



City of Appleton

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

Meeting Agenda - Final Parks and Recreation Committee

Monday, October 9, 2023

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
[23-1190](#) Minutes of the August 21, 2023 Parks & Recreation Committee Meeting

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

5. Public Hearing/Appealances

7. Information Items

- [23-1191](#) Reid Golf Course-Participation, Revenue & Expense Report-September, 2023

Attachments: [Reid Expense, Participation, Revenue Report-Sept, 2023.pdf](#)

- [23-1192](#) Reid Golf Course-2024 Proposed Budget

Attachments: [2024 Reid Golf.pdf](#)

- [23-1193](#) Parks & Recreation-2024 Proposed Budget

Attachments: [2024 Park Recreation.pdf](#)

- [23-1201](#) Special Revenue Funds-2024 Proposed Budget

Attachments: [2024 PR Special Revenue Funds.pdf](#)

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 21, 2023

6:15 PM

Council Chambers, 6th Floor

1. Call meeting to order
2. Pledge of Allegiance
3. Roll call of membership

Others: Tom Flick, Parks, Recreation & Facilities Management; Chris Behrens, Legal Services

Present: 4 - Siebers, Alfheim, Schultz and Wolff

Absent: 1 - Hayden

4. Approval of minutes from previous meeting

[23-1001](#)

Minutes of the 07-24-23 Parks & Recreation Committee Meeting

Attachments: [Minutes of the 7-24-23 P & R Committee Meeting.pdf](#)

Aldersperson Schultz moved, seconded by Aldersperson Alfheim, that the Minutes of the 7-24-23 Parks & Recreation Committee be approved. Roll Call. Motion carried by the following vote:

Aye: 4 - Siebers, Alfheim, Schultz and Wolff

Absent: 1 - Hayden

5. **Public Hearing/Appearances**

None

6. **Action Items**

[23-1010](#)

Resolution R-2023-03 Request Permission to Apply for DOT Grant

Attachments: [Resolution for WisDOT Grant Application.docx](#)

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

Aye: 4 - Siebers, Alfheim, Schultz and Wolff

Absent: 1 - Hayden

7. Information Items

[23-1009](#)

Reid Golf Course Participation, Revenue and Expense Report, July 2023

Attachments: [Reid Golf Course Participation and Revenue Report July 2023.pdf](#)

This item was presented

8. Adjournment

The meeting was adjourned at 6:21 p.m.

Aldersperson Alfheim moved, seconded by Aldersperson Wolff, that the Parks & Recreation Committee Meeting be adjourned. Roll Call. Motion carried by the following vote:

Aye: 4 - Siebers, Alfheim, Schultz and Wolff

Absent: 1 - Hayden

**City of Appleton - Reid Golf Course
Revenues - September 30, 2023**

	2022		2023	
	2022 Y-T-D Rounds	Total Revenue	2023 Y-T-D Rounds	Total Revenue
Green Fees				
Weekday-18 Holes	4,619	\$84,200.99	3,603	\$77,403.58
Weekday-9 Holes	12,808	\$192,576.43	14,219	\$206,435.10
Weekend - 18-Holes	2,519	\$67,724.85	3,426	\$90,269.93
Weekend - 9 Holes	2,538	\$47,760.30	3,621	\$58,568.91
Twilight Golf	2,473	\$27,524.74	3,179	\$37,857.75
Passholder Rounds	10,088		10,380	
Team Rounds	938		971	
Sub-Totals	35,983	\$419,787.31	39,399	\$470,535.27
Pass/Coupon/Discount Card Sales				
	2022 Y-T-D Sales	Total Revenues	2023 Y-T-D Sales	Total Revenues
Pass Sales	189	\$74,173.05	223	\$98,590.91
Corporate Pass Sales	11	\$31,279.60	13	\$34,123.20
Discount Cards	167	\$6,048.00	250	\$6,606.00
Cart Revenue				
	2022 Y-T-D Cart Sales	Total Revenues	2023 Y-T-D Cart Sales	Total Revenues
Cart Fee	19,375	\$173,660.01		\$232,677.19
Annual Cart Passes	23	\$11,720.19	66	\$16,001.01
Practice Range				
	2022 Y-T-D Sales	Total Revenues	2023 Y-T-D Sales	Total Revenues
Driving Range	6,500	\$25,157.45	5,224	\$38,506.39
Annual Range Pass	15	\$3,895.72	23	\$6,383.86
Golf Shop Merchandise				
	2022 Y-T-D Sales	Total Revenues	2023 Y-T-D Sales	Total Revenues
Balls/Assessoris/Apparel/Misc.		\$30,108.47		\$32,777.16
Gift Cards	244	\$12,927.99	286	\$14,808.65
Lessons**		\$7,145.00		\$8,015.00
Other Rentals***		\$4,191.21		\$6,087.05
Food and Beverage				
	2022 Y-T-D Sales	Total Revenues	2023 Y-T-D Sales	Total Revenues
Food		\$16,605.07		\$19,735.48
Beverage		\$23,490.23		\$27,619.59
Alcohol Sales		\$78,706.24		\$91,634.88
Catering/Banquet		\$521.29		\$1,551.76
Total Revenue (All Categories)		\$919,416.83		\$1,105,653.40

**Lessons include private, group and juniors

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

CITY OF APPLETON 2024 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 2024 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 2023 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 3,680 to 3,910 and Instagram followers increased from 489 to 568.

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

Continued adjustment of new point-of-sale system for better reporting, customer interactions and usage rates.

Sold out both junior program lesson sessions. Junior league increased in size from 35 to 42.

Increased junior pass sales from 94 in 2022 to 126 in 2023.

Increased combined pass sales increased from 199 in 2022 to 227 in 2023.

Re-instituted large range baskets.

Spring 3-4-5 Tournament increased by one team to 58 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 Golf Tour - Adults and the Northeast Wisconsin Junior Golf Tour).

Continued Reid's traditional fun Two-Pin Challenge event.

Developed and implemented a marketing plan for the 2023 golf season that included regular email messages, promotional materials, radio ads, printed media, increased social media presence, brochures and flyers.

Hosted Wisconsin PGA Junior Event for the fifth consecutive year, 82 players participated.

Sold 16 tee sign advertisements.

Maintained Business Pass sale capacity of 12.

Coordinated and paved #1 and #10 tee cart paths, while open for play. Restored turf near paved surfaces.

Completed installation of new walk-in cooler and freezer, increasing storage and efficiency.

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

Golf Course Superintendent achieved Certified Golf Course Superintendent status with Golf Course Superintendents Association of America.

CITY OF APPLETON 2024 BUDGET REID GOLF COURSE

MAJOR 2024 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.com and Teeoff.com reservation systems and associated marketing modules to:

Maximize the financial potential of "prime time" tee times and expand utilization of "non-prime time" tee times.

Increase electronic marketing and golfer communications.

Improve administration of tee times, tournaments, outings and league play.

Improve accounting methods and procedures for all clubhouse sales.

Improve data collection of golfer information.

Maintain tee sign and scorecard advertising at their maximum.

Market the golf course through available media including the Community Color mailer, 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, and new equipment 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 Two-Pin Challenge.

Maintain corporate pass sales.

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, snowshoeing, fat tire bike trails and sledding operations.

DEPARTMENT BUDGET SUMMARY

Programs		Actual			Budget			%
Unit	Title	2021	2022	Adopted 2023	Amended 2023	2024	Change *	
Program Revenues		\$ 1,041,002	\$ 1,063,994	\$ 963,460	\$ 963,460	\$ 1,093,958	13.54%	
Program Expenses								
5630	Operations	871,595	907,181	963,459	963,459	1,093,631	13.51%	
TOTAL		\$ 871,595	\$ 907,181	\$ 963,459	\$ 963,459	\$ 1,093,631	13.51%	
Expenses Comprised Of:								
	Personnel	366,092	382,954	430,304	430,304	496,311	15.34%	
	Training & Travel	59	445	750	750	3,375	350.00%	
	Supplies & Materials	134,429	184,510	164,780	164,780	146,390	-11.16%	
	Purchased Services	282,251	281,948	284,750	284,750	327,980	15.18%	
	Miscellaneous Expense	70,864	71,967	64,975	64,975	62,725	-3.46%	
	Capital Expenditures	-	(32,543)	-	-	30,000	N/A	
	Transfers Out	17,900	17,900	17,900	17,900	26,850	50.00%	
Full Time Equivalent Staff:								
	Personnel allocated to programs	2.70	2.70	2.70	2.70	2.70		

**CITY OF APPLETON 2024 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 Strategies #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 and passholder trends, increased junior participation, and rate modifications.

Increase in expenses are part-time labor rates, additional two months for Clubhouse Supervisor, cost of supplies, bank service fees (credit card fees), Emerald Ash Borer tree removals, and attending Golf Industry Show.

**CITY OF APPLETON 2024 BUDGET
REID GOLF COURSE**

Operations

Business Unit 5630

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2021	2022	Adopted 2023	Amended 2023	2024
Revenues					
471000 Interest on Investments	\$ (3,226)	\$ (12,228)	\$ 1,000	\$ 1,000	\$ 1,000
480100 Charges for Service	7,497	7,145	9,500	9,500	7,500
480203 Concessions	128,891	123,853	122,500	122,500	127,500
480204 Merchandise Sales	28,667	33,326	27,500	27,500	30,000
480205 Equipment Rentals	174,809	208,597	143,500	143,500	202,000
480206 Tournament Fees	-	2,730	-	-	-
485000 Daily Entrance Fees	7,500	6,750	10,250	10,250	10,250
485100 Greens Fees	609,389	606,206	567,550	567,550	627,500
501500 Rental of City Property	17,000	14,500	15,000	15,000	15,000
501600 Lease Revenue	63,551	64,215	64,660	64,660	71,208
502000 Donations & Memorials	2,177	3,670	-	-	-
503000 Damage to City Property	222	729	-	-	-
503500 Other Reimbursements	4,525	4,501	2,000	2,000	2,000
Total Revenue	\$ 1,041,002	\$ 1,063,994	\$ 963,460	\$ 963,460	\$ 1,093,958
Expenses					
610100 Regular Salaries	\$ 185,880	\$ 199,129	\$ 205,872	\$ 205,872	\$ 223,362
610400 Call Time	100	-	-	-	-
610500 Overtime Wages	-	192	595	595	624
610800 Part-Time Wages	122,958	111,787	135,696	135,696	178,550
615000 Fringes	57,154	71,846	88,141	88,141	93,775
620100 Training/Conferences	59	445	750	750	3,375
630100 Office Supplies	213	248	500	500	500
630300 Memberships & Licenses	1,824	2,170	1,760	1,760	2,170
630600 Building Maint./Janitorial	1,094	676	1,500	1,500	1,500
630700 Food & Provisions	50	-	50	50	50
630800 Landscape Supplies	36,305	36,126	41,800	41,800	41,800
631400 Pro Shop/Concessions	65,978	73,053	60,400	60,400	65,600
631603 Other Misc. Supplies	2,394	5,169	3,500	3,500	3,500
632002 Outside Printing	2,709	4,532	4,000	4,000	4,000
632101 Uniforms	433	241	500	500	500
632200 Gas Purchases	16,535	22,502	20,770	20,770	20,770
632700 Miscellaneous Equipment	6,894	39,793	30,000	30,000	6,000
640100 Accounting/Audit Fees	2,170	1,225	2,160	2,160	2,160
640300 Bank Service Fees	20,877	24,294	19,000	19,000	24,000
640400 Consulting Services	-	388	500	500	15,500
640700 Solid Waste/Recycling	2,508	2,679	2,460	2,460	2,534
640800 Contractor Fees	1,296	1,600	1,000	1,000	1,500
641200 Advertising	4,619	3,048	6,000	6,000	5,000
641300 Utilities	48,240	49,662	49,111	49,111	53,023
641800 Equipment Repairs & Maint.	5,662	7,287	5,000	5,000	6,500
642000 Facilities Charges	56,783	44,332	34,837	34,837	44,215
642400 Software Support	-	2,181	1,944	1,944	1,944
642500 CEA Expense	100,361	97,788	119,698	119,698	120,554
645400 Grounds Repair & Maint.	3,406	11,753	2,000	2,000	10,000
650100 Insurance	6,168	6,216	7,540	7,540	7,550
650302 Equipment Rent	30,161	29,495	33,500	33,500	33,500
660100 Depreciation Expense	62,801	66,267	61,000	61,000	61,000
672000 Interest Payments	8,063	5,700	3,975	3,975	1,725
689900 Other Capital Outlay	-	(32,543)	-	-	30,000
791100 Transfer Out - Gen Fund	17,900	17,900	17,900	17,900	26,850
Total Expense	\$ 871,595	\$ 907,181	\$ 963,459	\$ 963,459	\$ 1,093,631

DETAILED SUMMARY OF 2024 PROPOSED EXPENDITURES > \$15,000

<u>Landscape Supplies</u>		<u>Pro Shop/Concessions</u>	
Topsoil, sand, gravel	\$ 4,500	Alcoholic beverages	\$ 26,600
Seed, fertilizer	11,000	Non-alcoholic beverages	9,000
Plant material (flowers)	300	Candy/food	13,000
Herbicides/pesticides	26,000	Other concession supplies	15,000
	<u>\$ 41,800</u>	Promotional supplies	2,000
			<u>\$ 65,600</u>
<u>Equipment Rent</u>		<u>Bank Service Fees</u>	
Carts	\$ 32,000	Credit card fees	\$ 24,000
Maintenance operations	1,500		<u>\$ 24,000</u>
	<u>\$ 33,500</u>		
<u>Gas Purchases</u>		<u>Other Capital Outlay</u>	
Non-diesel fuel 3325 gal @ \$3.75	\$ 12,470	Clubhouse flooring	\$ 30,000
Diesel fuel 2050 gal @ \$4.05	8,300		<u>\$ 30,000</u>
	<u>\$ 20,770</u>		
<u>Consulting Services</u>			
Golf Course Master Plan	\$ 15,000		
Soil sampling	500		
	<u>\$ 15,500</u>		

**CITY OF APPLETON 2024 BUDGET
REID GOLF COURSE**

	2021 <u>ACTUAL</u>	2022 <u>ACTUAL</u>	2023 <u>YTD ACTUAL</u>	2023 <u>ORIG BUD</u>	2023 <u>REVISED BUD</u>	2024 <u>BUDGET</u>
Program Revenues						
471000 Interest on Investments	(3,226)	(12,228)	577	1,000	1,000	1,000
480100 General Charges for Service	7,497	7,145	5,430	9,500	9,500	7,500
480203 Concessions	128,891	123,853	33	122,500	122,500	127,500
480204 Merchandise Sales	28,667	33,326	74	27,500	27,500	30,000
480205 Equipment Rentals	174,809	208,597	90	143,500	143,500	202,000
480206 Tournament Fees	-	2,730	-	-	-	-
485000 Daily Entrance Fees	7,500	6,750	-	10,250	10,250	10,250
485100 Greens Fees	609,389	606,206	86,451	567,550	567,550	627,500
501500 Rental of City Property	17,000	14,500	-	15,000	15,000	15,000
501600 Lease Revenue	63,551	64,215	35,879	64,660	64,660	71,208
502000 Donations & Memorials	2,177	3,670	400	-	-	-
503000 Damage to City Property	222	729	-	-	-	-
503500 Other Reimbursements	4,573	4,126	61	2,000	2,000	2,000
508500 Cash Short or Over	(48)	375	-	-	-	-
TOTAL PROGRAM REVENUES	1,041,002	1,063,994	128,995	963,460	963,460	1,093,958
Personnel						
610100 Regular Salaries	131,215	142,366	39,486	205,872	205,872	223,362
610200 Labor Pool Allocations	35,698	38,997	5,023	-	-	-
610400 Call Time	100	-	-	-	-	-
610500 Overtime Wages	-	192	-	595	595	624
610800 Part-Time Wages	122,958	111,787	6,380	135,696	135,696	178,550
611000 Other Compensation	55	55	55	-	-	-
611400 Sick Pay	-	-	2,986	-	-	-
611500 Vacation Pay	18,912	17,711	-	-	-	-
615000 Fringes	73,818	83,137	19,215	88,141	88,141	93,775
615500 Unemployment Compensation	4,121	2,697	-	-	-	-
617000 Pension Expense	(23,773)	(15,165)	-	-	-	-
617100 OPEB Expense	2,988	1,177	-	-	-	-
TOTAL PERSONNEL	366,092	382,954	73,145	430,304	430,304	496,311
Training~Travel						
620100 Training/Conferences	59	445	61	750	750	3,375
TOTAL TRAINING / TRAVEL	59	445	61	750	750	3,375
Supplies						
630100 Office Supplies	213	248	78	500	500	500
630300 Memberships & Licenses	1,824	2,170	1,346	1,760	1,760	2,170
630600 Building Maint./Janitorial	1,094	676	181	1,500	1,500	1,500
630700 Food & Provisions	50	-	-	50	50	50
630801 Topsoil, Sand, Gravel	3,849	6,202	20	4,500	4,500	4,500
630803 Seed, Fertilizer	8,881	6,375	7,306	11,000	11,000	11,000
630804 Plant Material	138	130	-	300	300	300
630807 Herbicides/Pesticides	23,437	23,419	22,966	26,000	26,000	26,000
631401 Alcoholic Beverages	28,832	29,079	4,417	24,600	24,600	26,600
631402 Non-Alcoholic Beverages	8,984	9,959	1,557	8,000	8,000	9,000
631403 Candy/Food	8,998	11,032	2,187	12,750	12,750	13,000
631404 Other Concession Supplies	18,770	22,983	10,347	13,500	13,500	15,000
631405 Promotional Supplies	394	900	250	1,550	1,550	2,000
631603 Other Misc. Supplies	2,394	4,269	2,026	3,500	3,500	3,500
632002 Outside Printing	2,709	4,532	2,460	4,000	4,000	4,000
632101 Uniforms	433	241	-	500	500	500
632200 Gas Purchases	16,535	22,502	1,172	20,770	20,770	20,770
632700 Miscellaneous Equipment	6,894	39,793	10,999	30,000	30,000	6,000
TOTAL SUPPLIES	134,429	184,510	67,312	164,780	164,780	146,390
Purchased Services						
640100 Accounting/Audit Fees	2,170	1,225	-	2,160	2,160	2,160
640300 Bank Service Fees	20,877	24,294	586	19,000	19,000	24,000
640400 Consulting Services	-	388	-	500	500	15,500
640700 Solid Waste/Recycling Pickup	2,508	2,679	954	2,460	2,460	2,534
640800 Contractor Fees	1,296	1,600	-	1,000	1,000	1,500
641200 Advertising	4,619	3,048	1,908	6,000	6,000	5,000
641301 Electric	23,986	24,080	4,532	22,725	22,725	24,562
641302 Gas	5,264	6,198	3,465	4,300	4,300	6,446

**CITY OF APPLETON 2024 BUDGET
REID GOLF COURSE**

	2021 <u>ACTUAL</u>	2022 <u>ACTUAL</u>	2023 <u>YTD ACTUAL</u>	2023 <u>ORIG BUD</u>	2023 <u>REVISED BUD</u>	2024 <u>BUDGET</u>
641303 Water	1,802	1,693	233	2,100	2,100	1,800
641304 Sewer	522	519	69	676	676	555
641306 Stormwater	13,196	13,176	3,475	13,160	13,160	13,160
641307 Telephone	603	634	223	3,000	3,000	3,000
641308 Cellular Phones	634	965	244	1,000	1,000	1,000
641309 Cable Services	2,233	2,397	201	2,150	2,150	2,500
641800 Equipment Repairs & Maint.	5,662	7,287	2,563	5,000	5,000	6,500
642000 Facilities Charges	56,783	44,332	9,264	34,837	34,837	44,215
642400 Software Support	-	2,181	-	1,944	1,944	1,944
642501 CEA Operations/Maint.	37,293	36,538	12,393	48,150	48,150	35,445
642502 CEA Depreciation/Replace.	63,068	61,250	16,353	71,548	71,548	85,109
645400 Grounds Repair & Maintenance	3,406	11,753	4,362	2,000	2,000	10,000
650100 Insurance	6,168	6,216	3,140	7,540	7,540	7,550
650302 Equipment Rent	30,161	29,495	661	33,500	33,500	33,500
659900 Other Contracts/Obligation	-	-	-	-	-	-
TOTAL PURCHASED SVCS	<u>282,251</u>	<u>281,948</u>	<u>64,626</u>	<u>284,750</u>	<u>284,750</u>	<u>327,980</u>
Miscellaneous Expense						
660100 Depreciation Expense	62,801	66,267	27,260	61,000	61,000	61,000
672000 Interest Payments	<u>8,063</u>	<u>5,700</u>	<u>1,655</u>	<u>3,975</u>	<u>3,975</u>	<u>1,725</u>
TOTAL MISCELLANEOUS EXP	<u>70,864</u>	<u>71,967</u>	<u>28,915</u>	<u>64,975</u>	<u>64,975</u>	<u>62,725</u>
Capital Outlay						
680200 Land Improvements	194,975	-	-	-	-	-
689900 Other Capital Outlay	<u>(194,975)</u>	<u>(32,543)</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>30,000</u>
TOTAL CAPITAL OUTLAY	<u>-</u>	<u>(32,543)</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>30,000</u>
Transfers						
791100 Transfer Out - General Fund	17,900	17,900	7,458	17,900	17,900	26,850
791400 Transfer Out - Capital Project	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
TOTAL TRANSFERS	<u>17,900</u>	<u>17,900</u>	<u>7,458</u>	<u>17,900</u>	<u>17,900</u>	<u>26,850</u>
TOTAL EXPENSE	<u>871,595</u>	<u>907,181</u>	<u>241,517</u>	<u>963,459</u>	<u>963,459</u>	<u>1,093,631</u>

CITY OF APPLETON 2024 BUDGET
REID GOLF COURSE
STATEMENT OF REVENUES, EXPENSES AND CHANGES IN FUND NET ASSETS

Revenues	2021 Actual	2022 Actual	2023 Budget	2023 Projected	2024 Budget
Charges for Services	\$ 956,753	\$ 988,607	\$ 880,800	\$ 880,800	\$ 1,004,750
Miscellaneous	23,924	23,400	17,000	17,000	17,000
Lease Revenue	63,551	64,215	64,660	64,660	71,208
Total Revenues	<u>1,044,228</u>	<u>1,076,222</u>	<u>962,460</u>	<u>962,460</u>	<u>1,092,958</u>
Expenses					
Operation and Maintenance	782,832	835,214	880,584	880,585	974,056
Depreciation	62,801	66,267	61,000	61,000	61,000
Total Expenses	<u>845,633</u>	<u>901,481</u>	<u>941,584</u>	<u>941,585</u>	<u>1,035,056</u>
Operating Income (Loss)	198,595	174,741	20,876	20,875	57,902
Non-operating Revenues (Expenses)					
Interest Income	(3,226)	(12,228)	1,000	1,000	1,000
Interest Expense	(8,063)	(5,700)	(3,975)	(3,975)	(1,725)
Total Non-Operating	<u>(11,289)</u>	<u>(17,928)</u>	<u>(2,975)</u>	<u>(2,975)</u>	<u>(725)</u>
Net Income (Loss) Before Transfers	187,306	156,813	17,901	17,900	57,177
Contributions and Transfers In (Out)					
Capital Contributions	-	-	-	-	-
Operating Transfers out	(17,900)	(17,900)	(17,900)	(17,900)	(26,850)
Change in Net Assets	169,406	138,913	1	-	30,327
Net Assets - Beginning	<u>957,001</u>	<u>1,126,407</u>	<u>1,265,320</u>	<u>1,265,320</u>	<u>1,265,320</u>
Net Assets - Ending	<u>\$ 1,126,407</u>	<u>\$ 1,265,320</u>	<u>\$ 1,265,321</u>	<u>\$ 1,265,320</u>	<u>\$ 1,295,647</u>

SCHEDULE OF CASH FLOWS

Cash - Beginning of Year	\$ 500,665	\$ 486,665
+ Change in Net Assets	-	30,327
- Capital Contributions	-	-
+ Depreciation	61,000	61,000
- Fixed Assets	-	(30,000)
+ Advance from general fund	-	-
- Principal Repayment	<u>(75,000)</u>	<u>(75,000)</u>
Working Cash - End of Year	<u>\$ 486,665</u>	<u>\$ 472,992</u>

**CITY OF APPLETON 2024 BUDGET
REID GOLF COURSE
OPERATING PROJECTIONS**

	2022 Actual	2023 Projected	2024 Budget	2025 Projected	2026 Projected	2027 Projected	2028 Projected
Revenues							
Charges for Services	\$ 988,607	\$ 880,800	\$ 1,004,750	\$ 1,024,845	\$ 1,045,342	\$ 1,066,249	\$ 1,087,574
Miscellaneous	23,400	17,000	17,000	17,340	17,687	18,041	18,402
Lease Revenue	64,215	64,660	71,208	71,208	71,208	71,208	71,208
Total Revenues	<u>1,076,222</u>	<u>962,460</u>	<u>1,092,958</u>	<u>1,113,393</u>	<u>1,134,237</u>	<u>1,155,498</u>	<u>1,177,184</u>
Expenses							
Operating Expenses	835,214	880,585	974,056	998,407	1,023,367	1,048,951	1,075,175
Depreciation	66,267	61,000	61,000	60,139	59,355	56,510	53,666
Total Expenses	<u>901,481</u>	<u>941,585</u>	<u>1,035,056</u>	<u>1,058,546</u>	<u>1,082,722</u>	<u>1,105,461</u>	<u>1,128,841</u>
Operating Income	174,741	20,875	57,902	54,847	51,515	50,037	48,343
Non-Operating Revenues (Expenses)							
Interest Income	(12,228)	1,000	1,000	1,000	1,000	1,000	1,000
Interest Expense	(5,700)	(3,975)	(1,725)	(300)	-	-	-
Total Non-Operating	<u>(17,928)</u>	<u>(2,975)</u>	<u>(725)</u>	<u>700</u>	<u>1,000</u>	<u>1,000</u>	<u>1,000</u>
Net Income Before Transfers	156,813	17,900	57,177	55,547	52,515	51,037	49,343
Contributions and Transfers In (Out)							
Capital Contributions	-	-	-	-	-	-	-
General Fund/CEA	(17,900)	(17,900)	(26,850)	(26,850)	(26,850)	(26,850)	(26,850)
Change in Net Assets	138,913	-	30,327	28,697	25,665	24,187	22,493
Total Net Assets - Beginning	<u>1,126,407</u>	<u>1,265,320</u>	<u>1,265,320</u>	<u>1,295,647</u>	<u>1,324,344</u>	<u>1,350,009</u>	<u>1,374,196</u>
Total Net Assets - Ending	<u>\$ 1,265,320</u>	<u>\$ 1,265,320</u>	<u>\$ 1,295,647</u>	<u>\$ 1,324,344</u>	<u>\$ 1,350,009</u>	<u>\$ 1,374,196</u>	<u>\$ 1,396,689</u>

SCHEDULE OF CASH FLOWS

Cash - Beginning of the Year	\$ 500,665	\$ 486,665	\$ 472,992	\$ 481,828	\$ 486,848	\$ 547,545
+ Change in Net Assets	-	30,327	28,697	25,665	24,187	22,493
- Capital Contributions	-	-	-	-	-	-
+ Depreciation	61,000	61,000	60,139	59,355	56,510	53,666
+ Long Term Debt	-	-	-	-	-	-
- Fixed Assets	-	(30,000)	-	-	-	-
- Principal Repayment	(75,000)	(75,000)	(80,000)	(80,000)	(20,000)	(20,000)
Working Cash - End of Year	<u>\$ 486,665</u>	<u>\$ 472,992</u>	<u>\$ 481,828</u>	<u>\$ 486,848</u>	<u>\$ 547,545</u>	<u>\$ 603,704</u>
25% Working Capital Reserve (prior year's audited expenses)	\$ 225,615	\$ 250,658	\$ 256,389	\$ 262,554	\$ 268,950	

ASSUMPTIONS:

Rounds of golf played @ projected 2023 levels and then increasing slightly for estimated increase in rounds
 2% overall revenue increase in 2025 and beyond
 Operating expenses to increase 2.5% per year after 2024
 None of the costs identified in the Reid Golf Course CIP for 2024 and beyond are included in this projection
 Strive to maintain a level of 25% working capital reserve

**CITY OF APPLETON 2024 BUDGET
REID GOLF COURSE
LONG-TERM DEBT**

2002 General Fund Advance			
Year	Principal	Interest	Total
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
2024	75,000	1,725	76,725
2025	20,000	300	20,300
	<u>\$ 95,000</u>	<u>\$ 2,025</u>	<u>\$ 97,025</u>

2021 General Fund Advance			
Year	Principal	Interest	Total
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
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>\$ 335,000</u>	<u>\$ 2,025</u>	<u>\$ 337,025</u>

CITY OF APPLETON 2024 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 2024 BUDGET

PARKS, RECREATION AND FACILITIES MANAGEMENT DEPARTMENT

MISSION STATEMENT

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

DISCUSSION OF SIGNIFICANT 2023 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 2023, 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, 13 tennis courts, an 8 court pickleball complex, 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 (29 playgrounds). The grounds, fencing, and all safety and security entrances at the Wastewater Facility, MSB, Valley Transit, and Water Treatment Facility, along with all City round-abouts, boulevards, and terraces, are also maintained by the grounds division.

Significant projects included the grading and seeding of Ellen Kort Peace Park, the removal of ash trees and addition of fill to Vosters Park, the repaving of the trail through lower Telulah Park and the remodeling of the Telulah Park bathrooms. New fencing was installed at the south side of Mead Pool, along with a new dumpster enclosure. Two viewing areas along the river at Telulah Park were removed, the baseball diamond at Hoover Park had new fence fabric installed and the furniture was installed at the pickleball complex. Other projects include crack filling and striping of the Memorial Park East lot, the addition of bike racks at Jones Park, the Scheig Center and Telulah Park, and the planting of the Scheig Center wildflower bed. Additionally, routine maintenance included upkeep of playground equipment, invasive plant control, parking lot and walkway repairs, and general grounds maintenance.

Recreation Services

Leadership development was a high priority for the division this year. The Recreation Division team participated in a training session that focused on our values, what we want our legacy to be as a team, and how we would continue to challenge each other moving forward. Staff committed to a two-year journey together that will center around eight leadership topics that a staff member will present quarterly.

Worked with Human Resources to increase the seasonal staff wages in 2023. This helped with recruitment and retention of staff.

Rebranded youth sports leagues to the "A" Leagues. We wanted a name that is recognizable in the community and to provide our participants with a sense of ownership and pride. A new logo was created and marketing efforts increased to push the core values of our youth sports leagues.

Unity Dance Academy went through many changes in 2023, including a rebranding of the name, which is now Unity Dance & Acrobatics, and refreshed logo. The program also changed locations from downtown City Center to the Northland Mall, as well as a new location for the annual dance recital, which previously took place at West High School.

Created a new event to help offset the revenue loss from the fee waiver program. The Mom Prom event was held in March and was highly successful. Staff will be continuing with this fundraiser event in the future. Other new programs for 2023 included a youth volleyball camp, pickleball programming for youth and adult, and new bus trips.

Worked with the IT Department on the online registration software program, RecTrac, upgrading from on-premise servers to cloud/web based.

Changed summer pool passes from pass cards to fobs, which eliminated software hardware issues that occurred in 2022.

CITY OF APPLETON 2024 BUDGET PARKS, RECREATION AND FACILITIES MANAGEMENT

MAJOR 2024 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 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	2021	2022	Adopted 2023	Amended 2023	2024	
Program Revenues		\$ 958,088	\$ 1,144,442	\$ 1,073,100	\$ 1,073,100	\$ 1,255,245	16.97%
Program Expenses							
16532	Grounds Maintenance	2,046,222	2,037,972	2,215,359	2,214,769	2,179,395	-1.60%
16541	Recreation Programs	1,781,765	2,045,112	1,882,339	1,882,339	2,290,528	21.69%
Total Program Expenses		\$ 3,827,987	\$ 4,083,084	\$ 4,097,698	\$ 4,097,108	\$ 4,469,923	9.10%
Expenses Comprised Of:							
Personnel		1,992,870	2,104,985	2,105,412	2,105,412	2,372,320	12.68%
Training & Travel		7,435	6,432	8,800	8,800	8,800	0.00%
Supplies & Materials		335,218	335,757	313,151	313,151	306,019	-2.28%
Purchased Services		1,492,464	1,635,910	1,670,335	1,669,745	1,782,784	6.77%
Full Time Equivalent Staff:							
Personnel allocated to programs		16.39	16.39	16.39	16.39	16.39	

**CITY OF APPLETON 2024 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 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:

Increase in part-time wages to reflect change in seasonal salary schedule, approved in 2023.

**CITY OF APPLETON 2024 BUDGET
PARKS, RECREATION AND FACILITIES MANAGEMENT**

Parks and Grounds Management

Business Unit 16532

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2021	2022	Adopted 2023	Amended 2023	2024
Revenues					
480100 Charges for Service	\$ 80,823	\$ 91,995	\$ 78,000	\$ 78,000	\$ 86,000
501000 Miscellaneous Revenue	1,702	-	250	250	250
501600 Lease Revenue	108,072	117,237	114,188	114,188	114,188
502000 Donations & Memorials	13,795	20,685	7,500	7,500	7,500
503000 Damage to City Property	1,019	10,169	-	-	-
Total Revenue	<u>\$ 205,411</u>	<u>\$ 240,086</u>	<u>\$ 199,938</u>	<u>\$ 199,938</u>	<u>\$ 207,938</u>
Expenses					
610100 Regular Salaries	\$ 594,967	\$ 602,803	\$ 634,000	\$ 634,000	\$ 640,083
610400 Call Time Wages	2,520	1,600	1,764	1,764	1,780
610500 Overtime Wages	9,763	15,909	9,341	9,341	9,431
610800 Part-Time Wages	109,573	84,627	108,956	108,956	145,840
615000 Fringes	216,528	226,034	235,009	235,009	232,125
620100 Training/Conferences	1,396	1,159	2,000	2,000	2,000
630300 Memberships & Licenses	600	368	600	600	600
630500 Awards & Recognition	304	-	165	165	165
630600 Building Maint./Janitorial	-	386	-	-	-
630700 Food & Provisions	271	481	220	220	220
630899 Other Landscape Supplies	57,186	55,368	55,000	55,000	55,000
630901 Shop Supplies	5,756	4,783	5,000	5,000	5,000
632002 Outside Printing	720	-	-	-	-
632199 Other Clothing	1,173	986	1,500	1,500	1,500
632200 Gas Purchases	21,157	31,356	24,779	24,779	24,779
632300 Safety Supplies	3,555	4,428	2,500	2,500	2,500
632700 Miscellaneous Equipment	22,300	27,586	23,000	23,000	23,000
640400 Consulting Services	11,854	11,975	5,000	5,000	5,000
640700 Solid Waste/Recycling	9,821	7,881	12,000	12,000	12,360
641300 Utilities	230,584	247,571	246,910	246,910	249,002
641500 Tipping Fees	56	521	200	200	200
642000 Facilities Charges	303,171	215,323	315,192	315,192	195,654
642500 CEA Expense	400,522	416,890	488,723	488,723	519,156
642900 Interfund Allocations	(23,584)	(17,345)	(30,000)	(30,000)	(23,000)
644000 Snow Removal Services	5,762	9,567	7,500	7,500	11,000
645400 Grounds Repair & Maint.	34,121	60,072	44,000	43,410	44,000
650301 Facility Rent	3,500	3,500	3,500	3,500	3,500
659900 Other Contracts/Obligation	22,646	24,143	18,500	18,500	18,500
Total Expense	<u>\$ 2,046,222</u>	<u>\$ 2,037,972</u>	<u>\$ 2,215,359</u>	<u>\$ 2,214,769</u>	<u>\$ 2,179,395</u>

DETAILED SUMMARY OF 2024 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
	<u>\$ 55,000</u>

Misc. Equipment

Replace small motor equip.	\$ 23,000
	<u>\$ 23,000</u>

Grounds Repair & Maintenance

Fencing repair	\$ 6,000
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
Other:	
Scoreboards, gates, trails, ice rinks, goose mgmt.	3,000
	<u>\$ 44,000</u>

Gas Purchases

Fuel for small equipment	\$ 24,779
	<u>\$ 24,779</u>

Other Contracts/Obligations

Contracted herbicide application	\$ 5,000
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>

CITY OF APPLETON 2024 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 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
- 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, 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:

Increase in part-time wages to reflect change in seasonal salary schedule, approved in 2023.

Unity Dance and Acrobatics studios were moved out of City Center Plaza and into the Northland Mall causing an increase to facility rental and utilities.

Inflation has had a significant impact on the cost of goods and services requiring us to adjust our budget for line items that reflects these increases, such as concession items, uniforms, and subscriptions.

Increase in revenue reflects program fee increases, pool admission and pass increases, and new sponsorship recruitment efforts reflected in donations and memorials.

**CITY OF APPLETON 2024 BUDGET
PARKS, RECREATION AND FACILITIES MANAGEMENT**

Recreation Services

Business Unit 16541

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2021	2022	Adopted 2023	Amended 2023	2024
Revenues					
480100 Charges for Service	\$ 739,766	\$ 879,025	\$ 849,932	\$ 849,932	\$ 1,019,932
500100 Fees & Commissions	1,067	643	980	980	980
501000 Miscellaneous Revenue	534	850	-	-	-
501500 Rental of City Property	40	6,255	6,000	6,000	6,545
502000 Donations & Memorials	11,185	17,608	16,250	16,250	19,850
508500 Cash Short or Over	85	(25)	-	-	-
Total Revenue	\$ 752,677	\$ 904,356	\$ 873,162	\$ 873,162	\$ 1,047,307
Expenses					
610100 Regular Salaries	\$ 401,918	\$ 438,747	\$ 456,683	\$ 456,683	\$ 481,926
610500 Overtime Wages	33,572	11,672	-	-	-
610800 Part-Time Wages	474,864	559,436	490,610	490,610	678,296
615000 Fringes	149,166	164,157	169,049	169,049	182,839
620100 Training/Conferences	5,619	4,853	6,320	6,320	6,320
620600 Parking Permits	420	420	480	480	480
630100 Office Supplies	2,395	1,661	2,775	2,775	2,775
630200 Subscriptions	624	468	300	300	468
630300 Memberships & Licenses	5,697	6,951	8,579	8,579	8,579
630400 Postage/Freight	288	380	11,400	11,400	4,400
630500 Awards & Recognition	3,759	1,908	3,893	3,893	3,893
630700 Food & Provisions	3,943	2,722	4,695	4,695	4,695
631000 Miscellaneous Chemicals	46,809	435	-	-	-
631400 Concession Supplies	60,363	75,211	52,605	52,605	76,305
631500 Books & Library Materials	143	57	500	500	500
631600 Supplies	22,998	13,160	28,010	28,010	28,010
632000 Printing/Copying	22,056	27,745	31,950	31,950	3,950
632100 Clothing	42,611	66,618	35,620	35,620	39,620
632400 Medical/Lab Supplies	558	1,155	900	900	900
632700 Miscellaneous Equipment	9,951	11,544	19,160	19,160	19,160
640300 Bank Service Fees	31,641	39,565	32,000	32,000	45,000
640400 Consulting Services	-	-	350	350	350
640700 Solid Waste/Recycling	861	475	400	400	400
641100 Temporary Help	-	-	5,600	5,600	5,600
641200 Advertising	4,946	2,636	4,500	4,500	4,500
641300 Utilities	153,959	160,355	153,250	153,250	187,430
642000 Facilities Charges	165,308	258,346	169,719	169,719	291,032
642400 Software Support	9,282	7,766	9,458	9,458	9,458
642500 CEA Expense	6,047	7,754	8,330	8,330	8,245
643100 Interpreter Services	-	-	100	100	100
650301 Facility Rent	65,453	104,955	115,633	115,633	135,827
650302 Equipment Rent	-	9,836	5,500	5,500	5,500
659900 Other Contracts/Obligation	56,514	64,124	53,970	53,970	53,970
Total Expense	\$ 1,781,765	\$ 2,045,112	\$ 1,882,339	\$ 1,882,339	\$ 2,290,528

DETAILED SUMMARY OF 2024 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	\$ 68,932
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>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	\$ 11,000
	<u>\$ 19,160</u>	Playground fair rentals, trips, partner programs, recital tix	40,970
		On the hill movie license	2,000
			<u>\$ 53,970</u>

**CITY OF APPLETON 2024 BUDGET
PARKS, RECREATION AND FACILITIES MANAGEMENT**

	2021 ACTUAL	2022 ACTUAL	2023 YTD ACTUAL	2023 ORIG BUD	2023 REVISED BUD	2024 BUDGET
Revenues						
480100 General Charges for Service	178,959	209,677	104,156	927,932	927,932	1,105,932
480203 Concessions	158,281	124,484	465	-	-	-
480205 Equipment Rentals	12,161	13,580	8,825	-	-	-
480300 Program Fees	5,257	25,460	100	-	-	-
485000 Daily Entrance Fees	64,799	73,179	10,981	-	-	-
486000 Lessons/Classes	395,457	518,537	157,390	-	-	-
487700 Advertising/Promotional Fees	5,675	6,100	8,125	-	-	-
500100 Fees & Commissions	1,067	643	-	980	980	980
501000 Miscellaneous Revenue	2,236	850	2,425	250	250	250
501500 Rental of City Property	40	6,256	37	6,000	6,000	6,545
501600 Lease Revenue	108,072	117,238	33,197	114,188	114,188	114,188
502000 Donations & Memorials	24,981	38,294	6,489	23,750	23,750	27,350
503000 Damage to City Property	1,019	10,169	1,394	-	-	-
508500 Cash Short or Over	85	(25)	-	-	-	-
TOTAL PROGRAM REVENUES	958,089	1,144,442	333,584	1,073,100	1,073,100	1,255,245
Personnel						
610100 Regular Salaries	685,815	734,526	245,978	1,090,683	1,090,683	1,122,009
610200 Labor Pool Allocations	204,763	203,116	75,785	-	-	-
610400 Call Time Wages	2,520	1,600	1,500	1,764	1,764	1,780
610500 Overtime Wages	43,335	27,581	4,846	9,341	9,341	9,431
610800 Part-Time Wages	584,437	644,063	52,197	599,566	599,566	824,136
611000 Other Compensation	3,312	1,675	1,675	-	-	-
611400 Sick Pay	3,989	936	-	-	-	-
611500 Vacation Pay	99,005	101,297	24,450	-	-	-
615000 Fringes	365,694	390,191	124,523	404,058	404,058	414,964
TOTAL PERSONNEL	1,992,870	2,104,985	530,954	2,105,412	2,105,412	2,372,320
Training-Travel						
620100 Training/Conferences	7,015	6,012	3,879	8,320	8,320	8,320
620600 Parking Permits	420	420	480	480	480	480
TOTAL TRAINING / TRAVEL	7,435	6,432	4,359	8,800	8,800	8,800
Supplies						
630100 Office Supplies	2,395	1,661	238	2,775	2,775	2,775
630200 Subscriptions	624	468	-	300	300	468
630300 Memberships & Licenses	6,297	7,319	658	9,179	9,179	9,179
630400 Postage/Freight	288	380	7,814	11,400	11,400	4,400
630500 Awards & Recognition	4,063	1,908	386	4,058	4,058	4,058
630600 Building Maint./Janitorial	-	386	-	-	-	-
630700 Food & Provisions	4,214	3,203	141	4,915	4,915	4,915
630899 Other Landscape Supplies	57,186	55,368	8,679	55,000	55,000	55,000
630901 Shop Supplies	5,756	4,783	2,683	5,000	5,000	5,000
631000 Miscellaneous Chemicals	46,809	435	-	-	-	-
631402 Non-Alcoholic Beverages	10,415	11,165	28	7,730	7,730	11,730
631403 Candy/Food	48,888	61,352	30	42,575	42,575	61,575
631404 Other Concession Supplies	1,060	2,694	-	2,300	2,300	3,000
631500 Books & Library Materials	143	57	15	500	500	500
631601 Arts & Crafts Supplies	1,966	642	58	1,725	1,725	1,725
631602 Sports Equipment	13,154	5,204	604	16,575	16,575	16,575
631603 Other Misc. Supplies	7,878	7,314	1,004	9,710	9,710	9,710
632001 City Copy Charges	967	978	211	3,300	3,300	1,300
632002 Outside Printing	21,810	26,767	28,573	28,650	28,650	2,650
632101 Uniforms	1,953	10,977	342	6,670	6,670	10,670
632199 Other Clothing	41,831	56,627	10,309	30,450	30,450	30,450
632200 Gas Purchases	21,157	31,356	2,449	24,779	24,779	24,779

**CITY OF APPLETON 2024 BUDGET
PARKS, RECREATION AND FACILITIES MANAGEMENT**

	<u>2021 ACTUAL</u>	<u>2022 ACTUAL</u>	<u>2023 YTD ACTUAL</u>	<u>2023 ORIG BUD</u>	<u>2023 REVISED BUD</u>	<u>2024 BUDGET</u>
632300 Safety Supplies	3,555	4,428	1,363	2,500	2,500	2,500
632400 Medical/Lab Supplies	558	1,155	448	900	900	900
632700 Miscellaneous Equipment	<u>32,251</u>	<u>39,130</u>	<u>4,775</u>	<u>42,160</u>	<u>42,160</u>	<u>42,160</u>
TOTAL SUPPLIES	335,218	335,757	70,808	313,151	313,151	306,019
Purchased Services						
640300 Bank Service Fees	31,641	39,565	11,612	32,000	32,000	45,000
640400 Consulting Services	11,854	11,975	-	5,350	5,350	5,350
640700 Solid Waste/Recycling Pickup	10,682	8,356	1,806	12,400	12,400	12,760
641100 Temporary Help	-	-	-	5,600	5,600	5,600
641200 Advertising	4,946	2,636	314	4,500	4,500	4,500
641301 Electric	120,970	127,373	37,102	124,500	124,500	146,620
641302 Gas	37,928	42,216	2,906	38,000	38,000	43,362
641303 Water	51,875	54,770	4,782	50,200	50,200	57,000
641304 Sewer	10,968	13,031	1,165	11,720	11,720	13,660
641306 Stormwater	153,638	161,932	50,371	165,290	165,290	165,290
641307 Telephone	3,041	2,901	762	2,900	2,900	4,300
641308 Cellular Phones	6,124	5,703	1,371	7,550	7,550	6,200
641500 Tipping Fees	56	521	270	200	200	200
642000 Facilities Charges	468,478	473,669	43,595	484,911	484,911	486,686
642400 Software Support	9,282	7,766	3,336	9,458	9,458	9,458
642501 CEA Operations/Maint.	222,857	232,388	72,032	262,086	262,086	233,285
642502 CEA Depreciation/Replace.	183,713	192,256	52,276	234,967	234,967	294,116
642900 Interfund Allocations	(23,585)	(17,345)	(2,553)	(30,000)	(30,000)	(23,000)
643100 Interpreter Services	-	-	-	100	100	100
644000 Snow Removal Services	5,762	9,567	10,286	7,500	7,500	11,000
645400 Grounds Repair & Maintenance	34,121	60,072	8,941	44,000	43,410	44,000
650301 Facility Rent	68,953	108,455	21,075	119,133	119,133	139,327
650302 Equipment Rent	-	9,836	-	5,500	5,500	5,500
659900 Other Contracts/Obligation	<u>79,160</u>	<u>88,267</u>	<u>14,076</u>	<u>72,470</u>	<u>72,470</u>	<u>72,470</u>
TOTAL PURCHASED SVCS	1,492,464	1,635,910	335,525	1,670,335	1,669,745	1,782,784
 TOTAL EXPENSE	 <u>3,827,987</u>	 <u>4,083,084</u>	 <u>941,646</u>	 <u>4,097,698</u>	 <u>4,097,108</u>	 <u>4,469,923</u>

**CITY OF APPLETON 2024 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 remaining in this fund is expected to be used in 2024 to make improvements to the Union Spring well site.

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

	2021 Actual	2022 Actual	2023 Adopted Budget	2023 Projected	2024 Budget
Revenues					
Interest Income	\$ (13)	\$ (5)	\$ -	\$ -	\$ -
Expenses					
Program Costs	2,513	-	223	-	220
Revenues over (under) Expenses	(2,526)	(5)	(223)	-	(220)
Fund Balance - Beginning	2,751	225	220	220	220
Fund Balance - Ending	\$ 225	\$ 220	\$ (3)	\$ 220	\$ -

**CITY OF APPLETON 2024 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)

	2021 Actual	2022 Actual	2023 Adopted Budget	2023 Projected	2024 Budget
Revenues					
Interest Income	\$ (404)	\$ (1,821)	\$ 1,200	\$ 1,200	\$ 1,200
Expenses					
Program Costs	-	-	-	-	-
Revenues over (under) Expenses	(404)	(1,821)	1,200	1,200	1,200
Fund Balance - Beginning	71,196	70,792	68,971	68,971	70,171
Fund Balance - Ending	\$ 70,792	\$ 68,971	\$ 70,171	\$ 70,171	\$ 71,371

**CITY OF APPLETON 2024 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:

Funds will be utilized in 2024 to assist in cost of redevelopment of the park.

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

	2021 Actual	2022 Actual	2023 Adopted Budget	2023 Projected	2024 Budget
Revenues					
Interest Income	\$ (843)	\$ (3,794)	\$ 2,200	\$ 2,200	\$ 2,200
Expenses					
Program Costs	-	-	-	-	148,118
Revenues over (under) Expenses	(843)	(3,794)	2,200	2,200	(145,918)
Fund Balance - Beginning	148,355	147,512	143,718	143,718	145,918
Fund Balance - Ending	\$ 147,512	\$ 143,718	\$ 145,918	\$ 145,918	\$ -

**CITY OF APPLETON 2024 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)

	2021 Actual	2022 Actual	2023 Adopted Budget	2023 Projected	2024 Budget
Revenues					
Interest Income	\$ (652)	\$ (3,948)	\$ 1,000	\$ 1,000	\$ 1,000
Zoning & Subdivision Fees	77,100	11,500	-	-	-
Total Revenue	76,448	7,552	1,000	1,000	1,000
Expenses					
Program Costs	-	-	-	-	-
Revenues over (under) Expenses	76,448	7,552	1,000	1,000	1,000
Fund Balance - Beginning	69,345	145,793	153,345	153,345	154,345
Fund Balance - Ending	\$ 145,793	\$ 153,345	\$ 154,345	\$ 154,345	\$ 155,345

**CITY OF APPLETON 2024 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)

	2021 Actual	2022 Actual	2023 Adopted Budget	2023 Projected	2024 Budget
Revenues					
Interest Income	\$ (37)	\$ (166)	\$ 100	\$ 100	\$ 100
Expenses					
Program Costs	-	-	-	-	-
Revenues over (under) Expenses	(37)	(166)	100	100	100
Fund Balance - Beginning	6,470	6,433	6,267	6,267	6,367
Fund Balance - Ending	\$ 6,433	\$ 6,267	\$ 6,367	\$ 6,367	\$ 6,467

**CITY OF APPLETON 2024 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)

	2021 Actual	2022 Actual	2023 Adopted Budget	2023 Projected	2024 Budget
Revenues					
Interest Income	\$ (158)	\$ (717)	\$ 500	\$ 500	\$ 500
Expenses					
Program Costs	-	-	-	-	-
Revenues over (under) Expenses	(158)	(717)	500	500	500
Fund Balance - Beginning	28,056	27,898	27,181	27,181	27,681
Fund Balance - Ending	\$ 27,898	\$ 27,181	\$ 27,681	\$ 27,681	\$ 28,181