition Analysis Project to GRAEF for a contract amount of \$44,975.00.

The 2021 Parks, Recreation and Facilities Management Department Capital Projects Fund includes \$50,000 for the Mead Pool Condition Analysis.

The Mead Aquatic Facility opened in 1962 at its current location and in 1992 an aquatics renovation was completed. The admissions and bath house building is original from 1962 with no major updates to date besides routine maintenance and roof replacements. The existing pool, concessions building, and mechanical building were built in 1992.

Two requests for proposals (RFP) were submitted for the Mead Pool Condition Analysis. Firms were evaluated on project team and experience, total hours, project understanding, and project schedule. Below is the pricing received from the RFP.

<u>Company</u>	<u>Proposal Costs</u>
GRAEF	\$44,975.00
MSA	\$43,875.00

GRAEF has allotted more time to the project, placing a higher emphasis on electrical, plumbing, structural, and aquatic mechanical. GRAEF also offers a platform for applying ratings to equipment and systems based on severity, probability of occurrence, criticality, lifespan, energy efficiency, and redundancy.

GRAEF was determined to be the responsible proposal for the Mead Pool Condition Analysis Project. It is the recommendation of the Parks, Recreation and Facilities Management Department to execute a contract with GRAEF in the amount of \$44,975.00.

Please feel free to contact me at 832-5572 or by email at dean.gazza@appleton.org with any questions or comments.

**City of Appleton - Reid Golf Course
Revenues - September 30, 2021**

	2020		2021	
	2020 Y-T-D Rounds	Total Revenue	2021 Y-T-D Rounds	Total Revenue
Green Fees				
Weekday-18 Holes	2,885	\$55,013.05	3,367	\$60,410.24
Weekday-9 Holes	9,828	\$144,846.71	11,036	\$161,779.23
Weekend - 18-Holes	1,894	\$52,174.44	2,219	\$60,528.20
Weekend - 9 Holes	3,005	\$50,913.16	3,423	\$57,548.34
Twilight Golf	3,084	\$34,501.54	2,796	\$31,629.87
Passholder Rounds	7,680		8,760	
Promo Rounds				
Coupon Rounds	260		216	
Misc. Promotional Rounds*	3,050	\$50,573.50	2,770	\$50,197.69
Team Rounds	26		771	
Sub-Totals	31,712	\$388,022.40	35,358	\$422,093.57
Pass/Coupon/Discount Card Sales	2020 Y-T-D Sales	Total Revenues	2021 Y-T-D Sales	Total Revenues
Pass Sales	104	\$55,610.34	153	\$74,502.19
Corporate Pass Sales	9	\$22,393.35	10	\$24,881.50
Coupon Sales	53	\$4,530.31	40	\$3,826.00
Discount Cards	106	\$3,179.86	115	\$3,450.00
Cart Revenue	2020 Y-T-D Cart Sales	Total Revenues	2021 Y-T-D Cart Sales	Total Revenues
Cart Fee	11,666	\$126,284.50	13,973	\$149,161.60
Annual Cart Passes	23	\$12,422.75	21	\$10,541.71
Practice Range	2020 Y-T-D Sales	Total Revenues	2021 Y-T-D Sales	Total Revenues
Driving Range	3,331	\$24,063.86	4,155	\$26,445.06
Annual Range Pass	8	\$2,246.44	10	\$2,800.94
Golf Shop Merchandise	2020 Y-T-D Sales	Total Revenues	2021 Y-T-D Sales	Total Revenues
Balls/Assessories/Apparel/Misc.		\$19,076.58		\$25,293.91
Gift Cards	268	\$11,508.75	278	\$11,664.92
Lessons**	0	\$0.00	168	\$7,566.50
Other Rentals***	482	\$2,232.52	654	\$4,239.23
Food and Beverage	2020 Y-T-D Sales	Total Revenues	2021 Y-T-D Sales	Total Revenues
Food		\$8,766.10		\$15,268.07
Beverage		\$19,601.86		\$23,261.51
Alcohol Sales		\$66,599.23		\$81,236.99
Catering/Banquet	107	\$304.88	376	\$1,441.46
Raincheck Redeemed		-\$2,024.15		-\$2,869.92
Total Revenue (All Categories)		\$764,819.58		\$884,805.24

*Misc. Promotional Rounds include Outings, Mem Day, Mothers Day, Fathers Day, Family Day, Valpak & CCM Specials

**Lessons include private, group and juniors

***Other rentals include additional revenue club rentals, pull carts & locker rentals.

Reid Golf Course Budget September 30th Expense Report

Description	Budget	End of September Expenses	Available
Regular Salaries	\$184,900	(\$137,497)	\$47,403
Overtime	\$553	\$0	\$553
Part-Time	\$123,293	(\$104,835)	\$18,458
Fringes	\$84,674	(\$53,651)	\$31,023
Training and Conferences	\$2,250	(\$54)	\$2,196
Office Supplies	\$500	(\$196)	\$304
Memberships & Licenses	\$1,760	(\$1,756)	\$4
Food & Provisions	\$50	(\$50)	\$0
Printing & Reproduction	\$2,000	(\$2,520)	(\$520)
Clothing/Uniforms	\$500	(\$433)	\$67
Accounting/Audit	\$2,160	(\$2,170)	(\$10)
Bank Services	\$13,000	(\$13,379)	(\$379)
Consulting Services	\$1,000	\$0	\$1,000
Advertising	\$10,000	(\$4,607)	\$5,393
Insurance	\$6,170	(\$5,140)	\$1,030
Rent	\$35,975	(\$25,250)	\$10,725
Depreciation Expense	\$61,000	(\$47,490)	\$13,510
Facilities Charges	\$34,344	(\$22,965)	\$11,379
CEA Equipment Rental	\$110,690	(\$83,096)	\$37,408
Software Support	\$1,860	(\$1,944)	(\$84)
Interest Payments	\$8,625	(\$7,190)	\$1,435
General Fund	\$17,900	(\$14,917)	\$2,983
Transfer Out-Capital	\$0	\$0	\$0
Land Improvement	\$150,000	(\$8)	\$149,992
Bldg Maintenance/Janitorial	\$1,500	(\$802)	\$698
Landscape Supplies	\$36,900	(\$34,061)	\$2,839
Concession Supplies	\$60,400	(\$67,080)	(\$6,680)
Miscellaneous Supplies	\$2,000	(\$1,649)	\$351
Gas Purchases	\$13,500	(\$13,714)	(\$214)
Miscellaneous Equipment	\$6,016	(\$5,458)	\$558
Collection Services	\$1,100	(\$1,664)	(\$564)
Contractor Fees	\$1,000	(\$776)	\$224
Equipment Repair & Maintenance	\$5,500	(\$4,280)	\$1,220
Other Interfund Charges	\$2,000	(\$1,462)	\$538
Electric	\$22,063	(\$19,022)	\$3,041
Gas	\$4,300	(\$4,038)	\$262
Water	\$2,100	(\$1,181)	\$919
Waste Disposal/Collection	\$2,100	(\$354)	\$1,746
Stormwater	\$13,160	(\$9,915)	\$3,245
Telephone	\$3,900	(\$451)	\$3,449
Cellular Telephone	\$1,000	(\$296)	\$704
Other Utilities (DirectTV)	\$2,150	(\$1,528)	\$622
	\$1,033,893	(\$696,879)	\$337,014

CITY OF APPLETON 2022 BUDGET

**PARKS AND RECREATION
DEPARTMENT**

Director of Parks, Recreation & Facilities Management:

Dean R. Gazza, CPRE, LEED-AP

Deputy Director of Parks, Recreation & Facilities Management:

Thomas R. Flick, CPRP

CITY OF APPLETON 2022 BUDGET PARKS, RECREATION AND FACILITIES MANAGEMENT DEPARTMENT

MISSION STATEMENT

Building communities and enriching lives where we live, work and play.

DISCUSSION OF SIGNIFICANT 2021 EVENTS

Parks and Recreation is a tangible reflection of the quality of life in a community. Together, they provide gathering places and opportunities for families and social groups, as well as for individuals of all ages and economic status. In 2021, many great projects were completed to preserve and extend the useful life of our parks as well as changes to our recreational programming to meet the demands and needs of our community throughout the COVID pandemic. Although some amenities such as park aquatics were not available, numerous other programs were offered in a safe and effective manner and well received by the community.

Parks and Grounds Management

The grounds division proactively managed 610 acres of park grounds that includes the Scheig Center and Gardens, 17 ball diamonds, 16 tennis courts, 8 pickleball courts, 10 basketball courts, 2 volleyball courts, 2 disc golf courses, 1 skateboard park, 7 ice rinks, 12.8 miles of paved trails, one archery range, two kayak launches, and 20,100 sq. ft. of accessible playgrounds (29 playgrounds). The grounds, fencing, and all safety and security entrances at the Wastewater Facility, MSB, Valley Transit, and Water Treatment Facility along with all City round-abouts, boulevards, and terraces are also maintained by the grounds division.

Significant projects included the design of a pickleball complex to be constructed in 2022, the removal and replacement of the playground at Linwood Park, the design and construction of a security fence around the Police Station south lot, and the replacement of fencing around ball diamonds in Memorial Park. Other projects included crack filling of the Apple Creek trail, perimeter fence repairs at Utilities, removal of the Mead Pool playground, and the planting of the Veterans Memorial at the Scheig Center and Gardens. Several drainage projects were completed along with the installation of five memorial benches. Additionally, new park signs were constructed along with various playground equipment and surface repairs, invasive plant control, parking lot repairs, and general grounds maintenance.

Recreation Services

The Recreation Division of the Parks, Recreation, and Facilities Management Department is committed to providing comprehensive, high quality recreation programs for the Appleton community. We know recreation is a key part of the quality of life in any community, and especially so in Appleton. We remained committed to providing balanced, value-focused programming for all ages and abilities.

Community partnerships continue to play a huge role in what we do. Working together with community businesses and organizations to give our residents access to additional programming opportunities at an affordable cost has been very beneficial. New partnerships this year include the Toy Ride Along with the Police Department, our Snowshoe event with Play It Again Sports, Be Active Wisconsin with forty other Wisconsin communities, Mindfulness Retreats with Fox Valley Mindful Learners, STEM education through the Einstein Project, CITO Geocache event with Wisconsin Geocaching Association, and Family Tennis event with USTA.

With COVID still having a presence in the community, the outdoor winter recreation amenities experienced increased usage. The Jones Park hockey rink was very popular.

Once again, the staff had difficult decisions to make regarding which of our existing programs/events we would be able to offer in a safe manner with the pandemic and what we could offer in lieu of those cancellations. Many planning and brainstorming meetings took place including the development of multiple levels of contingency plans so we could prepare for our programs based on the changing landscape of COVID-19. We also developed a re-opening plan for the pools that included strategies and action plans as they related to the multiple programming options.

Our Park Explorer program kicked off on May 1st. This program challenges individuals/families/friends in the Fox Valley to explore and learn more about our City's parks while being active and having fun. Through an app, the missions challenge them to take pictures, answer text questions, and capture videos of activities.

CITY OF APPLETON 2022 BUDGET PARKS, RECREATION AND FACILITIES MANAGEMENT

MAJOR 2022 OBJECTIVES

Provide planning and project management services including construction oversight and representation related to projects outlined in the capital improvement plan.

Provide multi-use aquatic facilities that serve as a destination for residents of Appleton and surrounding communities at a reasonable cost for all ages and abilities while maintaining a welcoming and safe environment.

Implement the Parks and Recreation section of the Comprehensive Plan. Monitor trends in the community, changes in the parks and recreational industry and solicit and implement feedback to update the five-year plan annually.

Encourage increased awareness, program participation, and staff hiring amongst community demographic segments that are currently under-represented.

Enhance diversity, equity and inclusion throughout parks and recreation including, but not limited to, facilities, amenities, programming and policies.

Implement improvements as indicated in the ADA accessibility audit to ensure compliance with ADA Title II Section 35.150(d)(3) requirements.

Implement recommendations outlined in the Trails Master Plan.

Upgrade playground areas and equipment to obtain a 15-year life-cycle replacement schedule. We currently provide 46 playground structures, 64 swing sets and numerous other play equipment in 29 playground areas throughout the parks. When playground equipment exceeds its life expectancy, we replace it to ensure safety and that it meets the recreational needs of the users.

Continue to add to the Adopt-A-Park program and volunteer programs for the Appleton Memorial Park Gardens. Currently 7 parks, 2 trails, and one bed are adopted.

Encourage recreation by providing safe, accessible, and creative opportunities that enhance health and wellness.

Provide programs and opportunities for physical, intellectual, social, and emotional health; building community for individuals.

Strengthen and foster partnerships to become more responsive to community needs. Work collaboratively with those that share our mission and those we serve by optimizing and broadening programs and services.

Provide opportunities for community experiences that promote cultural awareness and celebrate diversity.

Continue to drive Teen Core initiative forward and explore additional opportunities to engage this demographic.

Strengthen community image and sense of place through marketing efforts via our social media sites, website, mass email communication efforts, and recreation program book.

DEPARTMENT BUDGET SUMMARY							
Programs		Actual			Budget		% Change *
Unit	Title	2019	2020	Adopted 2021	Amended 2021	2022	
Program Revenues		\$ 1,148,861	\$ 330,345	\$ 1,056,304	\$ 1,056,304	\$ 1,065,597	0.88%
Program Expenses							
16532	Grounds Maintenance	2,016,133	1,976,371	2,080,414	2,080,414	2,139,975	2.86%
16541	Recreation Programs	1,849,769	1,140,805	1,895,100	1,895,100	1,844,733	-2.66%
Total Program Expenses		\$ 3,865,902	\$ 3,117,176	\$ 3,975,514	\$ 3,975,514	\$ 3,984,708	0.23%
Expenses Comprised Of:							
Personnel		1,984,128	1,534,093	2,044,128	2,044,128	2,005,749	-1.88%
Training & Travel		7,084	2,147	8,740	8,740	8,740	0.00%
Supplies & Materials		344,750	194,713	341,904	341,904	305,404	-10.68%
Purchased Services		1,529,940	1,386,223	1,580,742	1,580,742	1,664,815	5.32%
Full Time Equivalent Staff:							
Personnel allocated to programs		16.39	16.39	16.39	16.39	16.39	

**CITY OF APPLETON 2022 BUDGET
PARKS, RECREATION AND FACILITIES MANAGEMENT**

Parks and Grounds Management

Business Unit 16532

PROGRAM MISSION

Develop, manage and maintain a high quality, diverse system of park land, athletic facilities, trails, open spaces and other City property in an environmentally conscious manner for the enjoyment and healthful recreation of the community.

PROGRAM NARRATIVE

Link to City Goals:

Implements Key Strategy #1: "Responsibly deliver excellent services", #2: "Encourage active community participation and involvement".

Objectives:

To maintain the appropriate levels and quality of green space to increase health, social connection, aid the environment and have significant positive impacts on the local economy.

Proactively perform grounds preparation, planning and maintenance of open spaces, City-owned facilities, ball diamonds, trails, boulevards, triangles, ice rinks and playgrounds. Services provided to internal and external customers include, but are not limited to:

Asphalt/concrete maintenance	Landscaping	Spring and Fall cleanup
Fence/gate maintenance	Mowing	Snow removal/ice control
Fertilizing	Parking/sidewalks maint.	Turf management
Graffiti removal	Signage	Weed control

Recreational maintenance of playground equipment, ball fields, basketball courts, tennis courts, trails, fat tire courses, boat and canoe/kayak launches, cross-country skiing and ice rink maintenance.

Major changes in Revenue, Expenditures, or Programs:

No major changes.

**CITY OF APPLETON 2022 BUDGET
PARKS, RECREATION AND FACILITIES MANAGEMENT**

Parks and Grounds Management

Business Unit 16532

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2019	2020	Adopted 2021	Amended 2021	2022
Revenues					
480100 Charges for Service	\$ 85,162	\$ 21,747	\$ 78,000	\$ 78,000	\$ 78,000
501000 Miscellaneous Revenue	-	1,010	250	250	250
501600 Lease Revenue	108,364	109,849	107,892	107,892	112,685
502000 Donations & Memorials	30,083	14,627	7,500	7,500	7,500
503000 Damage to City Property	1,088	3,841	-	-	-
503500 Other Reimbursements	7,507	2,100	-	-	-
Total Revenue	<u>\$ 232,204</u>	<u>\$ 153,174</u>	<u>\$ 193,642</u>	<u>\$ 193,642</u>	<u>\$ 198,435</u>
Expenses					
610100 Regular Salaries	\$ 560,968	\$ 585,686	\$ 588,812	\$ 588,812	\$ 594,835
610400 Call Time Wages	3,080	2,010	1,640	1,640	1,654
610500 Overtime Wages	9,196	6,532	8,687	8,687	8,762
610800 Part-Time Wages	111,692	105,289	106,039	106,039	107,369
615000 Fringes	225,531	208,885	255,656	255,656	225,884
620100 Training/Conferences	2,231	113	2,000	2,000	2,000
630300 Memberships & Licenses	710	498	600	600	600
630500 Awards & Recognition	176	66	165	165	165
630700 Food & Provisions	220	220	220	220	220
630899 Other Landscape Supplies	52,685	53,885	55,000	55,000	55,000
630901 Shop Supplies	6,520	3,492	5,000	5,000	5,000
630903 Other Misc. Supplies	499	-	-	-	-
632002 Outside Printing	502	-	-	-	-
632199 Other Clothing	407	1,059	1,500	1,500	1,500
632200 Gas Purchases	18,428	11,685	17,000	17,000	17,000
632300 Safety Supplies	2,594	2,529	2,500	2,500	2,500
632700 Miscellaneous Equipment	24,273	18,030	25,000	25,000	25,000
640400 Consulting Services	11,980	11,800	12,000	12,000	12,000
640700 Solid Waste/Recycling	7,704	11,603	-	-	12,000
641300 Utilities	247,530	238,378	284,550	284,550	272,550
641500 Tipping Fees	862	16	1,000	1,000	1,000
642000 Facilities Charges	285,125	319,182	247,626	247,626	314,143
642500 CEA Expense	378,189	342,136	407,919	407,919	423,293
642900 Interfund Allocations	(29,730)	(21,046)	(30,000)	(30,000)	(30,000)
644000 Snow Removal Services	11,770	5,287	15,000	15,000	15,000
645400 Grounds Repair & Maint.	57,326	43,496	49,000	49,000	49,000
650301 Facility Rent	3,500	3,500	500	500	500
659900 Other Contracts/Obligation	22,165	22,040	23,000	23,000	23,000
Total Expense	<u>\$ 2,016,133</u>	<u>\$ 1,976,371</u>	<u>\$ 2,080,414</u>	<u>\$ 2,080,414</u>	<u>\$ 2,139,975</u>

DETAILED SUMMARY OF 2022 PROPOSED EXPENDITURES > \$15,000

<u>Landscape Supplies</u>		<u>Misc. Equipment</u>	
Topsoil, sand, seed, fertilizer, infield mix for ball diamonds, plant material, herbicides/pesticides, mulch, chips and other supplies	\$ 55,000	Replace small motor equip.	\$ 25,000
	<u>\$ 55,000</u>		<u>\$ 25,000</u>
<u>Gas Purchases</u>		<u>Grounds Repair & Maintenance</u>	
Fuel for small equipment	\$ 17,000	Weed cutting	\$ 5,000
	<u>\$ 17,000</u>	Fencing repair	6,000
		Weed control	5,000
<u>Other Contracts/Obligations</u>		Playground equip.	8,000
Contracted pavilion/bathroom cleaning	\$ 15,000	Courts/fields upkeep	8,000
Reid maintenance bldg. rental	3,500	Signage upkeep	2,500
Port-a-potty rental	4,500	Exterior lighting repair	2,500
	<u>\$ 23,000</u>	Stormwater pond maint.	5,000
		Landscaping maint.	4,000
		Other:	
		Scoreboards, gates, trails, ice rinks, goose mgmt.	\$ 3,000
			<u>\$ 49,000</u>

CITY OF APPLETON 2022 BUDGET
PARKS, RECREATION AND FACILITIES MANAGEMENT

Recreation Services

Business Unit 16541

PROGRAM MISSION

To provide both structured and unstructured recreational services by developing diverse programs and activities that encourage community involvement while striving to enhance the social, cultural and physical well-being of our residents and visitors.

PROGRAM NARRATIVE

Link to City Goals:

Implements Key Strategy #4: "Collaborate and provide high quality services in a cost effective and efficient manner."

Objectives:

Provide exceptional customer service through:

- Promotion and support services for our online registration system and pass management system
- Effective and efficient person to person customer service contacts
- Utilization of social media including the e-newsletter, website, Facebook, and Instagram
- Well-trained staff and volunteers

Provide diverse recreational opportunities for youth and adults (pre-school through older adult) that are cost-effective:

- | | | |
|------------------------------|----------------------------------------|----------------------|
| Active adult programs | Youth sports programs/leagues | Drop-in programs |
| Pre-school programs | Adult and older instructional programs | Special events/trips |
| Youth instructional programs | Adaptive programs | Teen programs |

Coordinate delivery of recreation programs, activities and facilities by:

- Administration of agreements with existing partners
- Collaboration with other government agencies
- Coordination with community groups and organizations

Maximize utilization of recreational facilities through:

- Department programming of pools, athletic fields, tennis courts, studios, pavilions, etc.
- Policies that promote and monitor community use
- Customer friendly registration and reservation methods for park usage, sport fields/diamonds, pavilions
- Collaboration of recreation services with community groups and other leisure service providers

Recognize changing landscape of parks and recreation services in community by:

- Developing strategic plan for delivery of recreation services
- Annually updating the five-year comprehensive plan
- Engaging in community activities, groups and organizations

Major Changes in Revenue, Expenditures or Programs:

The cost of chemicals used to maintain the swimming pools has been moved to the Facilities Management budget to more accurately reflect the responsibility for maintaining the pools. The costs will be charged back to this budget through the facilities maintenance charge.

The increase in miscellaneous equipment charges relates to the purchase of a new diving board for Mead Pool. Diving boards are typically replaced every five years.

**CITY OF APPLETON 2022 BUDGET
PARKS, RECREATION AND FACILITIES MANAGEMENT**

Recreation Services

Business Unit 16541

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2019	2020	Adopted 2021	Amended 2021	2022
Revenues					
480100 Charges for Service	\$ 864,931	\$ 145,036	\$ 845,432	\$ 845,432	\$ 849,932
500100 Fees & Commissions	1,726	-	980	980	980
501000 Miscellaneous Revenue	26,921	1,460	-	-	-
501500 Rental of City Property	5,967	5,114	6,000	6,000	6,000
502000 Donations & Memorials	17,052	25,551	10,250	10,250	10,250
508500 Cash Short or Over	60	10	-	-	-
Total Revenue	\$ 916,657	\$ 177,171	\$ 862,662	\$ 862,662	\$ 867,162
Expenses					
610100 Regular Salaries	\$ 405,009	\$ 409,462	\$ 428,434	\$ 428,434	\$ 428,284
610500 Overtime Wages	19,260	1,278	-	-	-
610800 Part-Time Wages	502,578	80,820	477,476	477,476	484,678
615000 Fringes	146,814	134,130	177,384	177,384	154,283
620100 Training/Conferences	4,490	1,614	6,320	6,320	6,320
620600 Parking Permits	363	420	420	420	420
630100 Office Supplies	1,426	1,083	2,775	2,775	2,775
630200 Subscriptions	384	384	300	300	300
630300 Memberships & Licenses	6,547	4,600	8,579	8,579	8,579
630400 Postage\Freight	12,825	12,839	13,600	13,600	13,600
630500 Awards & Recognition	2,908	1,589	3,893	3,893	3,893
630600 Building Maint./Janitorial	37	-	250	250	250
630700 Food & Provisions	2,945	1,477	4,695	4,695	4,695
631000 Miscellaneous Chemicals	44,810	14,437	41,500	41,500	-
631400 Concession Supplies	60,335	24	52,605	52,605	52,605
631500 Books & Library Materials	145	47	750	750	750
631600 Supplies	26,283	15,048	28,010	28,010	28,010
632000 Printing / Copying	33,436	19,183	34,950	34,950	34,950
632100 Clothing	29,351	22,828	29,620	29,620	29,620
632400 Medical/Lab Supplies	1,629	1,032	900	900	900
632700 Miscellaneous Equipment	14,673	8,680	12,492	12,492	17,492
640300 Bank Service Fees	34,109	11,950	32,000	32,000	32,000
640400 Consulting Services	447	-	700	700	700
640700 Solid Waste/Recycling	605	180	400	400	400
640900 Inspection Fees	-	-	200	200	200
641100 Temporary Help	-	-	5,600	5,600	5,600
641200 Advertising	4,816	3,161	4,500	4,500	4,500
614300 Utilities	130,514	84,517	112,400	112,400	112,400
642000 Facilities Charges	154,327	174,112	210,941	210,941	210,655
642400 Software Support	8,907	5,800	9,458	9,458	9,458
642500 CEA Expense	7,285	19,595	7,765	7,765	8,013
643100 Interpreter Services	-	-	200	200	200
650301 Facility Rent	118,940	89,567	123,513	123,513	125,733
650302 Equipment Rent	5,999	4,242	5,500	5,500	5,500
659900 Other Contracts/Obligation	67,572	16,706	56,970	56,970	56,970
Total Expense	\$ 1,849,769	\$ 1,140,805	\$ 1,895,100	\$ 1,895,100	\$ 1,844,733

DETAILED SUMMARY OF 2022 PROPOSED EXPENDITURES > \$15,000

Concessions

Food and beverage	\$ 50,305
Other concession supplies	2,300
Total	\$ 52,605

Miscellaneous Supplies

Arts and crafts	\$ 1,725
Sports equipment	16,575
Other misc. program supplies	9,710
Total	\$ 28,010

Printing and Reproduction

City copy charges	3,300
Outside printing (Rec guide, flyers etc)	31,650
Total	\$ 34,950

Clothing

Youth sport t-shirts	\$ 22,950
Staff clothing	6,670
Total	\$ 29,620

Rent

City Center Studios	\$ 48,738
Appleton Schools	29,950
Appleton Schools (pools)	28,825
Reid Golf Course	8,500
USA Youth-soccer field use	9,720
Total	\$ 125,733

Other Contracts/Obligations

City Band	\$ 14,000
Playground fair rentals, camp trips, programs, recital tix	40,970
On the hill movies	2,000
Total	\$ 56,970

**CITY OF APPLETON 2022 BUDGET
PARKS, RECREATION AND FACILITIES MANAGEMENT**

	2019 <u>ACTUAL</u>	2020 <u>ACTUAL</u>	2021 <u>YTD ACTUAL</u>	2021 <u>ORIG BUD</u>	2021 <u>REVISED BUD</u>	2022 <u>BUDGET</u>
Revenues						
480100 General Charges for Service	346,768	96,356	40,897	916,532	916,532	927,932
480203 Concessions	109,931	562	-	-	-	-
480204 Merchandise Sales	3,332	-	-	-	-	-
480205 Equipment Rentals	33,729	(1,014)	521	-	-	-
480300 Program Fees	24,294	1,291	573	-	-	-
485000 Daily Entrance Fees	79,027	(3,148)	3,147	-	-	-
486000 Lessons/Classes	349,562	62,888	77,789	-	-	-
487700 Advertising/Promotional Fees	3,450	6,175	-	6,900	6,900	-
500100 Fees & Commissions	1,726	-	-	980	980	980
501000 Miscellaneous Revenue	26,921	2,470	1,500	250	250	250
501500 Rental of City Property	5,967	5,114	(6,310)	6,000	6,000	6,000
501600 Lease Revenue	108,364	109,849	31,355	107,892	107,892	112,685
502000 Donations & Memorials	47,135	39,177	3,656	17,750	17,750	17,750
503000 Damage to City Property	1,088	3,841	333	-	-	-
503500 Other Reimbursements	7,507	2,100	-	-	-	-
508500 Cash Short or Over	60	10	-	-	-	-
TOTAL PROGRAM REVENUES	1,148,861	325,671	153,461	1,056,304	1,056,304	1,065,597
Personnel						
610100 Regular Salaries	716,378	717,804	187,789	1,017,246	1,017,246	1,023,119
610200 Labor Pool Allocations	149,139	170,537	65,992	-	-	-
610400 Call Time Wages	3,080	2,010	1,020	1,640	1,640	1,654
610500 Overtime Wages	28,456	7,810	2,500	8,687	8,687	8,762
610800 Part-Time Wages	614,271	186,110	15,377	583,515	583,515	592,047
611000 Other Compensation	1,616	1,855	1,675	-	-	-
611400 Sick Pay	3,063	2,225	-	-	-	-
611500 Vacation Pay	95,780	102,727	22,040	-	-	-
615000 Fringes	372,345	343,015	110,070	433,040	433,040	380,167
TOTAL PERSONNEL	1,984,128	1,534,093	406,463	2,044,128	2,044,128	2,005,749
Training~Travel						
620100 Training/Conferences	6,721	1,727	769	8,320	8,320	8,320
620600 Parking Permits	363	420	420	420	420	420
TOTAL TRAINING / TRAVEL	7,084	2,147	1,189	8,740	8,740	8,740
Supplies						
630100 Office Supplies	1,426	1,083	26	2,775	2,775	2,775
630200 Subscriptions	384	384	-	300	300	300
630300 Memberships & Licenses	7,257	5,097	542	9,179	9,179	9,179
630400 Postage\Freight	12,825	12,839	288	13,600	13,600	13,600
630500 Awards & Recognition	3,084	1,655	25	4,058	4,058	4,058
630600 Building Maint./Janitorial	37	-	-	250	250	250
630700 Food & Provisions	3,165	1,697	66	4,915	4,915	4,915
630899 Other Landscape Supplies	52,685	53,885	13,137	55,000	55,000	55,000
630901 Shop Supplies	6,520	3,492	848	5,000	5,000	5,000
631000 Miscellaneous Chemicals	44,810	14,437	9,555	41,500	41,500	-
631402 Non-Alcoholic Beverages	8,488	24	-	7,730	7,730	7,730
631403 Candy/Food	48,604	-	-	42,575	42,575	42,575
631404 Other Concession Supplies	3,243	-	-	2,300	2,300	2,300
631500 Books & Library Materials	145	47	143	750	750	750
631601 Arts & Crafts Supplies	1,864	1,199	-	1,725	1,725	1,725
631602 Sports Equipment	13,445	11,673	496	14,575	14,575	16,575
631603 Other Misc. Supplies	11,472	2,176	618	11,710	11,710	9,710
632001 City Copy Charges	2,849	879	-	3,300	3,300	3,300
632002 Outside Printing	31,090	18,304	-	31,650	31,650	31,650
632101 Uniforms	8,257	8,765	-	6,670	6,670	6,670
632199 Other Clothing	21,502	15,122	-	24,450	24,450	24,450
632200 Gas Purchases	18,429	11,685	982	17,000	17,000	17,000
632300 Safety Supplies	2,594	2,529	653	2,500	2,500	2,500
632400 Medical/Lab Supplies	1,629	1,032	-	900	900	900

**CITY OF APPLETON 2022 BUDGET
PARKS, RECREATION AND FACILITIES MANAGEMENT**

	2019 <u>ACTUAL</u>	2020 <u>ACTUAL</u>	2021 <u>YTD ACTUAL</u>	2021 <u>ORIG BUD</u>	2021 <u>REVISED BUD</u>	2022 <u>BUDGET</u>
632700 Miscellaneous Equipment	38,946	26,709	2,941	37,492	37,492	42,492
TOTAL SUPPLIES	344,750	194,713	30,320	341,904	341,904	305,404
Purchased Services						
640300 Bank Service Fees	34,108	11,950	4,214	32,000	32,000	32,000
640400 Consulting Services	12,427	11,800	-	12,700	12,700	12,700
640700 Solid Waste/Recycling Pickup	8,309	11,783	1,740	400	400	12,400
640900 Inspection Fees	-	-	-	200	200	200
641100 Temporary Help	-	-	-	5,600	5,600	5,600
641200 Advertising	4,816	3,161	315	4,500	4,500	4,500
641301 Electric	118,150	99,952	21,721	127,250	127,250	115,250
641302 Gas	18,733	2,910	1,370	19,600	19,600	19,600
641303 Water	52,938	41,724	3,880	47,000	47,000	47,000
641304 Sewer	11,190	7,736	1,125	21,000	21,000	21,000
641306 Stormwater	159,493	161,232	41,385	165,650	165,650	165,650
641307 Telephone	6,797	5,671	1,290	7,100	7,100	7,100
641308 Cellular Phones	10,743	3,671	1,273	9,350	9,350	9,350
641500 Tipping Fees	862	16	-	1,000	1,000	1,000
642000 Facilities Charges	439,452	493,294	48,134	458,567	458,567	524,798
642400 Software Support	8,907	5,800	3,048	9,458	9,458	9,458
642501 CEA Operations/Maint.	199,541	190,115	43,587	225,247	225,247	228,566
642502 CEA Depreciation/Replace.	185,933	171,616	28,928	190,437	190,437	202,740
642900 Interfund Allocations	(29,730)	(21,046)	(3,881)	(30,000)	(30,000)	(30,000)
643100 Interpreter Services	-	-	-	200	200	200
644000 Snow Removal Services	11,770	5,287	3,513	15,000	15,000	15,000
645400 Grounds Repair & Maintenance	57,326	43,496	14,186	49,000	49,000	49,000
650301 Facility Rent	122,440	93,067	14,531	124,013	124,013	126,233
650302 Equipment Rent	5,999	4,242	-	5,500	5,500	5,500
659900 Other Contracts/Obligation	89,736	38,746	4,936	79,970	79,970	79,970
TOTAL PURCHASED SVCS	1,529,940	1,386,223	235,295	1,580,742	1,580,742	1,664,815
 TOTAL EXPENSE	 <u>3,865,902</u>	 <u>3,117,176</u>	 <u>673,267</u>	 <u>3,975,514</u>	 <u>3,975,514</u>	 <u>3,984,708</u>

CITY OF APPLETON 2022 BUDGET

REID GOLF COURSE

**Director of Parks, Recreation & Facilities Management:
Dean R. Gazza, CPRE, LEED-AP**

**Deputy Director of Parks, Recreation & Facilities Management:
Thomas R. Flick, CPRP**

CITY OF APPLETON 2022 BUDGET REID GOLF COURSE

MISSION STATEMENT

Reid Golf Course is dedicated to growing the game of golf by providing competitive rates, a golf course conforming to high standards, quality facilities and sincere customer service to golfers at all skill levels.

DISCUSSION OF SIGNIFICANT 2021 EVENTS

Continued improvement of all clubhouse services to increase revenue, provide consistent customer service, and improve the future financial sustainability of the golf course.

Continued extensive social media marketing and constant golfer communications. Facebook "Likes" increased from 3,459 to 3,534 and Instagram followers increased from 284 to 402.

Expanded our efforts to maximize rounds played by using GolfNow.com, Teeoff.com and social media as real-time marketing communications to fill gaps during slow periods.

Continue to adjust Reid's tee sheet toward 9-hole availability. This maximizes daylight, rounds, and revenues while shifting towards the trends of today's golfer.

Revamped junior program into two four week sessions and reached capacity after not having the program in 2020 due to COVID. Junior league also returned after not hosting in 2020.

Used Reid's clubhouse as a COVID testing site from January to end of March.

Spring 3-4-5 Tournament returned after not hosting in 2020 due to COVID.

Continued the traditions of two long-running stroke play tournaments at Reid; the City Tournament and the Fox Cities Championship (part of the NEW Golf Tour adults and Northeast Wisconsin Junior Golf Tour) and continuing Reid's traditional fun event Two-Pin Challenge.

Developed and implemented a marketing plan for the 2021 golf season that included regular e-mail messages, promotional materials, radio ads, printed media, increased social media presence, brochures and flyers.

For the third consecutive year, Reid played host to a Wisconsin PGA Junior Event.

Sold remainder and renewed all 18 tee sign advertisements for the 2021 golf season.

Increased and reached Business Pass sale capacity of 12 for the first time since introducing the pass option.

Resurfaced parking lot in fall of 2021.

Utilized golf course for winter recreation activities including cross country skiing, sledding, snowshoeing and fat tire bike riding.

CITY OF APPLETON 2022 BUDGET REID GOLF COURSE

MAJOR 2022 OBJECTIVES

Maintain high quality, skilled, customer service-oriented staff to operate the golf course.

Develop and implement a plan to provide clubhouse services that consider changing golf trends, available City resources and program direction to maximize revenues and meet current and future community interests and needs.

Continue to expand the use of the GolfNow and Teeoff reservation systems and associated marketing modules to:

- Maximize the financial potential of "prime time" tee times and expand utilization of "non-prime time" tee times
- Increase electronic marketing and golfer communications
- Improve administration of tee times, tournaments, outings and league play
- Improve accounting methods and procedures for all clubhouse sales
- Improve data collection of golfer information

Market the golf course through available media including the Community Color and Valpak mailers, radio, TV and internet.

Work with the golf course superintendent and clubhouse supervisor to explore opportunities for reductions in expenses, alternative staffing levels and work plans, new equipment, etc. to meet challenges of the ever-changing golf industry.

Maintain the golf course to the high standards of Reid's golfers and continue to evolve the agronomic program at Reid lowering its environmental impact.

Maintain the clubhouse, maintenance shop and all golf course equipment.

Continue to collaborate with the Parks and Recreation Division to implement new program opportunities and expand on existing successful programs.

Continue to expand Reid's two stroke play competitions; the City Tournament and Fox Cities Amateur.

Maintain corporate pass sales and tee sign advertising at their maximum.

Continue efforts of increasing the number of youth golfers visiting the course for both instruction and play while creating new opportunities for adults to participate in similar means.

Collaborate with Parks and Recreation Division on improving winter activities at Reid, including modifications to cross country skiing, snow shoeing, fat tire bike trails and sledding operations.

DEPARTMENT BUDGET SUMMARY							
Programs		Actual			Budget		%
Unit	Title	2019	2020	Adopted 2021	Amended 2021	2022	Change *
Program Revenues		\$ 811,991	\$ 908,106	\$ 886,575	\$ 886,575	\$ 910,233	2.67%
Program Expenses							
5630	Operations	886,180	805,561	1,032,877	1,032,877	900,150	-12.85%
TOTAL		\$ 886,180	\$ 805,561	\$ 1,032,877	\$ 1,032,877	\$ 900,150	-12.85%
Expenses Comprised Of:							
	Personnel	392,333	356,656	393,420	393,420	400,589	1.82%
	Training & Travel	680	1,600	2,250	2,250	750	-66.67%
	Supplies & Materials	116,842	107,351	124,110	124,110	134,610	8.46%
	Purchased Services	285,891	247,732	275,572	275,572	279,001	1.24%
	Miscellaneous Expense	72,534	70,472	69,625	69,625	67,300	-3.34%
	Capital Expenditures	-	-	150,000	150,000	-	-100.00%
	Transfers Out	17,900	21,750	17,900	17,900	17,900	0.00%
Full Time Equivalent Staff:							
	Personnel allocated to programs	2.70	2.70	2.70	2.70	2.70	

* % change from prior year adopted budget
Reid.xls

**CITY OF APPLETON 2022 BUDGET
REID GOLF COURSE**

Operations

Business Unit 5630

PROGRAM MISSION

Manage and maintain Reid Golf Course facilities and grounds in a fiscally and environmentally responsible manner, consistent with quality municipal golf courses, for the benefit of the users.

PROGRAM NARRATIVE

Link to City Goals:

Implements Key Strategy #4: "Continually assess trends affecting the community and proactively respond" and #6: "Create opportunities and learn from successes and failures".

Objectives:

- To provide a golfing experience that is inclusive to all people regardless of skill or ability.
- Grow the game of golf by providing various opportunities including instruction, outings, leagues and special events.
- To enhance the quality of life in our community by providing golf as a recreational amenity at a great value.
- Operate the golf course in an environmentally responsible manner to sustain the green space for future generations.
- Maintain the course in the best condition possible given the resources available.
- Work closely with CEA to coordinate repairs and provide equipment to maintain high quality playing conditions.
- Work closely with the Recreation Division to implement new program opportunities targeting youth.

Major Changes in Revenue, Expenditures, or Programs:

Increase in projected revenue reflects selling all tee signs advertisements, rounds trends, increased junior program capacity and rate modifications.

Increase in expenditures is from purchase of a new trailer blower, increased fuel costs, and printing of scorecards internally.

**CITY OF APPLETON 2022 BUDGET
REID GOLF COURSE**

Operations

Business Unit 5630

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2019	2020	Adopted 2021	Amended 2021	2022
Revenues					
471000 Interest on Investments	\$ 7,499	\$ 5,538	\$ 3,000	\$ 3,000	\$ 3,000
480100 Charges for Service	7,466	545	9,500	9,500	9,500
480203 Concessions	105,829	101,738	117,500	117,500	117,500
480204 Merchandise Sales	20,058	22,106	27,500	27,500	27,500
480205 Equipment Rentals	115,061	143,675	126,000	126,000	130,000
485000 Daily Entrance Fees	6,250	1,450	6,250	6,250	10,250
485100 Greens Fees	468,710	554,128	516,500	516,500	531,500
501500 Rental of City Property	15,000	12,000	15,000	15,000	15,000
501600 Lease Revenue	58,897	61,746	63,325	63,325	63,983
502000 Donations & Memorials	1,652	2,583	-	-	-
503500 Other Reimbursements	5,569	2,597	2,000	2,000	2,000
Total Revenue	\$ 811,991	\$ 908,106	\$ 886,575	\$ 886,575	\$ 910,233
Expenses					
610100 Regular Salaries	\$ 176,458	\$ 174,725	\$ 184,900	\$ 184,900	\$ 189,517
610400 Call Time	270	30	-	-	-
610500 Overtime Wages	159	164	553	553	567
610800 Part-Time Wages	109,637	107,348	123,293	123,293	125,136
615000 Fringes	105,809	74,390	84,674	84,674	85,369
620100 Training/Conferences	680	1,600	2,250	2,250	750
630100 Office Supplies	552	221	500	500	500
630300 Memberships & Licenses	1,759	1,903	1,760	1,760	1,760
630600 Building Maint./Janitorial	1,472	1,260	1,500	1,500	1,500
630700 Food & Provisions	-	-	50	50	50
630800 Landscape Supplies	32,379	31,793	36,900	36,900	36,900
631400 Pro Shop / Concessions	59,366	54,545	60,400	60,400	60,400
631603 Other Misc. Supplies	565	435	2,000	2,000	2,000
632002 Outside Printing	1,458	1,833	2,000	2,000	4,000
632101 Uniforms	-	-	500	500	500
632200 Gas Purchases	12,914	10,028	13,500	13,500	14,000
632700 Miscellaneous Equipment	6,377	5,332	5,000	5,000	13,000
640100 Accounting/Audit Fees	2,327	2,123	2,160	2,160	2,160
640300 Bank Service Fees	13,387	17,505	13,000	13,000	13,000
640400 Consulting Services	-	-	1,000	1,000	500
640700 Solid Waste/Recycling	918	2,294	1,100	1,100	2,405
640800 Contractor Fees	1,065	1,120	1,000	1,000	1,000
641200 Advertising	7,298	4,153	10,000	10,000	7,500
641300 Utilities	49,490	45,513	50,773	50,773	49,323
641800 Equip Repairs & Maint	5,822	7,039	5,500	5,500	5,000
642000 Facilities Charges	32,920	29,798	34,344	34,344	33,357
642400 Software Support	1,860	1,860	1,860	1,860	1,860
642500 CEA Expense	93,285	95,748	110,690	110,690	121,183
645400 Grounds Repair & Maint.	4,037	765	2,000	2,000	2,000
650100 Insurance	7,500	6,296	6,170	6,170	6,213
650302 Equipment Rent	29,073	33,518	35,975	35,975	33,500
659900 Other Contracts/Obligations	36,909	-	-	-	-
660100 Depreciation Expense	61,164	60,381	61,000	61,000	61,000
672000 Interest Payments	11,370	10,091	8,625	8,625	6,300
680200 Land Improvements	-	-	150,000	150,000	-
791100 Transfer Out - Gen Fund	17,900	17,900	17,900	17,900	17,900
791400 Transfer Out - Cap Projects	-	3,850	-	-	-
Total Expense	\$ 886,180	\$ 805,561	\$ 1,032,877	\$ 1,032,877	\$ 900,150

DETAILED SUMMARY OF 2022 PROPOSED EXPENDITURES > \$15,000

<u>Landscape Supplies</u>		<u>Pro Shop/Concessions</u>	
Top soil,sand, gravel	\$ 3,400	Alcoholic beverages	\$ 24,600
Seed, fertilizer	9,000	Non-alcoholic beverages	8,000
Plant material (flowers)	500	Candy/food	12,750
Herbicides/pesticides	24,000	Other concession supplies	13,500
	<u>\$ 36,900</u>	Promotional supplies	1,550
			<u>\$ 60,400</u>
<u>Rent</u>			
Carts	\$ 32,000		
Maintenance operations	1,500		
	<u>\$ 33,500</u>		

**CITY OF APPLETON 2022 BUDGET
REID GOLF COURSE**

	2019 ACTUAL	2020 ACTUAL	2021 YTD ACTUAL	2021 ORIG BUD	2021 REVISED BUD	2022 BUDGET
Program Revenues						
471000 Interest on Investments	7,499	5,538	(1,065)	3,000	3,000	3,000
480100 General Charges for Service	7,466	545	3,115	9,500	9,500	9,500
480203 Concessions	105,829	101,738	145	117,500	117,500	117,500
480204 Merchandise Sales	20,058	22,106	101	27,500	27,500	27,500
480205 Equipment Rentals	115,061	143,675	7,866	126,000	126,000	130,000
485000 Daily Entrance Fees	6,250	1,450	5,000	6,250	6,250	10,250
485100 Greens Fees	468,710	554,128	67,082	516,500	516,500	531,500
501500 Rental of City Property	15,000	12,000	-	15,000	15,000	15,000
501600 Lease Revenue	58,897	61,746	34,689	63,325	63,325	63,983
502000 Donations & Memorials	1,652	2,583	-	-	-	-
503500 Other Reimbursements	5,583	2,157	1,646	2,000	2,000	2,000
508500 Cash Short or Over	(14)	440	-	-	-	-
TOTAL PROGRAM REVENUES	811,991	908,106	118,579	886,575	886,575	910,233
Personnel						
610100 Regular Salaries	125,895	131,345	30,245	184,720	184,720	189,517
610200 Labor Pool Allocations	29,788	28,578	1,556	-	-	-
610400 Call Time	270	30	-	-	-	-
610500 Overtime Wages	159	164	-	553	553	567
610800 Part-Time Wages	109,637	107,348	6,060	123,293	123,293	125,136
611000 Other Compensation	5,730	-	55	180	180	-
611400 Sick Pay	-	1,018	-	-	-	-
611500 Vacation Pay	15,045	13,783	-	-	-	-
615000 Fringes	67,810	65,350	15,448	84,674	84,674	85,369
615500 Unemployment Compensation	2,222	1,193	4,121	-	-	-
617000 Pension Expense	25,258	7,353	-	-	-	-
617100 OPEB Expense	10,519	494	-	-	-	-
TOTAL PERSONNEL	392,333	356,656	57,485	393,420	393,420	400,589
Training~Travel						
620100 Training/Conferences	680	1,600	-	2,250	2,250	750
TOTAL TRAINING / TRAVEL	680	1,600	-	2,250	2,250	750
Supplies						
630100 Office Supplies	552	221	97	500	500	500
630300 Memberships & Licenses	1,759	1,904	1,120	1,760	1,760	1,760
630600 Building Maint./Janitorial	1,472	1,260	260	1,500	1,500	1,500
630700 Food & Provisions	-	-	-	50	50	50
630801 Topsoil, Sand, Gravel	3,409	4,145	-	3,400	3,400	3,400
630803 Seed, Fertilizer	7,389	5,919	5,123	9,000	9,000	9,000
630804 Plant Material	295	-	-	500	500	500
630807 Herbicides/Pesticides	21,286	21,730	18,866	24,000	24,000	24,000
631401 Alcoholic Beverages	23,529	23,461	2,488	24,600	24,600	24,600
631402 Non-Alcoholic Beverages	7,462	8,382	296	8,000	8,000	8,000
631403 Candy/Food	10,810	6,181	843	12,750	12,750	12,750
631404 Other Concession Supplies	17,105	16,178	12,083	13,500	13,500	13,500
631405 Promotional Supplies	460	342	-	1,550	1,550	1,550
631603 Other Misc. Supplies	565	435	-	2,000	2,000	2,000
632002 Outside Printing	1,458	1,833	434	2,000	2,000	4,000
632101 Uniforms	-	-	151	500	500	500
632200 Gas Purchases	12,914	10,028	1,628	13,500	13,500	14,000
632700 Miscellaneous Equipment	6,377	5,332	2,964	5,000	5,000	13,000
TOTAL SUPPLIES	116,842	107,351	46,353	124,110	124,110	134,610
Purchased Services						
640100 Accounting/Audit Fees	2,327	2,123	-	2,160	2,160	2,160
640300 Bank Service Fees	13,387	17,505	769	13,000	13,000	13,000
640400 Consulting Services	-	-	-	1,000	1,000	500
640700 Solid Waste/Recycling Pickup	918	2,294	624	1,100	1,100	2,405
640800 Contractor Fees	1,065	1,120	46	1,000	1,000	1,000
641200 Advertising	7,298	4,153	1,644	10,000	10,000	7,500
641301 Electric	20,169	21,862	3,137	22,063	22,063	22,063
641302 Gas	4,496	3,628	2,231	4,300	4,300	4,300
641303 Water	1,838	1,649	279	2,100	2,100	2,100
641304 Sewer	795	432	71	2,100	2,100	650
641306 Stormwater	13,961	13,174	3,389	13,160	13,160	13,160

**CITY OF APPLETON 2022 BUDGET
REID GOLF COURSE**

	2019 <u>ACTUAL</u>	2020 <u>ACTUAL</u>	2021 <u>YTD ACTUAL</u>	2021 <u>ORIG BUD</u>	2021 <u>REVISED BUD</u>	2022 <u>BUDGET</u>
641307 Telephone	5,040	2,265	199	3,900	3,900	3,900
641308 Cellular Phones	1,061	341	148	1,000	1,000	1,000
641309 Cable Services	2,130	2,162	234	2,150	2,150	2,150
641800 Equip Repairs & Maint	5,822	7,039	1,168	5,500	5,500	5,000
642000 Facilities Charges	32,920	29,798	5,315	34,344	34,344	33,357
642400 Software Support	1,860	1,860	-	1,860	1,860	1,860
642501 CEA Operations/Maint.	43,248	34,742	12,898	47,622	47,622	48,146
642502 CEA Depreciation/Replace.	50,037	61,007	10,511	63,068	63,068	73,037
645400 Grounds Repair & Maintenance	4,037	765	1,462	2,000	2,000	2,000
650100 Insurance	7,500	6,296	-	6,170	6,170	6,213
650302 Equipment Rent	29,073	33,517	-	35,975	35,975	33,500
659900 Other Contracts/Obligation	<u>36,909</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
TOTAL PURCHASED SVCS	285,891	247,732	44,125	275,572	275,572	279,001
Miscellaneous Expense						
660100 Depreciation Expense	61,164	60,381	-	61,000	61,000	61,000
672000 Interest Payments	<u>11,370</u>	<u>10,091</u>	<u>-</u>	<u>8,625</u>	<u>8,625</u>	<u>6,300</u>
TOTAL MISCELLANEOUSL EXP	72,534	70,472	-	69,625	69,625	67,300
Capital Outlay						
680200 Land Improvements	10,629	9,621	8	150,000	150,000	-
689900 Other Capital Outlay	<u>(10,629)</u>	<u>(9,621)</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
TOTAL CAPITAL OUTLAY	-	-	8	150,000	150,000	-
Transfers						
791100 Transfer Out - General Fund	17,900	17,900	-	17,900	17,900	17,900
791400 Transfer Out - Capital Project	<u>-</u>	<u>3,850</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
TOTAL TRANSFERS	17,900	21,750	-	17,900	17,900	17,900
TOTAL EXPENSE	<u>886,180</u>	<u>805,561</u>	<u>147,971</u>	<u>1,032,877</u>	<u>1,032,877</u>	<u>900,150</u>

**CITY OF APPLETON 2022 BUDGET
REID GOLF COURSE
STATEMENT OF REVENUES, EXPENSES AND CHANGES IN FUND NET ASSETS**

Revenues	2019 Actual	2020 Actual	2021 Budget	2021 Projected	2022 Budget
Charges for Services	\$ 723,373	\$ 823,642	\$ 803,250	\$ 830,000	\$ 826,250
Miscellaneous	22,221	17,180	17,000	16,500	15,000
Lease Revenue	58,897	61,746	63,325	62,000	65,983
Total Revenues	<u>804,491</u>	<u>902,568</u>	<u>883,575</u>	<u>908,500</u>	<u>907,233</u>
Expenses					
Operation and Maintenance	795,745	713,341	795,352	750,000	814,950
Depreciation	61,164	60,381	61,000	60,380	61,000
Total Expenses	<u>856,909</u>	<u>773,722</u>	<u>856,352</u>	<u>810,380</u>	<u>875,950</u>
Operating Income (Loss)	(52,418)	128,846	27,223	98,120	31,283
Nonoperating Revenues (Expenses)					
Interest Income	7,499	5,538	3,000	3,000	3,000
Interest Expense	(11,370)	(10,091)	(8,625)	(8,625)	(6,300)
Total Non-Operating	<u>(3,871)</u>	<u>(4,553)</u>	<u>(5,625)</u>	<u>(5,625)</u>	<u>(3,300)</u>
Net Income (Loss) Before Transfers	(56,289)	124,293	21,598	92,495	27,983
Contributions and Transfers In (Out)					
Capital Contributions	-	-	-	-	-
Operating Transfers out	(17,900)	(21,750)	(17,900)	(17,900)	(17,900)
Change in Net Assets	(74,189)	102,543	3,698	74,595	10,083
Net Assets - Beginning	928,647	854,458	957,001	957,001	1,031,596
Net Assets - Ending	<u>\$ 854,458</u>	<u>\$ 957,001</u>	<u>\$ 960,699</u>	<u>\$ 1,031,596</u>	<u>\$ 1,041,679</u>

SCHEDULE OF CASH FLOWS

Cash - Beginning of Year	\$ 353,981	\$ 363,956
+ Change in Net Assets	74,595	10,083
- Capital Contributions	-	-
+ Depreciation	60,380	61,000
- Fixed Assets	(150,000)	-
+ Advance from general fund	100,000	-
- Principal Repayment	(75,000)	(80,000)
Working Cash - End of Year	<u>\$ 363,956</u>	<u>\$ 355,039</u>

**CITY OF APPLETON 2022 BUDGET
REID GOLF COURSE
OPERATING PROJECTIONS**

	2020 Actual	2021 Projected	2022 Budget	2023 Projected	2024 Projected	2025 Projected	2026 Projected
Revenues							
Charges for Services	\$ 823,642	\$ 830,000	\$ 826,250	\$ 842,775	\$ 859,631	\$ 876,824	\$ 894,360
Miscellaneous	17,180	16,500	15,000	15,300	15,606	15,918	16,236
Lease Revenue	61,746	62,000	65,983	65,983	65,983	65,983	65,983
Total Revenues	<u>902,568</u>	<u>908,500</u>	<u>907,233</u>	<u>924,058</u>	<u>941,220</u>	<u>958,725</u>	<u>976,579</u>
Expenses							
Operating Expenses	713,341	750,000	814,950	835,324	856,207	877,612	899,552
Depreciation	60,381	60,380	61,000	60,139	59,355	56,510	53,666
Total Expenses	<u>773,722</u>	<u>810,380</u>	<u>875,950</u>	<u>895,463</u>	<u>915,562</u>	<u>934,122</u>	<u>953,218</u>
Operating Income	128,846	98,120	31,283	28,595	25,658	24,603	23,361
Non-Operating Revenues (Expenses)							
Interest Income	5,538	3,000	3,000	2,500	2,000	1,500	1,000
Interest Expense	(10,091)	(8,625)	(6,300)	(3,975)	(1,725)	(300)	-
Total Non-Operating	<u>(4,553)</u>	<u>(5,625)</u>	<u>(3,300)</u>	<u>(1,475)</u>	<u>275</u>	<u>1,200</u>	<u>1,000</u>
Net Income Before Transfers	124,293	92,495	27,983	27,120	25,933	25,803	24,361
Contributions and Transfers In (Out)							
Capital Contributions	-	-	-	-	-	-	-
General Fund/CEA	(21,750)	(17,900)	(17,900)	(17,900)	(17,900)	(17,900)	(17,900)
Change in Net Assets	102,543	74,595	10,083	9,220	8,033	7,903	6,461
Total Net Assets - Beginning	<u>854,458</u>	<u>957,001</u>	<u>1,031,596</u>	<u>1,041,679</u>	<u>1,050,899</u>	<u>1,058,932</u>	<u>1,066,835</u>
Total Net Assets - Ending	<u>\$ 957,001</u>	<u>\$ 1,031,596</u>	<u>\$ 1,041,679</u>	<u>\$ 1,050,899</u>	<u>\$ 1,058,932</u>	<u>\$ 1,066,835</u>	<u>\$ 1,073,296</u>

SCHEDULE OF CASH FLOWS

Cash - Beginning of the Year	\$ 353,981	\$ 363,956	\$ 355,039	\$ 349,398	\$ 341,786	\$ 331,199
+ Change in Net Assets	74,595	10,083	9,220	8,033	7,903	6,461
- Capital Contributions	-	-	-	-	-	-
+ Depreciation	60,380	61,000	60,139	59,355	56,510	53,666
+ Long Term Debt	100,000	-	-	-	-	-
- Fixed Assets	(150,000)	-	-	-	-	-
- Principal Repayment	(75,000)	(80,000)	(75,000)	(75,000)	(75,000)	(80,000)
Working Cash - End of Year	<u>\$ 363,956</u>	<u>\$ 355,039</u>	<u>\$ 349,398</u>	<u>\$ 341,786</u>	<u>\$ 331,199</u>	<u>\$ 311,326</u>
25% Working Capital Reserve (prior year's audited expenses)	\$ 194,131	\$ 209,788	\$ 214,300	\$ 218,958	\$ 223,953	

ASSUMPTIONS:

Rounds of golf played @ projected 2020 levels and then increasing slightly for estimated increase in rounds
2% overall revenue increase in 2023 and beyond
Operating expenses to increase 2.5% per year after 2022
None of the costs identified in the Reid Golf Course CIP for 2022 and beyond are included in this projection
Strive to maintain a level of 25% working capital reserve

**CITY OF APPLETON 2022 BUDGET
REID GOLF COURSE
LONG-TERM DEBT**

2002 General Fund Advance			
Year	Principal	Interest	Total
2022	\$ -	\$ -	\$ -
2023	-	-	-
2024	-	-	-
2025	60,000	-	60,000
2026	80,000	-	80,000
	\$ 140,000	\$ -	\$ 140,000

2012 Taxable General Obligation Refunding Bonds			
Year	Principal	Interest	Total
2022	\$ 80,000	\$ 6,300	\$ 86,300
2023	75,000	3,975	78,975
2024	75,000	1,725	76,725
2025	20,000	300	20,300
2026	-	-	-
	\$ 250,000	\$ 12,300	\$ 262,300

2021 General Fund Advance			
Year	Principal	Interest	Total
2022	\$ -	\$ -	\$ -
2023	-	-	-
2024	-	-	-
2025	-	-	-
2026	-	-	-
2027	20,000	-	20,000
2028	20,000	-	20,000
2029	20,000	-	20,000
2030	20,000	-	20,000
2031	20,000	-	20,000
	\$ 100,000	\$ -	\$ 100,000

Total			
Year	Principal	Interest	Total
2022	\$ 80,000	\$ 6,300	\$ 86,300
2023	75,000	3,975	78,975
2024	75,000	1,725	76,725
2025	80,000	300	80,300
2026	80,000	-	80,000
2027	20,000	-	20,000
2028	20,000	-	20,000
2029	20,000	-	20,000
2030	20,000	-	20,000
2031	20,000	-	20,000
	\$ 490,000	\$ 12,300	\$ 502,300