



City of Appleton

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

Meeting Agenda - Final Parks and Recreation Committee

Monday, October 21, 2024

6:15 PM

Council Chambers, 6th Floor

1. Call meeting to order

2. Pledge of Allegiance

3. Roll call of membership

4. Approval of minutes from previous meeting

[24-1349](#) Minutes of the August 12, 2024 Parks & Recreation Committee Meeting

Attachments: [Minutes of the August 12, 2024 Parks & Recreation Committee Meeting.pdf](#)

5. **Public Hearing/Appealances**

6. **Action Items**

7. **Information Items**

[24-1350](#) Reid Golf Course-2025 Proposed Budget

Attachments: [2025 Reid Golf.pdf](#)

[24-1351](#) Parks & Recreation-2025 Proposed Budget

Attachments: [2025 Parks Recreation.pdf](#)

[24-1352](#) Special Revenue Funds-2025 Proposed Budget

Attachments: [2025 PR Special Revenue Funds.pdf](#)

[24-1365](#) Reid Golf Course-Participation, Revenue & Expense Report-September, 2024

Attachments: [Reid Golf Course-Participation, Revenue & Expense Report-September, 2024.p](#)

8. 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, August 12, 2024

6:15 PM

Council Chambers, 6th Floor

1. Call meeting to order

Aldersperson Wolff called the meeting to order at 6:15 p.m.

2. Pledge of Allegiance

3. Roll call of membership

Aldersperson Smith arrived at 6:22 p.m.

Present: 3 - Schultz, Wolff and Jones

Excused: 2 - Van Zeeland and Smith

4. Approval of minutes from previous meeting

[24-1052](#)

Minutes of the July 8, 2024 Parks & Recreation Committee Meeting

Attachments: [Minutes of the July 8, 2024 Parks & Recreation Committee Meeting.pdf](#)

**Schultz moved, seconded by Jones, that the Minutes be approved. Roll Call.
Motion carried by the following vote:**

Aye: 3 - Schultz, Wolff and Jones

Excused: 2 - Van Zeeland and Smith

5. Public Hearing/Appealances

6. Action Items

[24-1054](#)

2024 Reid Irrigation Update Memo

Attachments: [2024 Reid Irrigation Update Memo.pdf](#)
[2024 Reid Irrigation Update Sole Source Request.pdf](#)

Present: 4 - Schultz, Wolff, Jones and Smith

Excused: 1 - Van Zeeland

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

Aye: 4 - Schultz, Wolff, Jones and Smith

Excused: 1 - Van Zeeland

[24-1055](#)

Irish Fest - Request Private Event Memo

Attachments: [Irish Fest - Request Private Event Memo.pdf](#)

Approval of action as noted in the 8/12/2024 memo

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

Aye: 4 - Schultz, Wolff, Jones and Smith

Excused: 1 - Van Zeeland

[24-1057](#)

Mom Prom Memo - Raffle License

Attachments: [Mom Prom Memo - Raffle License.pdf](#)

Approve request to obtain a raffle license for event as set forth in memo.

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

Aye: 4 - Schultz, Wolff, Jones and Smith

Excused: 1 - Van Zeeland

7. Information Items

[24-1056](#)

Reid Golf Course-July 2024 Revenue & Expense Report

Attachments: [Reid Golf Course-July 2024 Revenue & Expense Report.pdf](#)

The Reid Golf Course-July 2024 Revenue & Expense Report was presented.

8. Adjournment

Jones moved, seconded by Schultz, that the meeting be adjourned at 6:31 p.m. Roll Call. Motion carried by the following vote:

Aye: 4 - Schultz, Wolff, Jones and Smith

Excused: 1 - Van Zeeland

CITY OF APPLETON 2025 BUDGET CAPITAL IMPROVEMENTS PROGRAM PROJECT REQUEST

IDENTIFICATION

Project Title: Reid Golf Course

PROJECT DESCRIPTION

Justification:

A master plan was developed for Reid Golf Course in 1988. The master plan was initiated to address the following concerns: maintenance facilities, clubhouse facilities, parking, safety issues on course (driving range), and course improvements. A new maintenance facility was completed in the early 1990's and the clubhouse was remodeled in the mid-1990's. The master plan was updated in 1995 to address continued parking issues, safety issues on the course and general improvements to the course. The longevity of the irrigation system was noted in the 1995 master planning process and a new irrigation system was installed in 2005. Upgrades to the clubhouse flooring, furniture, pro shop and snack bar were completed in 2012 and 2013. Major course renovations were completed in 2013, in coordination with the construction of two stormwater ponds funded by the Stormwater Utility. This budget includes funding requests to address the following course improvements:

- 2025 - Paved Paths
- 2027 - HVAC Upgrades for Clubhouse
- 2029 - Driving Range Improvements

Discussion of operating cost impact:

The improvements would not have a significant impact on operational costs.

DEPARTMENT COST SUMMARY

DEPARTMENT PHASE	2025	2026	2027	2028	2029	Total
REID						
Paved Paths	80,000	-		-	-	\$ 80,000
HVAC Upgrades	-	-	175,000	-	-	\$ 175,000
Driving Range	-	-	-	-	250,000	\$ 250,000
Total - Reid Municipal Golf Course	\$ 80,000	\$ -	\$ 175,000	\$ -	\$ 250,000	\$ 505,000

COST ANALYSIS

Estimated Cash Flows

Components	2025	2026	2027	2028	2029	Total
Planning	15,000	-	15,000	-	25,000	\$ 55,000
Land Acquisition	-	-	-	-	-	\$ -
Construction	65,000	-	160,000	-	225,000	\$ 450,000
Other	-	-	-	-	-	\$ -
Total	\$ 80,000	\$ -	\$ 175,000	\$ -	\$ 250,000	\$ 505,000
Operating Cost Impact	-	-	-	-	-	-

CITY OF APPLETON 2025 BUDGET

**PARKS & RECREATION
DEPARTMENT**

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

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

CITY OF APPLETON 2025 BUDGET PARKS & RECREATION DEPARTMENT

MISSION STATEMENT

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

DISCUSSION OF SIGNIFICANT 2024 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 2024, many great projects were completed to preserve and extend the useful life of City parks, as well as changes to recreational programming to meet the demands and needs of 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, 15 tennis courts, 10 pickleball courts, 12 basketball courts, 2 volleyball courts, 2 disc golf courses, 1 skateboard park, 4 ice rinks, 13.2 miles of paved trails, 1 archery range, 2 kayak launches, and 20,100 sq. ft. of accessible playgrounds (30 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 completion of Lundgaard Park Stage 1, new playgrounds at Green Meadows and Highview Parks, and the resurfacing of the Miracle League Field. The Highview Park Trail and the trail through Peabody Park were repaved. The Telulah Park and Hoover Park small baseball diamonds had the line posts leveled and line fence and backstop fencing replaced. A fitness station was added at Erb Park, and a kayak rental kiosk was added to lower Telulah Park. 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 completed the strategic plan that will help guide staff in upcoming years. The team participated in assessments of current programs, review of survey results, a SWOT analysis, feedback from City leadership and other stakeholders, and focused staff meetings to determine direction of the plan.

Worked internally to design and develop a new Parks and Recreation website that will be housed on the City's website.

Introduced a new private swim lesson program. This program was designed to provide personalized instruction and cater to individual learning needs. The launch of this program was very successful.

Started offering aqua fitness classes once again at Erb and Mead Pools. There were three classes taught including Aqua Fusion, Aqua Blast, and Aqua Yoga. The classes were in high demand and will continue to be provided to the community.

Winter recreation saw its challenges this year with weather not cooperating. The goal was to be able to utilize the skate rental program at Jones Park more than in 2023, but unfortunately the rinks were only open for six days before the ice melted.

2024 was the first year the spring/summer activity guide was not printed and mailed to Appleton residents. Mixed feedback was received from the public, but is recognized it will take time for the public to acclimate to the new ways of finding the information.

Appleton Active Adventures program launched, which encouraged individuals to go to different amenities in City parks (pickleball, disc golf, tennis, trails, kayaking). Free equipment was provided for them to use in partnership with Play It Again Sports.

CITY OF APPLETON 2025 BUDGET PARKS & RECREATION DEPARTMENT

MAJOR 2025 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. The department currently provides 46 playground structures, 64 swing sets and numerous other play equipment in 30 playground areas throughout the parks. When playground equipment exceeds its life expectancy, it is replaced 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 nine parks, two trails, and one bed are adopted.

Increase participation: Encourage more people to engage in recreational activities by developing and implementing targeted marketing campaigns, community outreach efforts, and partnerships with local organizations.

Enhance program diversity: Introduce a wider range of recreational programs and activities to cater to different age groups, interests, and abilities.

Strengthen community engagement: Foster a sense of community and social connection by organizing events and initiatives that encourage interaction and participation among residents.

Enhance customer satisfaction: Implement feedback mechanisms to gather input from participants and use that feedback to improve program quality, customer service, and overall satisfaction.

Promote health and wellness: Develop initiatives that promote physical fitness, mental well-being, and healthy lifestyle choices.

Professional development and training: Invest in the ongoing development of recreation staff through training, workshops, and certifications. Equip employees with the necessary skills and knowledge to provide high-quality programs and services.

Collaborate with community partners: Establish partnerships with local businesses, nonprofit organizations, and other stakeholders to expand recreational opportunities and leverage shared resources. This can include joint programs, sponsorship agreements, and collaborative marketing efforts.

DEPARTMENT BUDGET SUMMARY

Programs		Actual		Budget			% Change *
Unit	Title	2022	2023	Adopted 2024	Amended 2024	2025	
Program Revenues		\$ 1,144,442	\$ 1,349,675	\$ 1,255,245	\$ 1,258,335	\$ 1,238,842	-1.55%
Program Expenses							
16532	Grounds Maintenance	2,037,972	2,220,179	2,179,395	2,196,235	2,251,528	2.52%
16541	Recreation Programs	2,045,112	2,272,161	2,290,528	2,290,528	2,316,280	1.12%
Total Program Expenses		\$ 4,083,084	\$ 4,492,340	\$ 4,469,923	\$ 4,486,763	\$ 4,567,808	1.81%
Expenses Comprised Of:							
Personnel		2,104,985	2,321,655	2,372,320	2,372,320	2,423,290	2.15%
Training & Travel		6,432	7,067	8,800	8,800	8,800	0.00%
Supplies & Materials		335,757	328,524	306,019	306,019	306,769	0.25%
Purchased Services		1,635,910	1,835,094	1,782,784	1,799,624	1,828,949	1.63%
Full Time Equivalent Staff:							
Personnel allocated to programs		16.39	16.39	16.39	16.39	16.42	

* % change from prior year adopted budget

**CITY OF APPLETON 2025 BUDGET
PARKS & RECREATION DEPARTMENT**

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

Objectives:

To maintain the appropriate levels and quality of green space to increase health, increase 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:

No major changes.

**CITY OF APPLETON 2025 BUDGET
PARKS & RECREATION DEPARTMENT**

Parks and Grounds Management

Business Unit 16532

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2022	2023	Adopted 2024	Amended 2024	2025
Revenues					
480100 Charges for Service	\$ 91,995	\$ 96,924	\$ 86,000	\$ 86,000	\$ 92,500
501000 Miscellaneous Revenue	-	-	250	250	-
501600 Lease Revenue	117,237	115,615	114,188	114,188	91,535
502000 Donations & Memorials	20,685	21,656	7,500	10,590	7,500
503000 Damage to City Property	10,169	1,578	-	-	-
Total Revenue	<u>\$ 240,086</u>	<u>\$ 235,773</u>	<u>\$ 207,938</u>	<u>\$ 211,028</u>	<u>\$ 191,535</u>
Expenses					
610100 Regular Salaries	\$ 602,803	\$ 629,451	\$ 640,083	\$ 640,083	\$ 651,291
610400 Call Time Wages	1,600	2,600	1,780	1,780	1,804
610500 Overtime Wages	15,909	13,801	9,431	9,431	9,558
610800 Part-Time Wages	84,627	130,936	145,840	145,840	152,896
615000 Fringes	226,034	220,268	232,125	232,125	252,593
620100 Training/Conferences	1,159	1,701	2,000	2,000	2,000
630300 Memberships & Licenses	368	615	600	600	600
630500 Awards & Recognition	-	165	165	165	165
630600 Building Maint./Janitorial	386	795	-	-	-
630700 Food & Provisions	481	581	220	220	220
630899 Other Landscape Supplies	55,368	51,838	55,000	55,000	55,000
630901 Shop Supplies	4,783	6,706	5,000	5,000	5,000
632199 Other Clothing	986	1,077	1,500	1,500	1,500
632200 Gas Purchases	31,356	19,685	24,779	24,779	24,779
632300 Safety Supplies	4,428	3,309	2,500	2,500	2,500
632700 Miscellaneous Equipment	27,586	21,903	23,000	23,000	23,000
640400 Consulting Services	11,975	1,341	5,000	5,000	5,000
640700 Solid Waste/Recycling	7,881	9,823	12,360	12,360	12,360
641300 Utilities	247,571	248,620	249,002	249,002	252,039
641500 Tipping Fees	521	270	200	200	200
642000 Facilities Charges	215,323	342,125	195,654	195,654	205,326
642500 CEA Expense	416,890	457,003	519,156	519,156	566,597
642900 Interfund Allocations	(17,345)	(18,881)	(23,000)	(23,000)	(49,900)
644000 Snow Removal Services	9,567	10,536	11,000	11,000	11,000
645400 Grounds Repair & Maint.	60,072	37,991	44,000	60,840	44,000
650301 Facility Rent	3,500	3,500	3,500	3,500	3,500
659900 Other Contracts/Obligation	24,143	22,420	18,500	18,500	18,500
Total Expense	<u>\$ 2,037,972</u>	<u>\$ 2,220,179</u>	<u>\$ 2,179,395</u>	<u>\$ 2,196,235</u>	<u>\$ 2,251,528</u>

DETAILED SUMMARY OF 2025 PROPOSED EXPENDITURES > \$15,000

<u>Other 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.	\$ 23,000
	<u>\$ 55,000</u>		<u>\$ 23,000</u>
<u>Gas Purchases</u>		<u>Grounds Repair & Maintenance</u>	
Fuel for small equipment	\$ 24,779	Fencing repair	\$ 6,000
	<u>\$ 24,779</u>	Weed control	6,000
		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.	7,000
<u>Other Contracts/Obligations</u>		Other:	
Contracted herbicide application	\$ 5,000	Scoreboards, gates, trails, ice rinks, goose mgmt.	3,000
Reid maintenance bldg. rental	3,500		
DNR Permits, Trail maps, Bee City, etc.	4,500		
Port-a-potty rental	5,500		
	<u>\$ 18,500</u>		<u>\$ 44,000</u>

**CITY OF APPLETON 2025 BUDGET
PARKS & RECREATION DEPARTMENT**

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 Strategies #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 the 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
- Empower and train 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, sport courts, studios, pavilions, etc.
- Policies that promote and monitor community use
- Customer-friendly registration and reservation methods for park usage, sport fields/diamonds, and pavilions
- Collaboration of recreation services with community groups and other leisure service providers

Recognize changing landscape of parks and recreation services in the 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:

No major changes.

**CITY OF APPLETON 2025 BUDGET
PARKS & RECREATION DEPARTMENT**

Recreation Services

Business Unit 16541

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2022	2023	Adopted 2024	Amended 2024	2025
Revenues					
480100 Charges for Service	\$ 879,025	\$ 977,830	\$ 1,019,932	\$ 1,019,932	\$ 1,019,932
500100 Fees & Commissions	643	1,366	980	980	980
501000 Miscellaneous Revenue	850	100,840	-	-	-
501500 Rental of City Property	6,255	6,037	6,545	6,545	6,545
502000 Donations & Memorials	17,608	27,809	19,850	19,850	19,850
508500 Cash Short or Over	(25)	20	-	-	-
Total Revenue	\$ 904,356	\$ 1,113,902	\$ 1,047,307	\$ 1,047,307	\$ 1,047,307
Expenses					
610100 Regular Salaries	\$ 438,747	\$ 471,274	\$ 481,926	\$ 481,926	\$ 480,363
610500 Overtime Wages	11,672	2,876	-	-	-
610800 Part-Time Wages	559,436	677,229	678,296	678,296	688,464
615000 Fringes	164,157	173,220	182,839	182,839	186,321
620100 Training/Conferences	4,853	4,886	6,320	6,320	6,320
620600 Parking Permits	420	480	480	480	480
630100 Office Supplies	1,661	1,752	2,775	2,775	2,775
630200 Subscriptions	468	468	468	468	468
630300 Memberships & Licenses	6,951	8,017	8,579	8,579	9,329
630400 Postage/Freight	380	15,335	4,400	4,400	4,400
630500 Awards & Recognition	1,908	2,351	3,893	3,893	3,893
630700 Food & Provisions	2,722	3,010	4,695	4,695	4,695
631000 Miscellaneous Chemicals	435	-	-	-	-
631400 Concession Supplies	75,211	62,235	76,305	76,305	76,305
631500 Books & Library Materials	57	138	500	500	500
631600 Supplies	13,160	20,820	28,010	28,010	28,010
632000 Printing/Copying	27,745	35,096	3,950	3,950	3,950
632100 Clothing	66,618	54,075	39,620	39,620	39,620
632400 Medical/Lab Supplies	1,155	489	900	900	900
632700 Miscellaneous Equipment	11,544	18,064	19,160	19,160	19,160
640300 Bank Service Fees	39,565	49,230	45,000	45,000	49,500
640400 Consulting Services	-	-	350	350	350
640700 Solid Waste/Recycling	475	-	400	400	400
641100 Temporary Help	-	-	5,600	5,600	-
641200 Advertising	2,636	5,015	4,500	4,500	4,500
641300 Utilities	160,355	171,374	187,430	187,430	187,430
642000 Facilities Charges	258,346	280,987	291,032	291,032	302,369
642400 Software Support	7,766	7,511	9,458	9,458	9,458
642500 CEA Expense	7,754	8,929	8,245	8,245	7,923
643100 Interpreter Services	-	-	100	100	100
650301 Facility Rent	104,955	121,913	135,827	135,827	135,827
650302 Equipment Rent	9,836	7,500	5,500	5,500	5,500
659900 Other Contracts/Obligation	64,124	67,887	53,970	53,970	56,970
Total Expense	\$ 2,045,112	\$ 2,272,161	\$ 2,290,528	\$ 2,290,528	\$ 2,316,280

DETAILED SUMMARY OF 2025 PROPOSED EXPENDITURES > \$15,000

<u>Concession Supplies</u>		<u>Clothing</u>	
Food and beverage	\$ 73,305	Youth sport t-shirts	\$ 28,950
Other concession supplies	3,000	Staff clothing	10,670
	<u>\$ 76,305</u>		<u>\$ 39,620</u>
<u>Supplies</u>		<u>Facility Rent</u>	
Arts and crafts	\$ 1,725	Dance studios	\$ 72,932
Sports equipment	16,575	Appleton Schools	21,950
Other misc. program supplies	9,710	Appleton Schools (pools)	22,725
	<u>\$ 28,010</u>	Reid Golf Course	8,500
<u>Miscellaneous Equipment</u>		USA Youth-soccer field use	9,720
Program administration	\$ 4,068		<u>\$ 135,827</u>
Concession operations	2,892	<u>Other Contracts/Obligations</u>	
Pool operations	12,200	City Band	\$ 14,000
	<u>\$ 19,160</u>	Playground fair rentals, trips, partner programs, recital tix	40,970
		On the hill movie license	2,000
			<u>\$ 56,970</u>

**CITY OF APPLETON 2025 BUDGET
PARKS & RECREATION DEPARTMENT**

	2022 <u>ACTUAL</u>	2023 <u>ACTUAL</u>	2024 <u>YTD ACTUAL</u>	2024 <u>ORIG BUD</u>	2024 <u>REVISED BUD</u>	2025 <u>BUDGET</u>
Revenues						
480100 General Charges for Service	209,677	210,316	91,806	1,105,932	1,105,932	1,112,432
480203 Concessions	124,484	115,596	261	-	-	-
480205 Equipment Rentals	13,580	19,538	5,561	-	-	-
480300 Program Fees	25,460	28,485	45	-	-	-
485000 Daily Entrance Fees	73,179	126,113	8,469	-	-	-
486000 Lessons/Classes	518,537	564,811	153,324	-	-	-
487700 Advertising/Promotional Fees	6,100	9,895	6,600	-	-	-
500100 Fees & Commissions	643	1,366	-	980	980	980
501000 Miscellaneous Revenue	850	100,840	2,250	250	250	-
501500 Rental of City Property	6,256	6,037	-	6,545	6,545	6,545
501600 Lease Revenue	117,238	115,615	26,934	114,188	114,188	91,535
502000 Donations & Memorials	38,294	49,465	11,474	27,350	30,440	27,350
503000 Damage to City Property	10,169	1,578	40	-	-	-
508500 Cash Short or Over	(25)	20	-	-	-	-
TOTAL PROGRAM REVENUES	1,144,442	1,349,675	306,764	1,255,245	1,258,335	1,238,842
Personnel						
610100 Regular Salaries	734,526	780,426	222,634	1,122,009	1,122,009	1,131,654
610200 Labor Pool Allocations	203,116	205,900	56,920	-	-	-
610400 Call Time Wages	1,600	2,600	300	1,780	1,780	1,804
610500 Overtime Wages	27,581	16,677	2,430	9,431	9,431	9,558
610800 Part-Time Wages	644,063	808,165	54,768	824,136	824,136	841,360
611000 Other Compensation	1,675	1,675	-	-	-	-
611400 Sick Pay	936	3,937	927	-	-	-
611500 Vacation Pay	101,297	108,787	35,235	-	-	-
615000 Fringes	390,191	393,488	104,809	414,964	414,964	438,914
TOTAL PERSONNEL	2,104,985	2,321,655	478,023	2,372,320	2,372,320	2,423,290
Training-Travel						
620100 Training/Conferences	6,012	6,587	6,579	8,320	8,320	8,320
620600 Parking Permits	420	480	-	480	480	480
TOTAL TRAINING / TRAVEL	6,432	7,067	6,579	8,800	8,800	8,800
Supplies						
630100 Office Supplies	1,661	1,752	386	2,775	2,775	2,775
630200 Subscriptions	468	468	-	468	468	468
630300 Memberships & Licenses	7,319	8,632	90	9,179	9,179	9,929
630400 Postage/Freight	380	15,335	-	4,400	4,400	4,400
630500 Awards & Recognition	1,908	2,516	414	4,058	4,058	4,058
630600 Building Maint./Janitorial	386	795	-	-	-	-
630700 Food & Provisions	3,203	3,591	80	4,915	4,915	4,915
630899 Other Landscape Supplies	55,368	51,838	4,912	55,000	55,000	55,000
630901 Shop Supplies	4,783	6,706	1,471	5,000	5,000	5,000
631000 Miscellaneous Chemicals	435	-	-	-	-	-
631402 Non-Alcoholic Beverages	11,165	9,609	10	11,730	11,730	11,730
631403 Candy/Food	61,352	51,115	-	61,575	61,575	61,575
631404 Other Concession Supplies	2,694	1,511	-	3,000	3,000	3,000
631500 Books & Library Materials	57	138	542	500	500	500
631601 Arts & Crafts Supplies	642	1,452	203	1,725	1,725	1,725
631602 Sports Equipment	5,204	10,340	850	16,575	16,575	16,575
631603 Other Misc. Supplies	7,314	9,028	2,051	9,710	9,710	9,710
632001 City Copy Charges	978	1,160	193	1,300	1,300	1,300
632002 Outside Printing	26,767	33,936	4,426	2,650	2,650	2,650
632101 Uniforms	10,977	10,944	523	10,670	10,670	10,670
632199 Other Clothing	56,627	44,208	-	30,450	30,450	30,450
632200 Gas Purchases	31,356	19,685	1,485	24,779	24,779	24,779

**CITY OF APPLETON 2025 BUDGET
PARKS & RECREATION DEPARTMENT**

	<u>2022 ACTUAL</u>	<u>2023 ACTUAL</u>	<u>2024 YTD ACTUAL</u>	<u>2024 ORIG BUD</u>	<u>2024 REVISED BUD</u>	<u>2025 BUDGET</u>
632300 Safety Supplies	4,428	3,309	197	2,500	2,500	2,500
632400 Medical/Lab Supplies	1,155	489	-	900	900	900
632700 Miscellaneous Equipment	<u>39,130</u>	<u>39,967</u>	<u>1,680</u>	<u>42,160</u>	<u>42,160</u>	<u>42,160</u>
TOTAL SUPPLIES	335,757	328,524	19,513	306,019	306,019	306,769
Purchased Services						
640300 Bank Service Fees	39,565	49,230	2,523	45,000	45,000	49,500
640400 Consulting Services	11,975	1,341	240	5,350	5,350	5,350
640700 Solid Waste/Recycling Pickup	8,356	9,823	1,845	12,760	12,760	12,760
641100 Temporary Help	-	-	-	5,600	5,600	-
641200 Advertising	2,636	5,015	378	4,500	4,500	4,500
641301 Electric	127,373	151,914	28,450	146,620	146,620	149,233
641302 Gas	42,216	21,370	1,672	43,362	43,362	43,802
641303 Water	54,770	57,388	4,951	57,000	57,000	54,238
641304 Sewer	13,031	16,163	1,899	13,660	13,660	13,609
641306 Stormwater	161,932	164,636	49,963	165,290	165,290	168,242
641307 Telephone	2,901	3,058	1,030	4,300	4,300	4,145
641308 Cellular Phones	5,703	5,465	1,258	6,200	6,200	6,200
641500 Tipping Fees	521	270	-	200	200	200
642000 Facilities Charges	473,669	623,112	94,793	486,686	486,686	507,695
642400 Software Support	7,766	7,511	3,761	9,458	9,458	9,458
642501 CEA Operations/Maint.	232,388	245,528	55,398	233,285	233,285	263,273
642502 CEA Depreciation/Replace.	192,256	220,404	60,609	294,116	294,116	311,247
642900 Interfund Allocations	(17,345)	(18,881)	(2,471)	(23,000)	(23,000)	(49,900)
643100 Interpreter Services	-	-	-	100	100	100
644000 Snow Removal Services	9,567	10,536	9,488	11,000	11,000	11,000
645400 Grounds Repair & Maintenance	60,072	37,991	7,298	44,000	60,840	44,000
650301 Facility Rent	108,455	125,413	33,803	139,327	139,327	139,327
650302 Equipment Rent	9,836	7,500	-	5,500	5,500	5,500
659900 Other Contracts/Obligation	<u>88,267</u>	<u>90,307</u>	<u>15,926</u>	<u>72,470</u>	<u>72,470</u>	<u>75,470</u>
TOTAL PURCHASED SVCS	1,635,910	1,835,094	372,814	1,782,784	1,799,624	1,828,949
TOTAL EXPENSE	<u>4,083,084</u>	<u>4,492,340</u>	<u>876,929</u>	<u>4,469,923</u>	<u>4,486,763</u>	<u>4,567,808</u>

**CITY OF APPLETON 2025 BUDGET
SPECIAL REVENUE FUNDS**

Union Spring Park

Business Unit 7110

PROGRAM MISSION

To account for funding received from private donations to finance the maintenance of the well at Union Spring Park and the corresponding expenditures.

PROGRAM NARRATIVE

Objectives:

Provide funds to make necessary minor repairs to the site as needed.

Major changes in Revenue, Expenditures or Program:

The balance will be utilized in 2024 and the fund will be closed.

SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE (DEFICIT)

	2022 Actual	2023 Actual	2024 Adopted Budget	2024 Projected	2025 Budget
Revenues					
Interest Income	\$ (5)	\$ 6	\$ -	\$ -	\$ -
Expenses					
Program Costs	-	-	220	226	-
Revenues over (under) Expenses	(5)	6	(220)	(226)	-
Fund Balance - Beginning	225	220	226	226	-
Fund Balance - Ending	\$ 220	\$ 226	\$ 6	\$ -	\$ -

**CITY OF APPLETON 2025 BUDGET
SPECIAL REVENUE FUNDS**

Peabody Estate

Business Unit 7130

PROGRAM MISSION

To account for funding received from a private donation to finance the acquisition and development of Peabody Park and the corresponding expenditures for such purposes.

PROGRAM NARRATIVE

Objectives:

Provide funds to acquire land and/or develop facilities for Peabody Park.

Major changes in Revenue, Expenditures or Programs:

No major changes.

SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE (DEFICIT)

	2022 Actual	2023 Actual	2024 Adopted Budget	2024 Projected	2025 Budget
Revenues					
Interest Income	\$ (1,821)	\$ 2,904	\$ 1,200	\$ 1,200	\$ 1,200
Expenses					
Program Costs	-	-	-	-	-
Revenues over (under) Expenses	(1,821)	2,904	1,200	1,200	1,200
Fund Balance - Beginning	70,792	68,971	71,875	71,875	73,075
Fund Balance - Ending	\$ 68,971	\$ 71,875	\$ 73,075	\$ 73,075	\$ 74,275

**CITY OF APPLETON 2025 BUDGET
SPECIAL REVENUE FUNDS**

Lutz Park Recreation

Business Unit 7150

PROGRAM MISSION

To account for funding received from private donations to finance the construction and preservation of the recreational facilities at Lutz Park and the corresponding expenditures for such purposes.

PROGRAM NARRATIVE

Objectives:

Provide funds to finance major maintenance and development of Lutz Park.

Major changes in Revenue, Expenditures or Programs:

No major changes.

SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE (DEFICIT)

	2022 Actual	2023 Actual	2024 Adopted Budget	2024 Projected	2025 Budget
Revenues					
Interest Income	\$ (3,794)	\$ 6,053	\$ 2,200	\$ 2,200	\$ 2,200
Expenses					
Program Costs	-	-	148,118	-	-
Revenues over (under) Expenses	(3,794)	6,053	(145,918)	2,200	2,200
Fund Balance - Beginning	147,512	143,718	149,771	149,771	151,971
Fund Balance - Ending	\$ 143,718	\$ 149,771	\$ 3,853	\$ 151,971	\$ 154,171

**CITY OF APPLETON 2025 BUDGET
SPECIAL REVENUE FUNDS**

Park Open Space

Business Unit 7160

PROGRAM MISSION

Provide a funding mechanism to account for moneys received from subdivision developers to finance acquisition of new park land and development of new parks and facilities.

PROGRAM NARRATIVE

Objectives:

Acquisition of park land and/or trail corridors identified in the Parks, Recreation and Facilities Management Department Comprehensive Plan.

Development of new parks and trails that would include: expenses associated with appraisals, title searches, surveys, wetland delineation, environmental impact studies, legal fees, counsel fees and debt issuance costs.

Development of recreation facilities and associated facilities identified in the approved master plan for the new park or trail.

Major changes in Revenue, Expenditures and Programs:

No major changes.

SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE (DEFICIT)

	2022 Actual	2023 Actual	2024 Adopted Budget	2024 Projected	2025 Budget
Revenues					
Interest Income	\$ (3,948)	\$ 6,888	\$ 1,000	\$ 1,000	\$ 1,000
Zoning & Subdivision Fees	11,500	23,400	-	-	-
Total Revenue	7,552	30,288	1,000	1,000	1,000
Expenses					
Program Costs	-	-	-	-	-
Revenues over (under) Expenses	7,552	30,288	1,000	1,000	1,000
Fund Balance - Beginning	145,793	153,345	183,633	183,633	184,633
Fund Balance - Ending	\$ 153,345	\$ 183,633	\$ 184,633	\$ 184,633	\$ 185,633

**CITY OF APPLETON 2025 BUDGET
SPECIAL REVENUE FUNDS**

Project City Park

Business Unit 7170

PROGRAM MISSION

To account for funding received from private donations to finance the maintenance of City Park and the corresponding expenditures.

PROGRAM NARRATIVE

Objectives:

Provide funds for major maintenance issues related to the central plaza in City Park donated by Appleton Papers in 2007.

Major changes in Revenue, Expenditures or Programs:

No major changes.

SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE (DEFICIT)

	2022 Actual	2023 Actual	2024 Adopted Budget	2024 Projected	2025 Budget
Revenues					
Interest Income	\$ (166)	\$ 263	\$ 100	\$ 100	\$ 100
Expenses					
Program Costs	-	-	-	-	-
Revenues over (under) Expenses	(166)	263	100	100	100
Fund Balance - Beginning	6,433	6,267	6,530	6,530	6,630
Fund Balance - Ending	\$ 6,267	\$ 6,530	\$ 6,630	\$ 6,630	\$ 6,730

**CITY OF APPLETON 2025 BUDGET
SPECIAL REVENUE FUNDS**

Miracle League Field

Business Unit 7190

PROGRAM MISSION

To account for funding received from private donations to finance the maintenance and upgrade costs of the Miracle League Field and its associated amenities and the corresponding expenditures.

PROGRAM NARRATIVE

Objectives:

Provide funds for major maintenance and/or upgrading of the Miracle League Field and its associated amenities.
Examples include:

- Equipment upgrades to meet code or safety guidelines outlined by the Consumer Product Safety Commission and/or American Society for Testing and Materials.
- Repairs and/or replacement of existing facilities, materials, equipment damaged by storms or acts of vandalism not covered by insurance.
- Repairs and/or replacement of resilient surfacing materials.
- Future site grading, roadways, sidewalks, utilities, etc., not included in original construction, but identified in the project plan.
- Additional security and/or area lighting, accessible parking, etc., beyond current code requirements that directly or indirectly benefit the Miracle League Field and associated amenities.
- Construction and/or renovations to shelters, restrooms, and other park amenities in the immediate vicinity of the Miracle League Field.

Major changes in Revenue, Expenditures or Program:

No major changes.

SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE (DEFICIT)

	2022 Actual	2023 Actual	2024 Adopted Budget	2024 Projected	2025 Budget
Revenues					
Interest Income	\$ (717)	\$ 1,145	\$ 500	\$ 500	\$ 500
Expenses					
Program Costs	-	-	-	-	-
Revenues over (under) Expenses	(717)	1,145	500	500	500
Fund Balance - Beginning	27,898	27,181	28,326	28,326	28,826
Fund Balance - Ending	\$ 27,181	\$ 28,326	\$ 28,826	\$ 28,826	\$ 29,326

**CITY OF APPLETON 2025 BUDGET
SPECIAL REVENUE FUNDS**

Ellen Kort Peace Park

Business Unit 7200

PROGRAM MISSION

To account for funding received from private donations to finance the development, construction, and maintenance of Ellen Kort Peace Park and the corresponding expenditures.

PROGRAM NARRATIVE

Objectives:

Provide funds to finance major maintenance and development of Ellen Kort Peace Park.

Major changes in Revenue, Expenditures or Programs:

No major changes.

SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE (DEFICIT)

	2022 Actual	2023 Actual	2024 Adopted Budget	2024 Projected	2025 Budget
Revenues					
Misc Local Gov't Aids	\$ -	\$ 50,000	\$ -	\$ -	\$ -
Interest Income	-	131	-	-	-
Donations & Memorials	-	39,809	-	-	-
Total Revenue	-	89,940	-	-	-
Expenses					
Program Costs	-	-	-	-	-
Revenues over (under) Expenses	-	89,940	-	-	-
Fund Balance - Beginning	-	-	89,940	89,940	89,940
Fund Balance - Ending	\$ -	\$ 89,940	\$ 89,940	\$ 89,940	\$ 89,940

Reid Golf Course Budget September 30th Expense Report

Description	Budget	End of September Expenses	Available
Regular Salaries	\$223,362	-\$159,665.00	\$63,697
Overtime	\$624	-\$185.00	\$439
Part-Time	\$178,550	-\$146,366.00	\$32,184
Fringes	\$93,775	-\$73,973.00	\$19,802
Training/Conferences	\$3,375.00	-\$2,882.00	\$493
Office Supplies	\$500.00	-\$61.00	\$439
Memberships & Licenses	\$2,170.00	-\$1,912.00	\$258
Building Maint./Janitorial	\$1,500.00	-\$1,502.00	(\$2)
Food & Provisions	\$50.00	\$0.00	\$50
Landscape Supplies	\$41,800.00	-\$32,881.00	\$8,919
Concession/Merchandise Supplies	\$65,600.00	-\$82,440.00	(\$16,840)
Other Misc. Supplies	\$3,500.00	-\$940.00	\$2,560
City Copy Charges	\$0.00	\$0.00	\$0
Outside Printing	\$4,000.00	-\$85.00	\$3,915
Uniforms	\$500.00	-\$300.00	\$200
Gas Purchases	\$20,770.00	-\$15,065.00	\$5,705
Miscellaneous Equipment	\$6,700.00	-\$5,642.00	\$1,058
Accounting/Audit Fees	\$2,160.00	-\$1,237.00	\$923
Bank Service Fees	\$24,000.00	-\$19,154.00	\$4,846
Consulting Services	\$15,500.00	-\$7,500.00	\$8,000
Solid Waste/Recycling Pickup	\$2,534.00	-\$2,421.00	\$113
Contractor Fees	\$1,500.00	-\$1,854.00	(\$354)
Advertising	\$5,000.00	-\$4,400.00	\$600
Electric	\$24,562.00	-\$17,641.00	\$6,921
Gas	\$6,446.00	-\$3,318.00	\$3,128
Water	\$1,800.00	-\$588.00	\$1,212
Sewer	\$555.00	-\$176.00	\$379
Stormwater	\$13,160.00	-\$6,443.00	\$6,717
Telephone	\$3,000.00	-\$595.00	\$2,405
Cellular Phones	\$1,000.00	-\$595.00	\$405
Cable Services	\$2,500.00	-\$1,472.00	\$1,028
Equip Repairs & Maint	\$6,500.00	-\$3,734.00	\$2,766
Facilities Charges	\$44,215.00	-\$23,826.00	\$20,389
Software Support	\$1,944.00	\$0.00	\$1,944
CEA Operations/Maint.	\$35,445.00	-\$42,941.00	(\$7,496)
CEA Depreciation/Replace.	\$85,109.00	-\$49,307.00	\$35,802
Grounds Repair & Maintenance	\$10,000.00	\$0.00	\$10,000
Insurance	\$7,550.00	-\$5,661.00	\$1,889
Equipment Rent	\$33,500.00	-\$23,145.00	\$10,355
Depreciation Expense	\$61,000.00	-\$47,835.00	\$13,165
Interest Payments	\$1,725.00	-\$1,296.00	\$429
Other Capital Outlay	\$30,000.00	\$0.00	\$30,000
Transfer Out - General Fund	\$26,850.00	-\$20,142.00	\$6,708
Expense Total	\$1,094,331.00	-\$809,180.00	\$285,151

**City of Appleton - Reid Golf Course
Revenues - September 30, 2024**

	2023		2024	
	2023 Y-T-D Rounds	Total Revenue	2024 Y-T-D Rounds	Total Revenue
Green Fees				
Weekday-18 Holes	4,103	\$77,403.58	3,738	\$86,980.44
Weekday-9 Holes	14,738	\$206,435.10	14,489	\$229,258.26
Weekend - 18-Holes	3,426	\$90,269.93	3,699	\$99,576.52
Weekend - 9 Holes	3,621	\$58,568.91	4,751	\$63,030.94
Twilight Golf	3,179	\$37,857.75	3,169	\$41,959.43
Passholder Rounds	10,380		11,469	
Team Rounds	971		1,191	
Sub-Totals	40,418	\$470,535.27	42,506	\$520,805.59
	2023 Y-T-D	Total	2024 Y-T-D	Total
Pass/Coupon/Discount Card Sales	Sales	Revenues	Sales	Revenues
Pass Sales	223	\$98,590.91	217	\$109,458.67
Corporate Pass Sales	13	\$34,123.20	13	\$36,966.84
Discount Cards	200	\$6,606.00	407	\$12,543.46
	2023 Y-T-D	Total	2024 Y-T-D	Total
Cart Revenue	Cart Sales	Revenues	Cart Sales	Revenues
Cart Fee		\$232,677.19		\$220,836.22
Annual Cart Passes	66	\$16,001.01	56	\$14,305.43
	2023 Y-T-D	Total	2024 Y-T-D	Total
Practice Range	Sales	Revenues	Sales	Revenues
Driving Range	5,224	\$38,506.39	3,987	\$31,975.62
Annual Range Pass	23	\$6,383.86	12	\$3,779.54
	2023 Y-T-D	Total	2024 Y-T-D	Total
Golf Shop Merchandise	Sales	Revenues	Sales	Revenues
Balls/Assessories/Apparel/Misc.		\$32,777.16		\$29,664.06
Gift Cards	286	\$14,808.65	306	\$14,175.06
Lessons**		\$8,015.00		\$6,590.00
Other Rentals***		\$6,087.05		\$6,328.88
	2023 Y-T-D	Total	2024 Y-T-D	Total
Food and Beverage	Sales	Revenues	Sales	Revenues
Food		\$19,735.48		\$17,540.44
Beverage		\$27,619.59		\$28,620.26
Alcohol Sales		\$91,634.88		\$91,225.66
Catering/Banquet		\$1,551.76		\$1,113.67
Total Revenue (All Categories)		\$1,105,653.40		\$1,145,929.40

**Lessons include private, group and juniors

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