



City of Appleton

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

Meeting Agenda - Final Parks and Recreation Committee

Monday, October 24, 2022

6:30 PM

Council Chambers, 6th Floor

1. Call meeting to order

2. Roll call of membership

3. Approval of minutes from previous meeting

[22-1325](#) Minutes of the September 12, 2022 Parks & Recreation Committee Meeting

Attachments: [Minutes of the 9-12-22 P & R Meeting.pdf](#)

4. **Public Hearings/Appearances**

5. **Action Items**

[22-1328](#) Action Item: Adopt the Proposed Revised Park Pavilions and Special Areas Rental and Fee Schedule Policy

Attachments: [Memo Park Pavilions and Special Areas Rental and Fee Policy.docx](#)

[2022 Pavilion Special Areas Policy - Clean - 09-16-2022.doc](#)

[2022 Pavilion Special Areas Policy - Redlined - 09-16-2022.doc](#)

6. **Information Items**

[22-1326](#) Presentation of the Proposed 2023 Parks, Recreation and Reid Golf Course Budgets

Attachments: [2023 Parks & Recreation.pdf](#)

[2023 Reid Golf Course Budget.pdf](#)

[22-1327](#) Reid Golf Course-September, 2022 Participation, Revenue & Expense Report

Attachments: [Reid-September, 2022 Participation, Revenue, Expense Report.pdf](#)

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.



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Meeting Minutes - Final Parks and Recreation Committee

Monday, September 12, 2022

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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 Chad Doran, District 15; Alderperson Denise Fenton, District 6; Alderperson Katie Van Zeeland, District 5; Christina Turner, The Trout Museum of Art

Present: 5 - Schultz, Wolff, Del Toro, Hartzheim and Thyssen

3. Approval of minutes from previous meeting

[22-1143](#)

Minutes of the August 8, 2022 Parks & Recreation Committee Meeting

Attachments: [Minutes of the 8-8-22 P & R Committee.pdf](#)

Alderperson Thyssen moved, seconded by Alderperson Schultz, that the Minutes of the August 8, 2022 Parks & Recreation Committee be approved. Roll Call. Motion carried by the following vote:

Aye: 5 - Schultz, Wolff, Del Toro, Hartzheim and Thyssen

4. Public Hearings/Appearances

Christina Turner, Trout Museum of Art spoke on Action Item 22-1144

5. Action Items

[22-1144](#)

Action Item: Approve Process Map for Ellen Kort Peace Park Proposal by the Trout Museum Requesting to Co-Locate a New Museum in the Park

Attachments: [2022 Ellen Kort Park Process Memo.docx](#)
[Ellen Kort Process Map.docx](#)
[Updated Process Map 8-17-22f.docx](#)

Amendment #2: Add step 3.5 to require Trout representatives to provide a presentation to the Common Council at a time to be agreed upon to include strategic alignment and business case discussion and also have a vote at the same meeting whether to move forward. 5-0 approved.

Amend step 4 to include 3 items suggested in Public Comment: Explanation of Strategic Alignments, Clear Business Case; and, a clear stop or proceed vote by the Council. 5-0 approved.

Updated Process Map is attached

Aldersperson Hartzheim moved, seconded by Aldersperson Schultz, that the Report Action Item be recommended for approval. Roll Call. Motion carried by the following vote:

Aye: 5 - Schultz, Wolff, Del Toro, Hartzheim and Thyssen

[22-1151](#)

Action: Suspend Planning and Design of the WE Energies Trail - Phase One and Cancel Acceptance of the Department of Transportation TAP Grant

Attachments: [WE Energies Trail Phase One Memo .docx](#)

Aldersperson Hartzheim moved, seconded by Aldersperson Schultz, that the Report Action Item be recommended for approval. Roll Call. Motion carried by the following vote:

Aye: 5 - Schultz, Wolff, Del Toro, Hartzheim and Thyssen

6. Information Items

[22-1145](#)

Reid Golf Course-Participation & Revenue Report for August, 2022

Attachments: [Reid Revenue & Expense Report, August, 2022.pdf](#)

This item was presented

7. Adjournment

The meeting was adjourned at 7:56 p.m.

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

Aye: 5 - Schultz, Wolff, Del Toro, Hartzheim and Thyssen



"...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 and Recreation Committee

FROM: Dean R. Gazza

DATE: October 24, 2022

RE: Action: Adopt the Proposed Revised Park Pavilions and Special Areas Rental and Fee Schedule Policy

The Parks, Recreation, and Facilities Management Department has reviewed the Park Pavilions and Special Areas Rental and Fee Schedule Policy. Reviews are completed to ensure the policy remains current and reflects the current needs of the users. The following changes are being proposed upon review.

1. Remove Memorial Park Jones Building. Rentals are addressed in the tournament and league reservation policy.
2. Remove Jones Park pavilion. Rentals are addressed in the Jones Park reservation policy.
3. Remove Telulah Park small pavilion. The pavilion is being renovated with primary use being for restrooms when completed.
4. Increase rental fees for community park pavilions. Increased number of annual rentals and size of events have grown. Costs for labor, utilities, refuse removal, and cleaning have all increased.
5. Increase daily and annual boat launch fees to assist with increases in costs.

Our department requests approval of the updates which will go into effect November 15, 2022.

Please contact me at 832-5572 or at dean.gazza@appleton.org with any questions.

CITY OF APPLETON POLICY		TITLE: PARK PAVILIONS AND SPECIAL AREAS – RENTAL AND FEE SCHEDULE
ISSUE DATE: November 5, 2014 Day of Council Adoption	LAST UPDATE: January 1, 2016	
POLICY SOURCE: Parks Recreation and Facilities Management Department		TOTAL PAGES: 6
Reviewed by Attorney’s Office Date: September 12, 2022	Parks and Recreation Committee Approval Date:	Council Approval Date:

I. Purpose

To provide a policy to authorize the Parks, Recreation and Facilities Management Department to equitably administer rules and regulations, policies, fees and charges, and manage the use of pavilions, Lutz Park boat launch, and special areas for personal and/or community events. The Parks, Recreation and Facilities Management Department also recognizes that parks and open spaces allow for many quality of life uses for individuals, organizations and groups and bring certain benefits to the community. In addition, the Parks, Recreation and Facilities Management Department is aware that parks and facilities have certain use limitations due to size, available facilities, and location.

II. Policy

This policy authorizes the Parks, Recreation and Facilities Management Department to charge fees for the use of park pavilions, Lutz Park boat launch, and special areas within the rate schedule established by the Parks and Recreation Committee and City Council. The Parks, Recreation and Facilities Management Department has also established normal and ordinary use guidelines for the preservation of the public’s health, safety and welfare, and to promote the responsible use of publicly owned property and facilities. To effectively manage, protect facilities, and promote wise use of natural resources, this policy authorizes the Parks, Recreation and Facilities Management Director and/or designees to:

1. Cancel and/or relocate any reservation that potentially threatens the integrity of the park and/or facility due to misrepresentation of information on the Facility Reservation Agreement, or if conditions of the facility or grounds would potentially create an unsafe situation.
2. Limit the number of weekend reservations for facilities for anyone or any group, organization or individuals that would dominate the use of a facility and/or restrict equal opportunities to reserve facilities by members of the public at large.
3. Deny any facility reservation application if the expected attendance would exceed the safe capacity of the facility so as to endanger public health and safety, or compromise the condition of facilities and/or natural resources.
4. Enforce park rules, regulations, and policies.
5. Require insurance coverage with limits established by the City Risk Manager, for activities or events that are beyond the scope of the “normal and ordinary use limits” established by the Parks, Recreation and Facilities Management Department and listed in the “Fee Schedule” at the end of this policy.

III. Definitions

- **Area Schools** - All elementary and secondary schools, both public and private, within the corporate boundaries of the City of Appleton.
- **Exchange of Money** - The sale of food, beverage and other associated products at an event or program that is held in a city park and/or special area specifically reserved for that event or program.
- **Facility Reservation Policies and Procedures** - These policies and procedures are stated on the back of the Facility Reservation Agreement that explain reservations, cancellation/refund procedures, alcohol policies and damage policies.
- **Late Reservation** - Request for a reservation of city park facility and/or special area that is received less than five (5) business days before the reservation date.
- **Normal and Ordinary Use of City of Appleton Parks** - Is defined as parks and facilities being used in a manner that is consistent with the intent of the park and/or facility. (For example, the ball diamond complex is used for softball/baseball games, tournaments, etc. Pavilions are used for family gatherings, company picnics, etc.)
- **Normal and Ordinary Use Guidelines** – The recommended number of individuals allowed per facility reservation agreement as listed in the Fee Schedule.
- **Park Rules & Regulations** - Regulations formulated by the City Council and published by the Parks, Recreation and Facilities Management Department. These rules and regulations are included with every Facility Reservation Agreement packet.
- **Pavilion/Park Capacities** - Maximum number of people that are allowed to be within a pavilion and/or park, and is established and published by the Parks, Recreation and Facilities Management Department.
- **Processing Fee** - Fee charged to process a refund and/or cancellation request that is received before the reservation date.
- **Special Event** - Any planned occurrence on the public right-of-way or public premises including, but not limited to, parades, gatherings, festivals and athletic events which is not within the normal and ordinary use of that public premises or place or which by nature of the event, may have a greater impact on City services or resources than would have occurred had the event not taken place. Whether the event is considered within the normal, ordinary, or intended use of a public park and/or special area within a park shall be determined by the Parks, Recreation, and Facilities Management Department.
- **Event Fee** – Fee charged for the rental of any pavilion and/or special area that is determined to be special event.

IV. Discussion

This policy defines how park pavilions, the Lutz Park boat landing, and special use areas shall be reserved by individuals, organizations and/or groups for normal and ordinary use of the facility. The policy shall also define the fee (s) charged to these individuals, organizations and/or groups for their reservation request if the facility use is required to follow the Special Events Policy.

V. Reservations:

1. All groups, individuals and organizations reserving park pavilions and special areas will be charged in accordance with the established rate schedule, including but not limited to: reservation fee; exchange of money permit; tent permit; tent inspection fee; late registration; special event fee for facility.

2. Area schools using the park pavilions Monday through Friday as part of normal classroom activities will not be charged a rental fee but may be required to obtain a Special Event License.
3. The reservation of park pavilions and/or facilities that exceed the normal and ordinary use shall follow the procedures identified in the Special Events Policy and will be required to pay all fees required under the Special Events Policy, including a separate “Event Fee” of \$50.00 as listed in the Fee Schedule on the last page of this policy.
4. Organizations/groups that have reserved park pavilions and/or special areas for special events shall have thirty (30) days after the date of the special event to reserve the park pavilion and/or special use areas for the same weekend and/or date for the following year. After thirty (30) days, the Parks, Recreation and Facilities Management Department will make the pavilion available to other interested parties.
5. All other reservations for park pavilions or facilities are on a first-come, first-served basis and may be made no more than one (1) year in advance.
6. The Parks, Recreation and Facilities Management Department reserves the right to require a security deposit for any reservation based on the type of event, number of participants, use of facility, etc. The amount of the security deposit will be based on factors listed earlier. The security deposit will be returned within 10-14 business days after the event if all conditions of the reservation request were met, including, but not limited to: facility clean-up; proper vacation of the facilities; removal of personal equipment/supplies/etc.; and leaving the facility (s) in a clean and orderly condition.
7. All applications for facility reservations must be made at least five (5) business days in advance of the reservation date. Applications not made before this time period will be charged an additional \$10.00 for each reservation.
8. Groups and/or organizations may be required to reserve multiple pavilions and/or special areas if the Parks, Recreation and Facilities Management Department determines the event or activity warrants the additional reservations.
9. The fee schedule noted in this policy shall become effective November 15, 2022 , and shall remain in effect until it is modified, changed, and/or repealed. The remainder of the policy will be effective upon adoption by the City Council.

Cancellation/Refunds:

- A full refund of the rental fee will be made if the reservation is cancelled more than 90 days in advance of the event. A full refund of the rental fee for a cancellation at a park pavilion or facility less than 90 days in advance of the event will be made only if the facility can be rented to another party for the date canceled. Refunds are subject to a \$10.00 processing fee.
- A full refund of the rental fee will be made if the reservation is cancelled by the Parks, Recreation and Facilities Management Department due to park closings, construction activities, etc. These refunds are not subject to the \$10.00 processing fee.

Lutz Park Launch Fees:

1. Permits will be required of all persons launching any watercraft from a trailer or similar device at the Lutz Park boat launch facility.
2. Daily launch permits are available through a self-registration system at Lutz Park. Permit receipts shall be torn off boat launch fee envelopes and placed on the vehicle dashboard. Vehicles not displaying permit receipts properly may be ticketed.
3. Annual boat launch permits shall be affixed to the rear axle of the boat trailer or similar device in a visible location.

FEE SCHEDULE

<u>Pavilion</u>	<i>Current Fees (per day)</i>		<u>Normal and Ordinary Use Limits</u>
	<i>Resident</i>	<i>Non-Resident</i>	
Alicia	\$50.00	\$100.00	Not to exceed 120 individuals per facility reservation agreement
AMP - Pavilion	\$60.00	\$120.00	Not to exceed 120 individuals per facility reservation agreement
AMP - Amphitheater	\$45.00	\$90.00	
City	\$50.00	\$100.00	Not to exceed 120 individuals per facility reservation agreement
Colony Oaks	\$50.00	\$100.00	Not to exceed 120 individuals per facility reservation agreement
Derks	\$50.00	\$100.00	Not to exceed 120 individuals per facility reservation agreement
Erb	\$80.00	160.00	Up to 200 individuals per facility reservation agreement
Green Meadows	\$50.00	\$100.00	Not to exceed 120 individuals per facility reservation agreement
Highview	\$50.00	\$100.00	Not to exceed 120 individuals per facility reservation agreement
Hoover	\$50.00	\$100.00	Not to exceed 120 individuals per facility reservation agreement
Jaycee	\$50.00	\$100.00	Not to exceed 120 individuals per facility reservation agreement
Kiwanis	\$50.00	\$100.00	Not to exceed 120 individuals per facility reservation agreement
Linwood	\$50.00	\$100.00	Not to exceed 120 individuals per facility reservation agreement
Lions	\$50.00	\$100.00	Not to exceed 120 individuals per facility reservation agreement
Peabody	\$50.00	\$100.00	Not to exceed 120 individuals per facility reservation agreement
Pierce	\$125.00	\$250.00	Up to 500 individuals per facility reservation agreement
Schaefer	\$50.00	\$100.00	Not to exceed 120 individuals per facility reservation agreement
Telulah (Large)	\$100.00	\$200.00	Up to 200 individuals per facility reservation agreement

Special Areas	Fees
AMP – Events Ground	\$100.00per day
Other Fees	
Exchange of Money Permit	\$25.00 per day
Tent Permit	\$15.00 per tent, per day
Fire Inspection (for tents)	\$25.00 per event
Late Reservation	\$10.00
Processing Fee	\$10.00
Boat Landing	
Daily Fee	\$5.00
Annual Resident	\$20.00
Annual - Non Resident	\$35.00
Special Event Fee	\$50.00 per event

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CITY OF APPLETON 2023 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 2023 BUDGET

PARKS, RECREATION AND FACILITIES MANAGEMENT DEPARTMENT

MISSION STATEMENT

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

DISCUSSION OF SIGNIFICANT 2022 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 2022, 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.

Parks and Grounds Management

The grounds division proactively managed 610 acres of park grounds that includes the Scheig Center and Gardens, 17 ball diamonds, 15 tennis courts, an 8 court pickleball complex, 11 basketball courts, 2 volleyball courts, 2 disc golf courses, 1 skateboard park, 7 ice rinks, 13.2 miles of paved trails, 1 archery range, 2 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 roundabouts, boulevards, and terraces are also maintained by the grounds division.

Significant projects include the construction of a pickleball complex at Telulah Park, new tennis and basketball courts at Green Meadows Park, installation of a security fence for the Police Department's south lot and landscaping, added fitness stations at Telulah and Memorial Parks, and a new dumpster enclosure and fencing at Mead Pool. Other projects include crack filling of the Newberry and CE Trails, repairs to various concrete areas including dugout and sidewalk slabs, and reconstruction of arbors and landscaping of the Veterans Memorial at the Scheig Center and Gardens. Additionally, routine maintenance included upkeep of playground equipment, invasive plant control, parking lot and walkway repairs, and general grounds maintenance.

Recreation Services

The Recreation Division continued to excel in their mission to provide recreation services by developing recreation and education focused programs and activities that foster community involvement, social interaction, and the well-being of our residents.

Staff started development of updated emergency preparedness operation plans for programs/facilities that fall under their direction. We will be continuing to work with the Emergency Management Coordinator on best practices as well as working with our seasonal staff on training of these procedures.

Customer service was an area of focus this year. The main Parks and Recreation phone line was changed to better serve our customers and be more user-friendly. A digital booklet of all rentable facilities within our department's scope of responsibility was created with the help of other department staff. The goal was to provide an at-a-glance document outlining park amenities and pavilion descriptions.

A sponsorship guide was created outlining the different tiers of sponsorship opportunities we offer within our division. This will allow organizations, businesses, and community members to assist with funding/sponsorship of our different programs throughout the year, as well as create a sense of community.

Having a sustainable swim lesson program is vital to a community. This year we were able to assess our current swim lesson format and identified ways the participant and parent experience can be strengthened. Feedback and other data was collected throughout the season and used to develop an assessment tool for our Directors of Instruction to evaluate instructors and the lesson program for future improvements.

In 2022, we began review of our current Unity Dance Academy (UDA) program and brand identity. We looked at the current dance market, the UDA message, overall program experience, and surveyed the participants on current brand perception and competencies. We began researching rebranding ideas that will improve the UDA brand, experience, and overall program.

CITY OF APPLETON 2023 BUDGET

PARKS, RECREATION AND FACILITIES MANAGEMENT

MAJOR 2023 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 maintain safe and user-friendly experiences. 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 Scheig Center Gardens. Currently 9 parks, 2 trails, and 1 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 Appleton Area School District to optimize and broaden our current programs and services.

Work internally to develop a customer service strategy to ensure high quality service is being provided.

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

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	2020	2021	Adopted 2022	Amended 2022	2023	
Program Revenues		\$ 335,420	\$ 958,088	\$ 1,065,597	\$ 1,065,597	\$ 1,073,100	0.70%
Program Expenses							
16532	Grounds Maintenance	1,976,371	2,046,222	2,139,975	2,155,286	2,215,359	2.79%
16541	Recreation Programs	1,140,805	1,781,765	1,844,733	1,846,401	1,882,339	1.95%
Total Program Expenses		\$ 3,117,176	\$ 3,827,987	\$ 3,984,708	\$ 4,001,687	\$ 4,097,698	2.40%
Expenses Comprised Of:							
Personnel		1,534,093	1,992,870	2,005,749	2,005,749	2,105,412	4.97%
Training & Travel		2,147	7,435	8,740	8,740	8,800	0.69%
Supplies & Materials		194,713	335,218	346,904	348,572	313,151	-10.16%
Purchased Services		1,386,223	1,492,464	1,623,315	1,638,626	1,670,335	1.94%
Full Time Equivalent Staff:							
Personnel allocated to programs		16.39	16.39	16.39	16.39	16.39	

CITY OF APPLETON 2023 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	Parking/sidewalks maintenance
Fence/gate maintenance	Signage
Fertilizing	Spring and fall cleanup
Graffiti removal	Snow removal/ice control
Landscaping	Turf management
Mowing	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:

Contracted pavilion and bathroom cleaning has been removed from the 2023 Budget. Beginning in 2017, the park pavilions and restroom cleaning was contracted out. That contractor has since gone out of business. A new cleaning contractor, that fit within the budget, could not be found. PRFMD staff is currently cleaning pavilion restrooms, but this is not sustainable with the lack of seasonal help. We are hopeful a contractor can be found in the future, but going into 2023, we plan to continue in-house pavilion cleaning.

**CITY OF APPLETON 2023 BUDGET
PARKS, RECREATION AND FACILITIES MANAGEMENT**

Parks and Grounds Management

Business Unit 16532

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2020	2021	Adopted 2022	Amended 2022	2023
Revenues					
480100 Charges for Service	\$ 21,747	\$ 80,823	\$ 78,000	\$ 78,000	\$ 78,000
501000 Miscellaneous Revenue	1,010	1,702	250	250	250
501600 Lease Revenue	109,849	108,072	112,685	112,685	114,188
502000 Donations & Memorials	14,627	13,795	7,500	7,500	7,500
503000 Damage to City Property	3,841	1,019	-	-	-
503500 Other Reimbursements	2,100	-	-	-	-
508200 Insurance Proceeds	5,075	-	-	-	-
Total Revenue	\$ 158,249	\$ 205,411	\$ 198,435	\$ 198,435	\$ 199,938
Expenses					
610100 Regular Salaries	\$ 585,686	\$ 594,967	\$ 594,835	\$ 594,835	\$ 634,000
610400 Call Time Wages	2,010	2,520	1,654	1,654	1,764
610500 Overtime Wages	6,532	9,763	8,762	8,762	9,341
610800 Part-Time Wages	105,289	109,573	107,369	107,369	108,956
615000 Fringes	208,885	216,528	225,884	225,884	235,009
620100 Training/Conferences	113	1,396	2,000	2,000	2,000
630300 Memberships & Licenses	498	600	600	600	600
630500 Awards & Recognition	66	304	165	165	165
630700 Food & Provisions	220	271	220	220	220
630899 Other Landscape Supplies	53,885	57,186	55,000	55,000	55,000
630901 Shop Supplies	3,492	5,756	5,000	5,000	5,000
632002 Outside Printing	-	720	-	-	-
632199 Other Clothing	1,059	1,173	1,500	1,500	1,500
632200 Gas Purchases	11,685	21,157	17,000	17,000	24,779
632300 Safety Supplies	2,529	3,555	2,500	2,500	2,500
632700 Miscellaneous Equipment	18,030	22,300	25,000	25,000	23,000
640400 Consulting Services	11,800	11,854	12,000	12,000	5,000
640700 Solid Waste/Recycling	11,603	9,821	12,000	12,000	12,000
641300 Utilities	238,378	230,584	272,550	272,550	246,910
641500 Tipping Fees	16	56	1,000	1,000	200
642000 Facilities Charges	319,182	303,171	314,143	314,143	315,192
642500 CEA Expense	342,136	400,522	423,293	423,293	488,723
642900 Interfund Allocations	(21,046)	(23,584)	(30,000)	(30,000)	(30,000)
644000 Snow Removal Services	5,287	5,762	15,000	15,000	7,500
645400 Grounds Repair & Maint.	43,496	34,121	49,000	64,311	44,000
650301 Facility Rent	3,500	3,500	500	500	3,500
659900 Other Contracts/Obligation	22,040	22,646	23,000	23,000	18,500
Total Expense	\$ 1,976,371	\$ 2,046,222	\$ 2,139,975	\$ 2,155,286	\$ 2,215,359

DETAILED SUMMARY OF 2023 PROPOSED EXPENDITURES > \$15,000

Landscape Supplies

Topsoil, sand, seed, fertilizer,
infield mix for ball diamonds, plant
material, herbicides/pesticides,
mulch, chips and other supplies

\$ 55,000
\$ 55,000

Gas Purchases

Fuel for small equipment

\$ 24,779
\$ 24,779

Other Contracts/Obligations

Contracted herbicide application
Reid maintenance bldg. rental
Weed Mowing
Port-a-potty rental

\$ 5,000
3,500
4,500
5,500
\$ 18,500

Misc. Equipment

Replace small motor equip.

\$ 23,000
\$ 23,000

Grounds Repair & Maintenance

Weed cutting \$ 4,000
Fencing repair 6,000
Weed control 5,000
Playground equip. 7,000
Courts/fields upkeep 7,000
Signage upkeep 2,500
Exterior lighting repair 2,500
Stormwater pond maint. 3,000
Landscaping maint. 4,000
Other:

Scoreboards, gates, trails,
ice rinks, goose mgmt. 3,000
\$ 44,000

CITY OF APPLETON 2023 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 #1: "Responsibly deliver excellent services", #2: "Encourage active community participation and involvement", #4: "Continually assess trends affecting the community and proactively respond", and #5: "Promote an environment that is respectful and inclusive."

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
- Empowering and training staff and volunteers

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

- | | |
|-------------------------------|----------------------|
| Active adult programs | Adaptive programs |
| Preschool programs | Drop-in programs |
| Youth instructional programs | Special events/trips |
| Youth sports programs/leagues | Teen programs |
| Adult instructional 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 a strategic plan for delivery of recreation services
- Analyzing and adapting to changing community needs
- Engaging in community activities, groups and organizations

Major Changes in Revenue, Expenditures or Programs:

During 2022, Miscellaneous Chemicals expense moved from this program to the Facilities Maintenance budget.

**CITY OF APPLETON 2023 BUDGET
PARKS, RECREATION AND FACILITIES MANAGEMENT**

Recreation Services

Business Unit 16541

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2020	2021	Adopted 2022	Amended 2022	2023
Revenues					
480100 Charges for Service	\$ 145,036	\$ 739,766	\$ 849,932	\$ 849,932	\$ 849,932
500100 Fees & Commissions	-	1,067	980	980	980
501000 Miscellaneous Revenue	1,460	534	-	-	-
501500 Rental of City Property	5,114	40	6,000	6,000	6,000
502000 Donations & Memorials	25,551	11,185	10,250	10,250	16,250
508500 Cash Short or Over	10	85	-	-	-
Total Revenue	\$ 177,171	\$ 752,677	\$ 867,162	\$ 867,162	\$ 873,162
Expenses					
610100 Regular Salaries	\$ 409,462	\$ 401,918	\$ 428,284	\$ 428,284	\$ 456,683
610500 Overtime Wages	1,278	33,572	-	-	-
610800 Part-Time Wages	80,820	474,864	484,678	484,678	490,610
615000 Fringes	134,130	149,166	154,283	154,283	169,049
620100 Training/Conferences	1,614	5,619	6,320	6,320	6,320
620600 Parking Permits	420	420	420	420	480
630100 Office Supplies	1,083	2,395	2,775	2,775	2,775
630200 Subscriptions	384	624	300	300	300
630300 Memberships & Licenses	4,600	5,697	8,579	8,579	8,579
630400 Postage/Freight	12,839	288	13,600	13,600	11,400
630500 Awards & Recognition	1,589	3,759	3,893	3,893	3,893
630600 Building Maint./Janitorial	-	-	250	250	-
630700 Food & Provisions	1,477	3,943	4,695	4,695	4,695
631000 Miscellaneous Chemicals	14,437	46,809	41,500	41,500	-
631400 Concession Supplies	24	60,363	52,605	52,605	52,605
631500 Books & Library Materials	47	143	750	750	500
631600 Supplies	15,048	22,998	28,010	28,010	28,010
632000 Printing/Copying	19,183	22,056	34,950	34,950	31,950
632100 Clothing	22,828	42,611	29,620	29,620	35,620
632400 Medical/Lab Supplies	1,032	558	900	900	900
632700 Miscellaneous Equipment	8,680	9,951	17,492	19,160	19,160
640300 Bank Service Fees	11,950	31,641	32,000	32,000	32,000
640400 Consulting Services	-	-	700	700	350
640700 Solid Waste/Recycling	180	861	400	400	400
640900 Inspection Fees	-	-	200	200	-
641100 Temporary Help	-	-	5,600	5,600	5,600
641200 Advertising	3,161	4,946	4,500	4,500	4,500
641300 Utilities	84,517	153,959	112,400	112,400	153,250
642000 Facilities Charges	174,112	165,308	169,155	169,155	169,719
642400 Software Support	5,800	9,282	9,458	9,458	9,458
642500 CEA Expense	19,595	6,047	8,013	8,013	8,330
643100 Interpreter Services	-	-	200	200	100
650301 Facility Rent	89,567	65,453	125,733	125,733	115,633
650302 Equipment Rent	4,242	-	5,500	5,500	5,500
659900 Other Contracts/Obligation	16,706	56,514	56,970	56,970	53,970
Total Expense	\$ 1,140,805	\$ 1,781,765	\$ 1,844,733	\$ 1,846,401	\$ 1,882,339

DETAILED SUMMARY OF 2023 PROPOSED EXPENDITURES > \$15,000

<u>Concessions</u>		<u>Clothing</u>	
Food and beverage	\$ 50,305	Youth sport t-shirts	\$ 28,950
Other concession supplies	2,300	Staff clothing	6,670
	<u>\$ 52,605</u>		<u>\$ 35,620</u>
<u>Miscellaneous Supplies</u>		<u>Rent</u>	
Arts and crafts	\$ 1,725	City Center Studios	\$ 48,738
Sports equipment	16,575	Appleton Schools	25,950
Other misc. program supplies	9,710	Appleton Schools (pools)	22,725
	<u>\$ 28,010</u>	Reid Golf Course	8,500
<u>Printing and Reproduction</u>		USA Youth-soccer field use	9,720
City copy charges	\$ 3,300		<u>\$ 115,633</u>
Outside printing (Rec guide, flyers, etc)	28,650	<u>Other Contracts/Obligations</u>	
	<u>\$ 31,950</u>	City Band	\$ 11,000
<u>Miscellaneous Equipment</u>		Playground fair rentals, camp trips, programs, recital tickets	40,970
Program Administration	\$ 4,068	On the hill movies	2,000
Concession Operations	2,892		<u>\$ 53,970</u>
Pool Operations	12,200		
	<u>\$ 19,160</u>		

**CITY OF APPLETON 2023 BUDGET
PARKS, RECREATION AND FACILITIES MANAGEMENT**

	2020 ACTUAL	2021 ACTUAL	2022 YTD ACTUAL	2022 ORIG BUD	2022 REVISED BUD	2023 BUDGET
Revenues						
480100 General Charges for Service	100,028	178,959	96,473	927,932	927,932	927,932
480203 Concessions	562	158,281	796	-	-	-
480204 Merchandise Sales	-	-	-	-	-	-
480205 Equipment Rentals	(1,014)	12,161	5,935	-	-	-
480300 Program Fees	1,291	5,257	15,390	-	-	-
485000 Daily Entrance Fees	(3,148)	64,799	24,831	-	-	-
486000 Lessons/Classes	62,888	395,457	134,745	-	-	-
487700 Advertising/Promotional Fees	6,175	5,675	3,950	-	-	-
500100 Fees & Commissions	-	1,067	279	980	980	980
501000 Miscellaneous Revenue	2,470	2,236	850	250	250	250
501500 Rental of City Property	5,114	40	142	6,000	6,000	6,000
501600 Lease Revenue	109,849	108,072	75,969	112,685	112,685	114,188
502000 Donations & Memorials	40,178	24,981	18,853	17,750	17,750	23,750
503000 Damage to City Property	3,841	1,019	137	-	-	-
503500 Other Reimbursements	2,100	-	-	-	-	-
508200 Insurance Proceeds	5,076	-	-	-	-	-
508500 Cash Short or Over	10	85	-	-	-	-
TOTAL PROGRAM REVENUES	335,420	958,089	378,350	1,065,597	1,065,597	1,073,100
Personnel						
610100 Regular Salaries	717,804	685,815	253,389	1,023,119	1,023,119	1,090,683
610200 Labor Pool Allocations	170,537	204,763	80,105	-	-	-
610400 Call Time Wages	2,010	2,520	1,100	1,654	1,654	1,764
610500 Overtime Wages	7,810	43,335	4,666	8,762	8,762	9,341
610800 Part-Time Wages	186,110	584,437	49,999	592,047	592,047	599,566
611000 Other Compensation	1,855	3,312	1,675	-	-	-
611400 Sick Pay	2,225	3,989	2,227	-	-	-
611500 Vacation Pay	102,727	99,005	27,571	-	-	-
615000 Fringes	343,015	365,694	130,198	380,167	380,167	404,058
TOTAL PERSONNEL	1,534,093	1,992,870	550,930	2,005,749	2,005,749	2,105,412
Training~Travel						
620100 Training/Conferences	1,727	7,015	2,809	8,320	8,320	8,320
620600 Parking Permits	420	420	420	420	420	480
TOTAL TRAINING / TRAVEL	2,147	7,435	3,229	8,740	8,740	8,800
Supplies						
630100 Office Supplies	1,083	2,395	312	2,775	2,775	2,775
630200 Subscriptions	384	624	-	300	300	300
630300 Memberships & Licenses	5,097	6,297	671	9,179	9,179	9,179
630400 Postage/Freight	12,839	288	364	13,600	13,600	11,400
630500 Awards & Recognition	1,655	4,063	311	4,058	4,058	4,058
630600 Building Maint./Janitorial	-	-	-	250	250	-
630700 Food & Provisions	1,697	4,214	386	4,915	4,915	4,915
630899 Other Landscape Supplies	53,885	57,186	17,652	55,000	55,000	55,000
630901 Shop Supplies	3,492	5,756	1,718	5,000	5,000	5,000
631000 Miscellaneous Chemicals	14,437	46,809	435	41,500	41,500	-
631402 Non-Alcoholic Beverages	24	10,415	167	7,730	7,730	7,730
631403 Candy/Food	-	48,888	375	42,575	42,575	42,575
631404 Other Concession Supplies	-	1,060	-	2,300	2,300	2,300
631500 Books & Library Materials	47	143	-	750	750	500
631601 Arts & Crafts Supplies	1,199	1,966	119	1,725	1,725	1,725
631602 Sports Equipment	11,673	13,154	80	16,575	16,575	16,575
631603 Other Misc. Supplies	2,176	7,878	620	9,710	9,710	9,710
632001 City Copy Charges	879	967	256	3,300	3,300	3,300
632002 Outside Printing	18,304	21,810	22,326	31,650	31,650	28,650
632101 Uniforms	8,765	1,953	20	6,670	6,670	6,670
632199 Other Clothing	15,122	41,831	7,418	24,450	24,450	30,450
632200 Gas Purchases	11,685	21,157	2,870	17,000	17,000	24,779
632300 Safety Supplies	2,529	3,555	1,311	2,500	2,500	2,500

**CITY OF APPLETON 2023 BUDGET
PARKS, RECREATION AND FACILITIES MANAGEMENT**

	2020 <u>ACTUAL</u>	2021 <u>ACTUAL</u>	2022 <u>YTD ACTUAL</u>	2022 <u>ORIG BUD</u>	2022 <u>REVISED BUD</u>	2023 <u>BUDGET</u>
632400 Medical/Lab Supplies	1,032	558	-	900	900	900
632700 Miscellaneous Equipment	26,709	32,251	10,297	42,492	44,160	42,160
TOTAL SUPPLIES	194,713	335,218	67,708	346,904	348,572	313,151
Purchased Services						
640300 Bank Service Fees	11,950	31,641	7,842	32,000	32,000	32,000
640400 Consulting Services	11,800	11,854	7,350	12,700	12,700	5,350
640700 Solid Waste/Recycling Pickup	11,783	10,682	1,983	12,400	12,400	12,400
640900 Inspection Fees	-	-	-	200	200	-
641100 Temporary Help	-	-	-	5,600	5,600	5,600
641200 Advertising	3,161	4,946	428	4,500	4,500	4,500
641301 Electric	99,952	120,970	27,804	115,250	115,250	124,500
641302 Gas	2,910	37,928	3,046	19,600	19,600	38,000
641303 Water	41,724	51,875	7,005	47,000	47,000	50,200
641304 Sewer	7,736	10,968	1,659	21,000	21,000	11,720
641306 Stormwater	161,232	153,638	49,055	165,650	165,650	165,290
641307 Telephone	5,671	3,041	1,200	7,100	7,100	2,900
641308 Cellular Phones	3,671	6,124	1,865	9,350	9,350	7,550
641500 Tipping Fees	16	56	-	1,000	1,000	200
642000 Facilities Charges	493,294	468,478	55,590	483,298	483,298	484,911
642400 Software Support	5,800	9,282	3,037	9,458	9,458	9,458
642501 CEA Operations/Maint.	190,115	222,857	66,160	228,566	228,566	262,086
642502 CEA Depreciation/Replace.	171,616	183,713	48,682	202,740	202,740	234,967
642900 Interfund Allocations	(21,046)	(23,585)	(4,792)	(30,000)	(30,000)	(30,000)
643100 Interpreter Services	-	-	-	200	200	100
644000 Snow Removal Services	5,287	5,762	3,227	15,000	15,000	7,500
645400 Grounds Repair & Maintenance	43,496	34,121	27,003	49,000	64,311	44,000
650301 Facility Rent	93,067	68,953	63,627	126,233	126,233	119,133
650302 Equipment Rent	4,242	-	4,755	5,500	5,500	5,500
659900 Other Contracts/Obligation	38,746	79,160	9,582	79,970	79,970	72,470
TOTAL PURCHASED SVCS	1,386,223	1,492,464	386,108	1,623,315	1,638,626	1,670,335
TOTAL EXPENSE	3,117,176	3,827,987	1,007,975	3,984,708	4,001,687	4,097,698

CITY OF APPLETON 2023 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 2023 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 2022 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 3,534 to 3,680 and Instagram followers increased from 402 to 489.

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.

Upgraded point-of-sale computer system to a cloud based system in May. The system upgrade allows staff to 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.

Both junior program sessions sold out. Junior league increased in size from 23 to 35.

Increased junior pass sales from 56 in 2021 to 90 in 2022.

Combined pass sales increased from 168 in 2021 to 187 in 2022.

Spring 3-4-5 Tournament increased by two teams to 56 total players.

Continued the tradition 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 Two-Pin Challenge event. City Tournament participation increased 33%.

Developed and implemented a marketing plan for the 2022 golf season that included regular e-mail messages, promotional materials, radio ads, printed media, increased social media presence, brochures and flyers.

Reid played host to Wisconsin PGA Junior Event for the fourth consecutive year and 82 players participated.

All 18 tee sign advertisements remain sold.

Maintained Business Pass sale capacity of 12.

Established turf around the parking lot after reconstructing in the fall of 2021.

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

Purchased and installed walk-in cooler and freezer for clubhouse operations.

CITY OF APPLETON 2023 BUDGET REID GOLF COURSE

MAJOR 2023 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 informa

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 tournament competitions: the 3-4-5, City Tournament and 2-Pin Challenge.

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	2020	2021	Adopted 2022	Amended 2022	2023	Change *
Program Revenues		\$ 908,106	\$ 1,041,002	\$ 910,233	\$ 910,233	\$ 963,460	5.85%
Program Expenses							
5630	Operations	805,563	871,595	900,150	930,150	963,459	7.03%
TOTAL		\$ 805,563	\$ 871,595	\$ 900,150	\$ 930,150	\$ 963,459	7.03%
Expenses Comprised Of:							
	Personnel	356,658	366,092	400,589	400,589	430,304	7.42%
	Training & Travel	1,600	59	750	750	750	0.00%
	Supplies & Materials	107,351	134,429	134,610	164,610	164,780	22.41%
	Purchased Services	247,732	282,251	279,001	279,001	284,750	2.06%
	Miscellaneous Expense	70,472	70,864	67,300	67,300	64,975	-3.45%
	Capital Expenditures	-	-	-	-	-	N/A
	Transfers Out	21,750	17,900	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 2023 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:

Provide a golfing experience that is inclusive to all people regardless of age, skill or ability.

Grow the game of golf by providing various opportunities including instruction, outings, leagues and special events.

Enhance the quality of life in our community by providing golf as a recreational amenity at an affordable 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 new point-of-sale capabilities, increased round trends, increased junior participation and rate modifications.

Increase in expenditures is from purchase of a new greens roller, increased part-time labor, increased fuel costs, printing of scorecards internally and increased bank service fees (credit card fees).

CITY OF APPLETON 2023 BUDGET

REID GOLF COURSE

Operations

Business Unit 5630

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2020	2021	Adopted 2022	Amended 2022	2023
Revenues					
471000 Interest on Investments	\$ 5,538	\$ (3,226)	\$ 3,000	\$ 3,000	\$ 1,000
480100 Charges for Service	545	7,497	9,500	9,500	9,500
480203 Concessions	101,738	128,891	117,500	117,500	122,500
480204 Merchandise Sales	22,106	28,667	27,500	27,500	27,500
480205 Equipment Rentals	143,675	174,809	130,000	130,000	143,500
485000 Daily Entrance Fees	1,450	7,500	10,250	10,250	10,250
485100 Greens Fees	554,128	609,389	531,500	531,500	567,550
501500 Rental of City Property	12,000	17,000	15,000	15,000	15,000
501600 Lease Revenue	61,746	63,551	63,983	63,983	64,660
502000 Donations & Memorials	2,583	2,177	-	-	-
503000 Damage to City Property	-	222	-	-	-
503500 Other Reimbursements	2,597	4,525	2,000	2,000	2,000
Total Revenue	\$ 908,106	\$ 1,041,002	\$ 910,233	\$ 910,233	\$ 963,460
Expenses					
610100 Regular Salaries	\$ 174,724	\$ 185,880	\$ 189,517	\$ 189,517	\$ 205,872
610400 Call Time	30	100	-	-	-
610500 Overtime Wages	164	-	567	567	595
610800 Part-Time Wages	107,348	122,958	125,136	125,136	135,696
615000 Fringes	74,390	57,154	85,369	85,369	88,141
620100 Training/Conferences	1,600	59	750	750	750
630100 Office Supplies	221	213	500	500	500
630300 Memberships & Licenses	1,904	1,824	1,760	1,760	1,760
630600 Building Maint./Janitorial	1,260	1,094	1,500	1,500	1,500
630700 Food & Provisions	-	50	50	50	50
630800 Landscape Supplies	31,794	36,305	36,900	36,900	41,800
631400 Pro Shop/Concessions	54,545	65,978	60,400	60,400	60,400
631603 Other Misc. Supplies	435	2,394	2,000	2,000	3,500
632002 Outside Printing	1,833	2,709	4,000	4,000	4,000
632101 Uniforms	-	433	500	500	500
632200 Gas Purchases	10,028	16,535	14,000	14,000	20,770
632700 Miscellaneous Equipment	5,332	6,894	13,000	43,000	30,000
640100 Accounting/Audit Fees	2,123	2,170	2,160	2,160	2,160
640300 Bank Service Fees	17,505	20,877	13,000	13,000	19,000
640400 Consulting Services	-	-	500	500	500
640700 Solid Waste/Recycling	2,294	2,508	2,405	2,405	2,460
640800 Contractor Fees	1,120	1,296	1,000	1,000	1,000
641200 Advertising	4,153	4,619	7,500	7,500	6,000
641300 Utilities	45,513	48,240	49,323	49,323	49,111
641800 Equipment Repairs & Maint.	7,039	5,662	5,000	5,000	5,000
642000 Facilities Charges	29,798	56,783	33,357	33,357	34,837
642400 Software Support	1,860	-	1,860	1,860	1,944
642500 CEA Expense	95,749	100,361	121,183	121,183	119,698
645400 Grounds Repair & Maint.	765	3,406	2,000	2,000	2,000
650100 Insurance	6,296	6,168	6,213	6,213	7,540
650302 Equipment Rent	33,518	30,161	33,500	33,500	33,500
660100 Depreciation Expense	60,381	62,801	61,000	61,000	61,000
672000 Interest Payments	10,091	8,063	6,300	6,300	3,975
791100 Transfer Out - Gen Fund	17,900	17,900	17,900	17,900	17,900
791400 Transfer Out - Cap Projects	3,850	-	-	-	-
Total Expense	\$ 805,563	\$ 871,595	\$ 900,150	\$ 930,150	\$ 963,459

DETAILED SUMMARY OF 2023 PROPOSED EXPENDITURES > \$15,000

<u>Landscape Supplies</u>		<u>Pro Shop/Concessions</u>	
Top soil, sand, gravel	\$ 4,500	Alcoholic beverages	\$ 24,600
Seed, fertilizer	11,000	Non-alcoholic beverages	8,000
Plant material (flowers)	300	Candy/food	12,750
Herbicides/pesticides	26,000	Other concession supplies	13,500
	<u>\$ 41,800</u>	Promotional supplies	1,550
			<u>\$ 60,400</u>
<u>Equipment Rent</u>		<u>Miscellaneous Equipment</u>	
Carts	\$ 32,000	Greens roller	\$ 25,000
Maintenance operations	1,500	Blowers/trimmers	1,500
	<u>\$ 33,500</u>	Pins/cups/flags	3,500
			<u>\$ 30,000</u>
<u>Gas Purchases</u>		<u>Bank Service Fees</u>	
Non-diesel fuel 3325 gal @ \$3.75	\$ 12,470	Credit card fees	\$ 19,000
Diesel fuel 2050 gal @ \$4.05	8,300		<u>\$ 19,000</u>
	<u>\$ 20,770</u>		

**CITY OF APPLETON 2023 BUDGET
REID GOLF COURSE**

	2020 <u>ACTUAL</u>	2021 <u>ACTUAL</u>	2022 <u>YTD ACTUAL</u>	2022 <u>ORIG BUD</u>	2022 <u>REVISED BUD</u>	2023 <u>BUDGET</u>
Program Revenues						
471000 Interest on Investments	5,538	(3,226)	-	3,000	3,000	1,000
480100 General Charges for Service	545	7,497	6,565	9,500	9,500	9,500
480203 Concessions	101,738	128,891	2,460	117,500	117,500	122,500
480204 Merchandise Sales	22,106	28,667	1,522	27,500	27,500	27,500
480205 Equipment Rentals	143,675	174,809	12,459	130,000	130,000	143,500
485000 Daily Entrance Fees	1,450	7,500	3,750	10,250	10,250	10,250
485100 Greens Fees	554,128	609,389	106,945	531,500	531,500	567,550
501500 Rental of City Property	12,000	17,000	12,000	15,000	15,000	15,000
501600 Lease Revenue	61,746	63,551	50,807	63,983	63,983	64,660
502000 Donations & Memorials	2,583	2,177	-	-	-	-
503000 Damage to City Property	-	222	-	-	-	-
503500 Other Reimbursements	2,157	4,573	51	2,000	2,000	2,000
508500 Cash Short or Over	440	(48)	14	-	-	-
TOTAL PROGRAM REVENUES	908,106	1,041,002	196,573	910,233	910,233	963,460
Personnel						
610100 Regular Salaries	131,347	131,215	45,552	189,517	189,517	205,872
610200 Labor Pool Allocations	28,578	35,698	9,112	-	-	-
610400 Call Time	30	100	-	-	-	-
610500 Overtime Wages	164	-	-	567	567	595
610800 Part-Time Wages	107,348	122,958	10,015	125,136	125,136	135,696
611000 Other Compensation	-	55	55	-	-	-
611400 Sick Pay	1,018	-	7	-	-	-
611500 Vacation Pay	13,783	18,912	2,079	-	-	-
615000 Fringes	65,350	73,818	20,928	85,369	85,369	88,141
615500 Unemployment Compensation	1,193	4,121	2,637	-	-	-
617000 Pension Expense	7,353	(23,773)	-	-	-	-
617100 OPEB Expense	494	2,988	-	-	-	-
TOTAL PERSONNEL	356,658	366,092	90,385	400,589	400,589	430,304
Training~Travel						
620100 Training/Conferences	1,600	59	426	750	750	750
TOTAL TRAINING / TRAVEL	1,600	59	426	750	750	750
Supplies						
630100 Office Supplies	221	213	7	500	500	500
630300 Memberships & Licenses	1,904	1,824	1,466	1,760	1,760	1,760
630600 Building Maint./Janitorial	1,260	1,094	289	1,500	1,500	1,500
630700 Food & Provisions	-	50	-	50	50	50
630801 Topsoil, Sand, Gravel	4,145	3,849	1,871	3,400	3,400	4,500
630803 Seed, Fertilizer	5,919	8,881	5,526	9,000	9,000	11,000
630804 Plant Material	-	138	22	500	500	300
630807 Herbicides/Pesticides	21,730	23,437	18,434	24,000	24,000	26,000
631401 Alcoholic Beverages	23,461	28,832	3,238	24,600	24,600	24,600
631402 Non-Alcoholic Beverages	8,382	8,984	1,391	8,000	8,000	8,000
631403 Candy/Food	6,181	8,998	1,438	12,750	12,750	12,750
631404 Other Concession Supplies	16,178	18,770	8,909	13,500	13,500	13,500
631405 Promotional Supplies	342	394	-	1,550	1,550	1,550
631603 Other Misc. Supplies	435	2,394	2,624	2,000	2,000	3,500
632002 Outside Printing	1,833	2,709	693	4,000	4,000	4,000
632101 Uniforms	-	433	-	500	500	500
632200 Gas Purchases	10,028	16,535	2,767	14,000	14,000	20,770
632700 Miscellaneous Equipment	5,332	6,894	10,870	13,000	43,000	30,000
TOTAL SUPPLIES	107,351	134,429	59,545	134,610	164,610	164,780
Purchased Services						
640100 Accounting/Audit Fees	2,123	2,170	-	2,160	2,160	2,160
640300 Bank Service Fees	17,505	20,877	2,466	13,000	13,000	19,000
640400 Consulting Services	-	-	-	500	500	500
640700 Solid Waste/Recycling Pickup	2,294	2,508	1,101	2,405	2,405	2,460
640800 Contractor Fees	1,120	1,296	-	1,000	1,000	1,000
641200 Advertising	4,153	4,619	1,667	7,500	7,500	6,000
641301 Electric	21,862	23,986	5,135	22,063	22,063	22,725
641302 Gas	3,628	5,264	3,869	4,300	4,300	4,300
641303 Water	1,649	1,802	256	2,100	2,100	2,100
641304 Sewer	432	522	80	650	650	676
641306 Stormwater	13,174	13,196	3,330	13,160	13,160	13,160
641307 Telephone	2,265	603	253	3,900	3,900	3,000

**CITY OF APPLETON 2023 BUDGET
REID GOLF COURSE**

	2020 <u>ACTUAL</u>	2021 <u>ACTUAL</u>	2022 <u>YTD ACTUAL</u>	2022 <u>ORIG BUD</u>	2022 <u>REVISED BUD</u>	2023 <u>BUDGET</u>
641308 Cellular Phones	341	634	416	1,000	1,000	1,000
641309 Cable Services	2,162	2,233	282	2,150	2,150	2,150
641800 Equipment Repairs & Maint.	7,039	5,662	843	5,000	5,000	5,000
642000 Facilities Charges	29,798	56,783	19,686	33,357	33,357	34,837
642400 Software Support	1,860	-	199	1,860	1,860	1,944
642501 CEA Operations/Maint.	34,742	37,293	4,949	48,146	48,146	48,150
642502 CEA Depreciation/Replace.	61,007	63,068	15,585	73,037	73,037	71,548
645400 Grounds Repair & Maintenance	765	3,406	-	2,000	2,000	2,000
650100 Insurance	6,296	6,168	2,590	6,213	6,213	7,540
650302 Equipment Rent	33,517	30,161	661	33,500	33,500	33,500
659900 Other Contracts/Obligation	-	-	-	-	-	-
TOTAL PURCHASED SVCS	<u>247,732</u>	<u>282,251</u>	<u>63,368</u>	<u>279,001</u>	<u>279,001</u>	<u>284,750</u>
Miscellaneous Expense						
660100 Depreciation Expense	60,381	62,801	27,270	61,000	61,000	61,000
672000 Interest Payments	10,091	8,063	2,625	6,300	6,300	3,975
TOTAL MISCELLANEOUS EXP	<u>70,472</u>	<u>70,864</u>	<u>29,895</u>	<u>67,300</u>	<u>67,300</u>	<u>64,975</u>
Capital Outlay						
680200 Land Improvements	9,621	194,975	-	-	-	-
689900 Other Capital Outlay	(9,621)	(194,975)	-	-	-	-
TOTAL CAPITAL OUTLAY	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Transfers						
791100 Transfer Out - General Fund	17,900	17,900	7,458	17,900	17,900	17,900
791400 Transfer Out - Capital Project	3,850	-	-	-	-	-
TOTAL TRANSFERS	<u>21,750</u>	<u>17,900</u>	<u>7,458</u>	<u>17,900</u>	<u>17,900</u>	<u>17,900</u>
TOTAL EXPENSE	<u>805,563</u>	<u>871,595</u>	<u>251,077</u>	<u>900,150</u>	<u>930,150</u>	<u>963,459</u>

CITY OF APPLETON 2023 BUDGET
REID GOLF COURSE
STATEMENT OF REVENUES, EXPENSES AND CHANGES IN FUND NET ASSETS

Revenues	2020 Actual	2021 Actual	2022 Budget	2022 Projected	2023 Budget
Charges for Services	\$ 823,642	\$ 956,753	\$ 826,250	\$ 826,250	\$ 880,800
Miscellaneous	17,180	23,924	17,000	17,000	17,000
Lease Revenue	61,746	63,551	63,983	63,983	64,660
Total Revenues	<u>902,568</u>	<u>1,044,228</u>	<u>907,233</u>	<u>907,233</u>	<u>962,460</u>
Expenses					
Operation and Maintenance	713,341	782,831	814,950	844,950	880,584
Depreciation	60,381	62,801	61,000	61,000	61,000
Total Expenses	<u>773,722</u>	<u>845,632</u>	<u>875,950</u>	<u>905,950</u>	<u>941,584</u>
Operating Income (Loss)	128,846	198,596	31,283	1,283	20,876
Non-operating Revenues (Expenses)					
Interest Income	5,538	(3,226)	3,000	3,000	1,000
Interest Expense	(10,091)	(8,063)	(6,300)	(6,300)	(3,975)
Total Non-Operating	<u>(4,553)</u>	<u>(11,289)</u>	<u>(3,300)</u>	<u>(3,300)</u>	<u>(2,975)</u>
Net Income (Loss) Before Transfers	124,293	187,307	27,983	(2,017)	17,901
Contributions and Transfers In (Out)					
Capital Contributions	-	-	-	-	-
Operating Transfers out	(21,750)	(17,900)	(17,900)	(17,900)	(17,900)
Change in Net Assets	102,543	169,407	10,083	(19,917)	1
Net Assets - Beginning	854,458	957,001	1,126,408	1,126,408	1,106,491
Net Assets - Ending	<u>\$ 957,001</u>	<u>\$ 1,126,408</u>	<u>\$ 1,136,491</u>	<u>\$ 1,106,491</u>	<u>\$ 1,106,492</u>

SCHEDULE OF CASH FLOWS

Cash - Beginning of Year	\$ 542,111	\$ 508,194
+ Change in Net Assets	(19,917)	1
- Capital Contributions	-	-
+ Depreciation	61,000	61,000
- Fixed Assets	-	-
+ Advance from general fund	-	-
- Principal Repayment	(75,000)	(75,000)
Working Cash - End of Year	<u>\$ 508,194</u>	<u>\$ 494,195</u>

**CITY OF APPLETON 2023 BUDGET
REID GOLF COURSE
OPERATING PROJECTIONS**

	2021 Actual	2022 Projected	2023 Budget	2024 Projected	2025 Projected	2026 Projected	2027 Projected
Revenues							
Charges for Services	\$ 956,753	\$ 826,250	\$ 880,800	\$ 898,416	\$ 916,384	\$ 934,712	\$ 953,406
Miscellaneous	23,924	17,000	17,000	17,340	17,687	18,041	18,402
Lease Revenue	63,551	63,983	64,660	64,660	64,660	64,660	64,660
Total Revenues	<u>1,044,228</u>	<u>907,233</u>	<u>962,460</u>	<u>980,416</u>	<u>998,731</u>	<u>1,017,413</u>	<u>1,036,468</u>
Expenses							
Operating Expenses	782,831	844,950	880,584	902,599	925,164	948,293	972,000
Depreciation	62,801	61,000	61,000	60,139	59,355	56,510	53,666
Total Expenses	<u>845,632</u>	<u>905,950</u>	<u>941,584</u>	<u>962,738</u>	<u>984,519</u>	<u>1,004,803</u>	<u>1,025,666</u>
Operating Income	198,596	1,283	20,876	17,678	14,212	12,610	10,802
Non-Operating Revenues (Expenses)							
Interest Income	(3,226)	3,000	1,000	1,000	1,000	1,000	1,000
Interest Expense	(8,063)	(6,300)	(3,975)	(1,725)	(300)	-	-
Total Non-Operating	<u>(11,289)</u>	<u>(3,300)</u>	<u>(2,975)</u>	<u>(725)</u>	<u>700</u>	<u>1,000</u>	<u>1,000</u>
Net Income Before Transfers	187,307	(2,017)	17,901	16,953	14,912	13,610	11,802
Contributions and Transfers In (Out)							
Capital Contributions	-	-	-	-	-	-	-
General Fund/CEA	(17,900)	(17,900)	(17,900)	(17,900)	(17,900)	(17,900)	(17,900)
Change in Net Assets	169,407	(19,917)	1	(947)	(2,988)	(4,290)	(6,098)
Total Net Assets - Beginning	957,001	1,126,408	1,106,491	1,106,492	1,105,545	1,102,558	1,098,268
Total Net Assets - Ending	<u>\$ 1,126,408</u>	<u>\$ 1,106,491</u>	<u>\$ 1,106,492</u>	<u>\$ 1,105,545</u>	<u>\$ 1,102,558</u>	<u>\$ 1,098,268</u>	<u>\$ 1,092,170</u>

SCHEDULE OF CASH FLOWS

Cash - Beginning of the Year	\$ 542,111	\$ 508,194	\$ 494,195	\$ 473,387	\$ 454,755	\$ 426,975
+ Change in Net Assets	(19,917)	1	(947)	(2,988)	(4,290)	(6,098)
- Capital Contributions	-	-	-	-	-	-
+ Depreciation	61,000	61,000	60,139	59,355	56,510	53,666
+ Long Term Debt	-	-	-	-	-	-
- Fixed Assets	-	-	-	-	-	-
- Principal Repayment	(75,000)	(75,000)	(80,000)	(75,000)	(80,000)	(80,000)
Working Cash - End of Year	<u>\$ 508,194</u>	<u>\$ 494,195</u>	<u>\$ 473,387</u>	<u>\$ 454,755</u>	<u>\$ 426,975</u>	<u>\$ 394,543</u>
25% Working Capital Reserve (prior year's audited expenses)		\$ 217,288	\$ 225,615	\$ 230,556	\$ 235,841	\$ 241,548

ASSUMPTIONS:

Rounds of golf played @ projected 2021 levels and then increasing slightly for estimated increase in rounds
2% overall revenue increase in 2024 and beyond
Operating expenses to increase 2.5% per year after 2023
None of the costs identified in the Reid Golf Course CIP for 2023 and beyond are included in this projection
Strive to maintain a level of 25% working capital reserve

**CITY OF APPLETON 2023 BUDGET
REID GOLF COURSE
LONG-TERM DEBT**

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

2012 Taxable General Obligation Refunding Bonds			
Year	Principal	Interest	Total
2023	\$ 75,000	\$ 3,975	\$ 78,975
2024	75,000	1,725	76,725
2025	20,000	300	20,300
	<u>\$ 170,000</u>	<u>\$ 6,000</u>	<u>\$ 176,000</u>

2021 General Fund Advance			
Year	Principal	Interest	Total
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
	<u>\$ 100,000</u>	<u>\$ -</u>	<u>\$ 100,000</u>

Total			
Year	Principal	Interest	Total
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
	<u>\$ 410,000</u>	<u>\$ 6,000</u>	<u>\$ 416,000</u>

**City of Appleton - Reid Golf Course
Revenues - September 30, 2022**

	2021		2022	
	2021 Y-T-D Rounds	Total Revenue	2022 Y-T-D Rounds	Total Revenue
Green Fees				
Weekday-18 Holes	4,367	\$82,358.15	4,619	\$84,200.99
Weekday-9 Holes	12,752	\$183,523.23	12,808	\$192,576.43
Weekend - 18-Holes	2,428	\$65,058.42	2,519	\$67,724.85
Weekend - 9 Holes	3,423	\$57,548.34	2,538	\$47,760.30
Twilight Golf	2,857	\$33,606.17	2,473	\$27,524.74
Passholder Rounds	8,760		10,088	
Team Rounds	771		938	
Sub-Totals	35,358	\$422,094.31	35,983	\$419,787.31
Pass/Coupon/Discount Card Sales	2021 Y-T-D Sales	Total Revenues	2022 Y-T-D Sales	Total Revenues
Pass Sales	153	\$74,502.19	195	\$74,173.05
Corporate Pass Sales	10	\$24,881.50	11	\$31,279.60
Discount Cards	115	\$3,450.00	167	\$6,048.00
Cart Revenue	2021 Y-T-D Cart Sales	Total Revenues	2022 Y-T-D Cart Sales	Total Revenues
Cart Fee	13,973	\$149,161.60	19,375	\$173,660.01
Annual Cart Passes	21	\$10,541.71	23	\$11,720.19
Practice Range	2021 Y-T-D Sales	Total Revenues	2022 Y-T-D Sales	Total Revenues
Driving Range	4,155	\$26,445.06	6,500	\$25,157.45
Annual Range Pass	10	\$2,800.94	15	\$3,895.72
Golf Shop Merchandise	2021 Y-T-D Sales	Total Revenues	2022 Y-T-D Sales	Total Revenues
Balls/Assessoris/Apparel/Misc.		\$25,293.91		\$30,108.47
Gift Cards	278	\$11,664.92	244	\$12,927.99
Lessons**	168	\$7,566.50		\$7,145.00
Other Rentals***	654	\$4,239.23		\$4,191.21
Food and Beverage	2021 Y-T-D Sales	Total Revenues	2022 Y-T-D Sales	Total Revenues
Food		\$15,268.07		\$16,605.07
Beverage		\$23,261.51		\$23,490.23
Alcohol Sales		\$81,236.99		\$78,706.24
Catering/Banquet	376	\$1,441.46		\$521.29
Raincheck Redeemed		-\$2,869.92		-\$507.56
Total Revenue (All Categories)		\$880,979.98		\$918,909.27

*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	\$189,517	-\$146,337.00	\$43,180
Overtime	\$567	-\$192.00	\$375
Part-Time	\$125,316	-\$96,365.00	\$28,951
Fringes	\$85,369	-\$54,832.00	\$30,537
Training/Conferences	\$750.00	-\$445.00	\$305
Office Supplies	\$500.00	-\$199.00	\$301
Memberships & Licenses	\$1,760.00	-\$2,170.00	(\$410)
Building Maint./Janitorial	\$1,500.00	-\$577.00	\$923
Food & Provisions	\$50.00	\$0.00	\$50
Landscape Supplies	\$36,900.00	-\$34,558.00	\$2,342
Shop Supplies	\$0.00	\$0.00	\$0
Tools & Instruments	\$0.00	\$0.00	\$0
Concession/Merchandise Supplies	\$60,400.00	-\$73,345.00	(\$12,945)
Other Misc. Supplies	\$2,000.00	-\$4,212.00	(\$2,212)
City Copy Charges	\$0.00	\$0.00	\$0
Outside Printing	\$4,000.00	-\$3,693.00	\$307
Uniforms	\$500.00	-\$241.00	\$259
Gas Purchases	\$14,000.00	-\$20,365.00	(\$6,365)
Miscellaneous Equipment	\$43,000.00	-\$13,563.00	\$29,437
Accounting/Audit Fees	\$2,160.00	\$0.00	\$2,160
Bank Service Fees	\$13,000.00	-\$17,800.00	(\$4,800)
Consulting Services	\$500.00	-\$220.00	\$280
Solid Waste/Recycling Pickup	\$2,405.00	-\$1,762.00	\$643
Contractor Fees	\$1,000.00	\$0.00	\$1,000
Advertising	\$7,500.00	-\$3,046.00	\$4,454
Electric	\$22,063.00	-\$17,670.00	\$4,393
Gas	\$4,300.00	-\$4,571.00	(\$271)
Water	\$2,100.00	-\$527.00	\$1,573
Sewer	\$650.00	-\$176.00	\$474
Stormwater	\$13,160.00	-\$6,588.00	\$6,572
Telephone	\$3,900.00	-\$405.00	\$3,495
Cellular Phones	\$1,000.00	-\$660.00	\$340
Cable Services	\$2,150.00	-\$1,457.00	\$693
Equip Repairs & Maint	\$5,000.00	-\$6,675.00	(\$1,675)
Facilities Charges	\$33,357.00	-\$36,984.00	(\$3,627)
Software Support	\$1,860.00	-\$189.00	\$1,671
CEA Operations/Maint.	\$48,146.00	-\$34,614.00	\$13,532
CEA Depreciation/Replace.	\$73,037.00	-\$46,029.00	\$27,008
Laundry Services	\$0.00	\$0.00	\$0
Grounds Repair & Maintenance	\$2,000.00	\$11,753.00	\$13,753
Insurance	\$6,213.00	-\$4,662.00	\$1,551
Equipment Rent	\$33,500.00	-\$21,498.00	\$12,002
Other Contracts/Obligation	\$0.00	\$0.00	\$0
Depreciation Expense	\$61,000.00	-\$49,086.00	\$11,914
Interest Payments	\$6,300.00	-\$4,725.00	\$1,575
Land Improvements	\$0.00	\$0.00	\$0
Storm Sewers	\$0.00	\$0.00	\$0
Other Capital Outlay	\$0.00	\$0.00	\$0
Transfer Out - General Fund	\$17,900.00	-\$13,425.00	\$4,475
Transfer Out - Capital Project	\$0.00	\$0.00	\$0
Expense Total	\$930,150.00	-\$712,110.00	\$218,040