



City of Appleton

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

Meeting Agenda - Final Parks and Recreation Committee

Monday, November 7, 2022

6:30 PM

Council Chambers, 6th Floor

1. Call meeting to order
2. Roll call of membership
3. Approval of minutes from previous meeting
[22-1444](#) Minutes of the October 24, 2022 Parks & Recreation Committee Meeting
Attachments: [Minutes of the 10-24-22 P & R Meeting.pdf](#)
4. **Public Hearings/Appearances**
5. **Action Items**
[22-1445](#) Action Item: Approve Contract with Commercial Recreation Specialists for \$50,479 With a Contingency of 10% for a Total Amount Not to Exceed \$55,527 to Install Shade Structures for Jones Park
Attachments: [2022 Jones Park Shade Installation.docx](#)
[22-1447](#) Action Item: Approve the Public Facility Needs Assessment
Attachments: [Fee in Lieu of Land Document.pdf](#)
[22-1451](#) Action Item: Request to Adopt the Proposed Revised Jones Park Rental and Fee Schedule Policy
Attachments: [Jones Park Rental Policy.pdf](#)
[22-1452](#) Action Item: Request to Adopt the Proposed Revised Park Acquisition Map
Attachments: [Park Acquisition Map.pdf](#)
6. **Information Items**

[22-1446](#)

Reid Golf Course-October, 2022 Revenue, Participation & Expense Report

Attachments: [Reid October 2022.pdf](#)

7. Adjournment

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

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



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Meeting Minutes - Final Parks and Recreation Committee

Monday, October 24, 2022

6:30 PM

Council Chambers, 6th Floor

1. Call meeting to order

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

2. Roll call of membership

**Others: Dean Gazza, Parks, Recreation & Facilities Management; Attorney
Chris Behrens, Legal Services**

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

3. Approval of minutes from previous meeting

[22-1325](#)

Minutes of the September 12, 2022 Parks & Recreation Committee Meeting

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

Aldersperson Del Toro moved, seconded by Aldersperson Hartzheim, that the Minutes of the September 12, 2022 Parks & Recreation Committee be approved. Roll Call. Motion carried by the following vote:

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

4. Public Hearings/Appearances

None

5. Action Items

[22-1328](#)

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

Attachments: [Memo Park Pavilions and Special Areas Rental and Fee Policy.docx](#)
[2022 Pavilion Special Areas Policy - Clean - 09-16-2022.doc](#)
[2022 Pavilion Special Areas Policy - Redlined - 09-16-2022.pdf](#)

*Amendment: Annual resident boat landing fee amended to \$15. (Hartzheim/Thyssen)
5-0*

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

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

6. Information Items

[22-1326](#)

Presentation of the Proposed 2023 Parks, Recreation and Reid Golf Course Budgets

Attachments: [2023 Parks & Recreation.pdf](#)
[2023 Reid Golf Course Budget.pdf](#)

This item was presented

[22-1327](#)

Reid Golf Course-September, 2022 Participation, Revenue & Expense Report

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

This item was presented

7. Adjournment

The meeting was adjourned at 6:44 p.m.

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

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



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

**PARKS, RECREATION & FACILITIES
MANAGEMENT**

Dean R. Gazza, Director

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

TO: Parks & Recreation Committee

FROM: Dean R. Gazza

DATE: 11/7/2022

RE: Action Item: Approve contract with Commercial Recreation Specialists for \$50,479 with a contingency of 10% for a total amount not to exceed \$55,527 to install shade structures for Jones Park.

The 2021 carryover included funding for shade structures within Jones Park. Two locations were identified that could accommodate structures to provide limited shading for spectators and users of the park.

Earlier this year shades were ordered from Shade Systems, but due to long lead times the shades did not arrive in time for installation this fall, thus they will be installed in early 2023.

Commercial Recreation Specialists (CRS) provided the lowest quote for installation. Here are the attached quotes:

CRS	\$50,479
Madison Commercial	\$54,505
JMJ Construction	\$78,462

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



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(920) 832-5572 FAX (920) 993-3103
Email - dean.gazza@appleton.org

TO: Parks and Recreation Committee

FROM: Dean R. Gazza

DATE: November 7, 2022

RE: Action: Approve the Public Facility Needs Assessment

The Parks, Recreation, and Facilities Management Department contracted with Baker Tilly to complete a public facility needs analysis. Baker Tilly's analysis, in conjunction with the City of Appleton's 2019-2023 Comprehensive Outdoor Recreation Plan ("CORP"), create a public Facilities Needs Assessment pursuant to Wis. Stats. §66.0617 and §236.45. The review of the City's Needs Assessment is part of a larger effort to review and determine whether an update to the city's current fee-in-lieu of land dedication process is appropriate.

As highlighted within the Baker Tilly analysis, it is important to plan responsibly for new growth within a community, including acquiring, constructing, and maintaining parkland. One such way to accomplish this is done through the fee-in-lieu of land dedication process. This dedication process occurs at the outset of development, when land is developed and subdivided. The fee-in-lieu of land dedication will be due upon issuance of a building permit. The Parks, Recreation, and Facilities Management Department receives payment per dwelling unit which is deposited into the park open space special revenue fund. The city has not updated the fee-in-lieu of land dedication fee since 2009.

Pursuant to the Needs Analysis, the following are the proposed fees per dwelling unit:

Single Family	\$1,100.00
Multi-Family	\$925.00

If land dedication is determined to be more feasible, the following land dedication square footage applies per dwelling unit and will be applied to the final plat:

Single Family	789 Square Feet
Multi-Family	667 Square Feet

It is anticipated that, following adoption of this Needs Assessment, an amendment to Chapter 17 of the Municipal Code will follow.

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

CITY OF APPLETON

Appleton, Wisconsin

FEE-IN-LIEU OF LAND DEDICATION AND PUBLIC FACILITY NEEDS ASSESSMENT

Baker Tilly US, LLP
4807 Innovate Lane
P.O. Box 7398
Madison, WI 53707-7398
608 249 6622
800 362 7301

Dated: March 7, 2022

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Executive Summary

The purpose of this project was to evaluate and update the City's current fee-in-lieu of land dedication under Wisconsin Statute, Chapter 236, and Section 236.45 Local Subdivisions Requirements. If a municipality charges a fee-in-lieu of land dedication in accordance with Wisconsin State Statute 236.45(6) (am), the municipality must follow the procedures under s. 66.0617 (3) to (5) and meet the requirements under s. 66.0617 (6) to (10).

According to the City of Appleton's (the "City") 2019-2023 Comprehensive Outdoor Recreation Plan (page 14), the City is expecting to have population growth of 3.0% every decade. This anticipated growth will require additions to the City's parkland and park facilities. A fee-in-lieu of land dedication will continue to assist in financing the acquisition or initial improvement of land for public parks.

The City currently charges a fee in lieu of land dedication as established by the following ordinance:

Appleton, WI Municipal Code, Sec. 17-29. Ordinance No. 44-09, 3-10-2009

Per the City, they have not updated the fee-in-lieu of land dedication since 2009.

This document serves as a summary of Baker Tilly's analysis of the City's existing fee-in-lieu of land dedication. It also serves to satisfy the statutory obligations as outlined in Wisconsin Statute 66.0617 and Wisconsin Statute 236.45 to update its existing fees and public facility needs assessment. The primary resources used in this development of this study include:

- > The City used the *The City of Appleton 2019-2023 Comprehensive Outdoor Recreation* (the Plan) as the facility needs assessment.
- > *The City of Appleton 2019-2023 Comprehensive Outdoor Recreation* (the Plan) as prepared by Rettler Corporation adopted on September 18, 2019. See the acknowledgements section of the Plan for those that were involved in its creation. The Plan is located on the City's website. <https://appletonparkandrec.org/wp-content/uploads/2020/03/FINAL-Appleton-CORP-2019.pdf>
- > *The park inventory listing as provided by the City*. This document was compiled by the City from the Plan. Refer to Appendix A.
- > *The land cost as provided by the City*. The land cost is based on the City-wide average cost of unimproved land acquisition based on recent land sales and the cost to improve the land for public parks. Per s. 236.45(6)(ac), "improvement for public parks" means grading, landscaping, installation of utilities, construction of sidewalks, installation of playground equipment, and construction or installation of restroom facilities on land intended for public park purposes." The average of four recent sales was used to determine an average cost per acre. The four sales include the following:

Tax Municipality	Close Date	Price	Acres Est	\$/Acre	Comments
City of Appleton	3/1/2021	\$149,900	2.81	\$53,345	single building site w/public water & sewer
City of Appleton	10/2/2020	\$161,405	2.74	\$58,907	single building site w/public water & sewer
City of Appleton	12/23/2020	\$158,500	2.68	\$59,142	single building site w/public water & sewer
City of Appleton	10/5/2020	\$142,500	2.01	\$70,896	single building site w/public water & sewer
			average	\$60,572	

Executive Summary (cont.)

- > *U.S. Census data 2019 5-year estimates* related to persons-per-household per dwelling unit type.

<https://data.census.gov/cedsci/table?t=Housing&g=1600000US5502375&tid=ACSDP5Y2019.DP04&hidePreview=true>

This study should be read in conjunction with these resources. We provide no assurance on the accuracy of the resources used to develop this study.

Introduction

As previously stated in the Executive Summary, the City expects to experience population growth through 2030. Planning responsibly for new growth within a community is one of many challenges facing local governments. Effective accommodation of this development requires additional park land to accommodate growth as well as the construction and upgrade of public facilities and infrastructure to serve new residents.

It is common that during the construction and upgrade of public infrastructure, many residents and businesses that will occupy the newly developed areas of the community may not yet be present. The purchase of land and the development of land often precedes the inhabiting of the property. While this may be an obvious fact, it holds important consequence for the public financing of new development. In order to apportion the public costs of new development fairly and responsibly, some measures must be undertaken to ensure that the entire cost of accommodating new development is not born solely by the current residents of the municipality. One such measure to accomplish this goal is the use of a fee-in-lieu of land dedication to offset the initial cost to local taxpayers of satisfying the additional demand on the public infrastructure and park land.

Section A – Statutory Requirements

A fee-in-lieu of land dedication must follow the requirements of Wisconsin State Statute Chapter 236 – Platting Lands and Recording and Vacating Plats. See the requirements below.

In addition, if a municipality charges a fee-in-lieu of land dedication in accordance with Wisconsin State Statute 236.45(6) (am), the municipality must follow the procedures under s. 66.0617 (3) to (5) and meet the requirements under s. 66.0617 (6) to (10). The City understands these requirements.

Wisconsin State Statute Chapter 236.45(6) – Requirements for Approval Conditions

- > *Per Subsection(6)(ac), “Improvement of land for public parks” means grading, landscaping, installation of utilities, construction of sidewalks, installation of playground equipment, and construction or installation of restroom facilities on land intended for public park purposes.*

Based on the definition above, only allowable costs are included in the fee-in-lieu of land dedication.

- > *Per Subsection (6)(b), any land dedication, easement, or other public improvement or fee for the acquisition or initial improvement of land for a public park that is required by a municipality, town, or county as a condition of approval under this chapter must bear a rational relationship to a need for the land dedication, easement, or other public improvement, parkland acquisition or initial improvement fee resulting from the subdivision or other division of land and must be proportional to the need.*

The City is meeting this requirement. The City is providing a service level of 6.99 acres per 1,000 residents. See Appendix A.

- > *Per Subsection (6)(c), If a subdivision ordinance of a municipality, town, or county requires, as a condition of approval under this chapter, that a subdivider dedicate land for public park, the municipality, town or county may offer the subdivider the option of either dedicating land consistent with the municipality’s, town’s or county’s park plan and comprehensive plan or paying a fee or other charge under par (am) in lieu of the dedication. If the subdivider elects to pay a fee or other charge under the paragraph, the fee or other charge is payable by the landowner to the municipality, town, or county upon issuance of a building permit by the municipality, town, or county. If the subdivider elects to dedicate land under this paragraph, unless the municipality, town, or county agrees otherwise, the subdivider only may dedicate land that is consistent with the municipality’s, town’s or county’s park plan and comprehensive plan.*

See Section C for the fee-in-lieu of land dedication fee calculation and the land dedication square footage requirements. If land dedication is selected, the City’s land dedication standard is 423.66 square feet per person. See the assumptions and calculations in Section C.

NOTE: The fee-in-lieu of land dedication requirements outlined in this section are subject to change by the legislature at any time. Refer to the state statute for the statutory requirements.

Section B – Compliance with Wisconsin Fee-in-lieu of Land Dedication Requirements

Fee-In-Lieu of Land Dedication Process

See Wisconsin State Statute 66.0617 for the detailed process. In addition, if a municipality charges a fee-in-lieu of land dedication in accordance with Wisconsin State Statute 236.45(6), the municipality must follow the procedures under s. 66.0617 (3) to (5) and meet the requirements under s. 66.0617 (6) to (10).

The process followed and information utilized in the development of the fee-in-lieu of land dedication is summarized below:

- Requires a Public Hearing (s. 66.0617 (3)):
 - Class 1 notice under Chapter 985
 - Provide copy of proposed ordinances
 - Provide public facilities needs assessment
- Based on a Public Facilities Needs Assessment (s. 66.0617 (4)):
 - Inventory of existing facilities, including deficiencies
 - Identification of new public facilities
 - Estimated (or actual) capital cost of new public facilities
 - Effect of recovering capital costs on affordable housing
 - Available for public inspection and copying in the office of the clerk at least 20 days before hearing
- Establish Accounting Requirements:
 - Use of funds restricted
 - Subject to refund
- Specify Appeal Procedure (s. 66.0617 (10))

Section B – Compliance with Wisconsin Fee-in-lieu of Land Dedication Requirements (cont.)

Imposition of the Fee-in-lieu of Land Dedication

The park fee-in-lieu of land dedication will be due upon issuance of a building permit.

Wisconsin State Statute Section 66.0617(7) – Low-Cost Housing

In general, the level of the fees in relation to average housing cost should not impede the affordability of low-cost housing. For example, including the proposed single-family fee-in-lieu of land dedication of \$1,115, in a typical 30-year mortgage at 3% interest would equate to an additional monthly payment of \$4.85. According to Zillow, the median home price in Appleton is \$204,832 (a). Assuming a down payment of 20%, the average monthly mortgage payment would be \$691. The fee-in-lieu would be 0.7% of the monthly payment. In addition, if the owner of a multifamily dwelling were to include the proposed multi-family fees of \$943 in a mortgage with the same terms, the additional monthly payment would be \$3.98 or 0.4% of the monthly payment.

Information from the 2015-2019 US Census showed that the City of Appleton's median household income was \$58,112 (2019 dollars). Wisconsin's median household income was \$61,747 (2019 dollars).

(a) <https://www.zillow.com/appleton-wi/home-values/>

Updates to the Report

The fee-in-lieu of land dedication should be evaluated for adjustment at least every five years to account for increases / decreases in raw land costs, grading and utilities. The City may also wish to adjust the fee periodically based on the Engineering News Record Municipal Cost Index. This will allow for changes in growth, project costs, estimates or other projects to be incorporated into the fees. See assumptions for recommendations.

Section C – Fee Calculation and Land Dedication Requirements

Assumptions

- > The fee in lieu of parkland dedication was last updated in 2009.

The City's current 2019-2023 Comprehensive Outdoor Recreation Plan (the Plan) was used as the basis for this study. This Plan was approved on September 18, 2019. As noted in the Plan, "A growing body of research provides evidence of the importance of parks, open space, and leisure programming to the environmental, social, and economic health of Communities." The plan also supports the guidelines established in the City of Appleton 2010-2030 Comprehensive Plan. Both plans can be found on the City website.

<https://appletonparkandrec.org/wp-content/uploads/2020/03/FINAL-Appleton-CORP-2019.pdf>

<https://www.appleton.org/government/planning/city-of-appleton-comprehensive-plan-2010-2030>
- > According to the City, 2020 Census data indicate the 2020 population estimate for the City is 75,644, which is an increase of approximately 3,021 since the 2010 U.S. Census (72,623 population) or a 4.1% increase. <https://www.census.gov/quickfacts/appletoncitywisconsin>
- > The City's fee-in-lieu of land dedication standard is based on 529.08 acres of parkland. This is comprised of 242.06 acres of community parks, 178.32 acres of neighborhood parks and 108.70 acres of special use parks such as Houdini Plaza and Reid Golf Course.
- > The land costs to calculate the fee-in-lieu of land dedication is based on the City-wide average cost of land acquisition and "improvements of land for public park costs" as allowed for under Chapter 236. Recent raw land sales with utility improvements show the average cost per acre is \$60,572. This is also referenced on Page 1.
- > Park development fees will not be assessed to nonresidential land uses as park usage is primarily residential in this community.
- > The Park & Open Space standards can be found in the City of Appleton 2019-2023 Comprehensive Outdoor Recreation Plan.
- > For purposes of this analysis, it is assumed that there will be an average of 2.59 persons per household for single-family housing units and 2.19 persons per household for duplex and multifamily housing units as per recent census data.

Section C – Fee Calculation and Land Dedication Requirements (cont.)

Assumptions (cont.)

- > The fee-in-lieu of land dedication standard used for consideration in this study is comprised of “active-parks” of 529.08 acres. While the type of land dedicated by developers is typically used for the development of active use parks, such use is not required. The city is currently providing 6.99 acres of parkland per 1,000 residents using the 2020 population of 75,644. The calculation is $(529.08 / 75,644) * 1,000 = 6.99$.
- > The City’s land dedication requirement is 304.67 square feet per person. This is computed as follows: $(6.99 \text{ acres} * 43,560 \text{ square feet in an acre}) / 1,000 = 304.67 \text{ square foot per person}$. This is then multiplied by the persons per household to determine the land dedication square footage.

Recommendation

The City should consider whether its existing fee-in-lieu of land dedication fee should be updated with the fees identified and explained on the following pages.

Section C – Fee Calculation and Land Dedication Requirements (cont.)

Fee Summary

Dwelling Unit Type	1 (A) Persons per Household	2 Cost per Person	3 (1*2) Fee
Single Family	2.59	\$ 423.66	\$ 1,097.29
Multi-Family	2.19	\$ 423.66	\$ 927.83
Standards:			
Cost standard per acre			<u>\$ 60,572</u> B
Parkland acres per 1,000 residents			<u>6.99</u> C
Cost per Person:			
	Cost standard per acre		\$ 60,572 B
	Multiplied by: acres per person		<u>0.0069943</u> per above
	Cost per person		<u>\$ 423.66</u>
A) Source: U.S. Census Bureau			
B) Per the City of Appleton - based recent land sales w/utilities			
C) Per the City of Appleton CORP			

Section C – Fee Calculation and Land Dedication Requirements (cont.)

Land Dedication

If land dedication is selected versus paying a fee-in-lieu of land dedication, the following land dedication square footage applies and will be applied prior to the Final Plat:

Land Dedication Requirement			
Dwelling Unit Type	1 (A) Persons per Household	2 Square Foot per Person	3 (1*2) Land Dedication Square Footage
Single Family	2.59	304.67	789.11
Multi-Family	2.19	304.67	667.26
Standards:			
Square feet per acre			<u>43,560</u>
Parkland acres per 1,000 residents			<u>6.99</u> B
Square Foot per Person:			
Parkland acres per person (7.11 / 1,000)			0.006994 B
Multiplied by: Square feet per acre			<u>43,560</u> per above
	Square feet per person		<u>304.67</u>
A) Source: U.S. Census Bureau			
B) Per the City of Appleton			

APPENDIX A

	Park	Park Type	Acres
<u>Included In Park Improvement Calculation</u>			
1	Appleton Memorial (AMP)	Community	140.10
2	Erb	Community	27.75
3	Pierce	Community	34.91
4	Telulah	Community	39.30
	Subtotal		<u>242.06</u>
1	Alicia	Neighborhood	12.00
2	Arbutus	Neighborhood	3.44
3	City	Neighborhood	8.00
4	Colony Oaks	Neighborhood	7.88
5	Derks	Neighborhood	9.07
6	Einstein	Neighborhood	6.60
7	Ellen Kort Peace	Neighborhood	3.38
8	Green Meadows	Neighborhood	5.60
9	Highview	Neighborhood	12.59
10	Hoover	Neighborhood	11.60
11	Jaycee	Neighborhood	4.00
12	Jones	Neighborhood	5.75
13	Kiwanis	Neighborhood	6.50
14	Linwood	Neighborhood	9.50
15	Lions	Neighborhood	4.40
16	Lutz	Neighborhood	2.70
17	Mead	Neighborhood	8.50
18	Lundgaard	Neighborhood	7.02
19	Peabody	Neighborhood	16.20
20	Pioneer	Neighborhood	0.52
21	Providence	Neighborhood	3.33
22	Schaefer	Neighborhood	6.40
23	Summit	Neighborhood	5.49
24	Veterans	Neighborhood	2.00
25	Vosters	Neighborhood	5.10
26	Vulcan Heritage	Neighborhood	2.05
27	Woodland	Neighborhood	8.70
	Subtotal		<u>178.32</u>
1	Houdini Plaza	Special Areas	1.00
2	Reid Golf Course	Special Areas	107.60
3	Union Springs	Special Areas	0.10
	Subtotal		<u>108.70</u>
	Total Park Acreage		<u><u>529.08</u></u>
	2020 Population		75,644
	Parkland per 1,000 residents		6.99



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**PARKS, RECREATION & FACILITIES
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Dean R. Gazza, Director

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

TO: Parks and Recreation Committee

FROM: Dean R. Gazza

DATE: November 7, 2022

RE: Action: Request to Adopt the Proposed Revised Jones Park Rental and Fee Schedule Policy

The Parks, Recreation, and Facilities Management Department has reviewed the Jones Park Rental and Fee Schedule Policy. Reviews are completed to ensure the policy remains current and reflects the current needs of the users. The following are major changes to the policy, other minor updates are outlined in the redline version.

1. Increase rental fees. Increased number of annual rentals and size of events have grown. Costs for labor, utilities, refuse removal, and cleaning have all increased.
2. Private events will be approved by the Parks and Recreation Committee and Common Council. Currently private events are approved by the Special Events Committee.

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

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

CITY OF APPLETON POLICY		TITLE: JONES PARK – RENTAL AND FEE SCHEDULE	
ISSUE DATE: March 6, 2019		LAST UPDATE: March 6, 2019	
POLICY SOURCE: Parks, Recreation and Facilities Management Department		TOTAL PAGES: 5	
Reviewed by Attorney’s Office Date: October 28, 2022		Parks and Recreation Committee Approval Date: Council Approval Date:	

I. Purpose

To provide a policy to authorize the Parks, Recreation and Facilities Management Department to equitably administer rules and regulations, policies, fees and charges, and manage the use of Jones Park for private and/or community events. The Parks, Recreation and Facilities Management Department recognizes Jones Park provides quality of life uses for individuals, organizations and groups and brings certain benefits to the community, but has certain use limitations due to size, available facilities, site development, and location.

II. Policy

This policy authorizes the Parks, Recreation and Facilities Management Department to charge fees for the use of Jones Park within the rate schedule established by the Parks and Recreation Committee and City Council. The Parks, Recreation and Facilities Management Department has also established guidelines for the preservation of the public’s health, safety, welfare, and to promote the responsible use of publicly owned property and facilities. To effectively manage, protect facilities, and promote wise use of urban spaces, this policy authorizes the Parks, Recreation and Facilities Management Director and/or designees to:

1. Cancel and/or relocate any reservation that potentially threatens the integrity of Jones Park due to misrepresentation of information on the Facility Reservation Agreement, or if conditions of the facility or grounds would potentially create an unsafe situation.
2. Limit the availability of Jones Park for the city to perform routine and/or required maintenance and renovations to preserve the park’s integrity, including facilities, hard surfaces, turf, trees, vegetation, amenities, etc.
3. Deny any facility reservation application if the expected attendance would endanger public health and safety or compromise the condition of Jones Park.
4. Enforce park rules, regulations, and policies.
5. Require insurance coverage with limits established by the City Risk Manager for all activities or events scheduled for Jones Park.

III. Definitions

- **Jones Park** – Urban space located at 301 W. Lawrence Street consisting of the park, pavilion, performance stage and parking lot.

- **Local Non-Profit Organization** – Non-profit organization located in the Fox Cities that offers activity and/or event to promote quality of life experiences for citizens of Appleton and surrounding communities.
- **National Non-Profit Organization** – National non-profit organization that offers activity and/or event to promote its objectives and focus.
- **For-Profit Organization** – For-profit organization that offers activity and/or event for the primary purpose of raising money for its operations/objectives/programs.
- **Private Event** – Exclusive use of the park for an event and/or activity by an organization, group or individual that requires some or all of Jones Park to be closed to the public.
- **Exchange of Money** – The sale of food, beverage and other associated products requiring the exchange of any money at an event or program that is held in Jones Park specifically reserved for that event or program.
- **Facility Reservation Policies and Procedures** – These policies and procedures are set forth on the back of the Facility Reservation Agreement and detail reservations, sales of concessions, cancellation/refund procedures, alcohol policies and damage policies.
- **Park Rules & Regulations** – Regulations formulated by the City Council and published by the Parks, Recreation and Facilities Management Department. These rules and regulations are included with every Facility Reservation Agreement packet.
- **Processing Fee** – Fee charged to process a refund and/or cancellation request that is received before the reservation date.
- **Special Event** – An event or activity that meets the City of Appleton’s definition of a special event, and is held in a city park and/or special area, and exceeds the normal, ordinary or intended use of the park and/or special area.
- **Event Fee** – Fee charged for any rental of Jones Park facilities and/or parking lot that is determined to be a special event.

IV. Discussion

This policy defines how Jones Park shall be reserved by individuals, organizations and/or groups (herein “organizers”) for use of the facility. The policy shall also define the fee (s) charged to these organizers for their reservation request.

V. Reservations:

1. All organizers reserving Jones Park will be billed in accordance with the established rate schedule, including but not limited to: reservation fee; exchange of money permit; tent permit; tent inspection fee; event fee for facility. Organizers that are non-profit need to provide proof of status.
2. All reservations of Jones Park should be limited to events and activities open to the general public and considered special events. The use of Jones Park for a private event must be approved by the Parks and Recreation Committee and Common Council.
3. The reservation of Jones Park shall follow the procedures identified in the Special Events Policy and organizers will be required to pay all the fees required under the Special Events Policy, including a separate “Event Fee” of \$50.00 as set forth in the Fee Schedule on the last page of this policy.
4. The rental of the performance stage and/or parking lot requires rental of the park pavilion.
5. The reservation request for Jones Park shall include the actual time needed for the activity or event, including the time period for all set up, tear down and clean up. The event organizer who completes the reservation will be the responsible party and main contact for the event.

6. All reservations for Jones Park shall be considered for the entire day. Reservations for the same day by two different organizations or groups is not permitted unless written confirmation is received and approved by the Director of Parks, Recreation, and Facilities Management, from both organizations or groups. The City of Appleton is not responsible for any additional service required to accommodate the multiple events. Each reservation will pay the full rate.
7. If an organizer performs set-up or take down of any equipment outside of the rental dates they will be charged for the full day, no exceptions. In addition, if these actions interfere with another rental the City reserves the right to have any set-up removed at the organization's cost, which includes but is not limited to services provided by private contractors and/or third parties i.e., dumpsters, portables, tents.
8. Jones Park is available year-round; however during the winter months (November through March), the Parks, Recreation and Facilities Management Department reserves the right to limit access to any portion of the park and charge the organizer the actual cost to prepare the park for any activity or event. Preparations services during the winter months include but are not limited to snow removal, ice control, waste containers, etc.
9. Organizers that have reserved Jones Park for an event or activity shall have thirty (30) days after the date of the special event to reserve Jones Park for the same weekend and/or date for the following year. After thirty (30) days, the Parks, Recreation and Facilities Management Department will make Jones Park available to other interested parties.
10. A special event license for Jones Park will not be issued until all approvals have been received through the Special Events Permit process. Private rentals will need Parks and Recreation Committee and Common Council approval.
11. All other reservations for Jones Park are on a first-come, first-served basis and may be made no more than one (1) year in advance.
12. The Parks, Recreation and Facilities Management Department reserves the right to require a security deposit for any reservation based on the type of event, number of participants, use of facility, etc. The security deposit will be returned within 30 business days after the event if all conditions of the reservation request were met, including, but not limited to: facility clean-up; proper vacation of the facilities; keys not returned, removal of personal equipment/supplies/etc.; and leaving the facilities and grounds in a clean and orderly condition. Damage and/or loss of property may result in future rental requests being denied.
13. All facility reservation requests should be made at least ninety (90) days in advance of the reservation date, depending on the size of the event and/or need for street closures. Please refer to the Special Event Policy for a more detailed breakdown of the minimum number of days before the event to apply for a license and the costs associated with your Special Event. No special event license will be granted with less than ten days before the date of your event.
14. This policy shall become effective December 15, 2022, and shall remain in effect until it is modified, changed, and/or repealed.

Terms & Conditions of Use:

- The special event license holder must bring their copy of the approved reservation to the special event to show City personnel upon request. In all cases, special event license holders shall be given preference for the use of the space designated on the approved agreement.
- Motorized vehicles are allowed in the parking lot only. Vehicles are not allowed on any other park surface at any time; this includes trucks, cars, Utility Task Vehicles (UTVs),

golf carts, etc. used for the unloading and loading of equipment and supplies.

Authorization may be given for unique circumstances but must be approved in advance by the Director of Parks, Recreation and Facilities Management or designee.

- No equipment that utilizes fuels or electrical power for food preparation, craft making, etc. shall be allowed within the park. No cooking equipment shall be utilized within the pavilion. The parking lot may be utilized upon approval if reserved accordingly.
- Organizers shall leave the facility in a clean and orderly condition. Organizers shall not remove any City equipment and/or supplies. The City will not be held financially or legally responsible for any damage or loss of property that occurs as a result of the rental and reserves the right to bill the applicant for repair and replacement costs incurred by such damage to parks and/or park amenities during the rented timeframe.
- Access to the Exhibition Center shall not occur through Jones Park for loading and unloading of equipment/materials/supplies, etc.

Cancellation/Refunds:

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

JONES PARK

FEE SCHEDULE

<u>Organization/Group</u>	<u>Park Rental Fees</u>		<u>Stage Rental Fees</u>	<u>Parking Lot Rental Fees</u>
Local Non-Profit Organization	\$125.00 per day		\$125.00 per day	\$125.00 per day
National Non-Profit Organization	\$175.00 per day		\$175.00 per day	\$175.00 per day
For-Profit Organization	\$325.00 per day		\$325.00 per day	\$325.00 per day
Private Event	\$525.00 per day		\$525.00 per day	\$525.00 per day
<u>Other Services</u>		<u>Fees</u>		
Exchange of Money Permit	\$25.00 per day \$100.00 per season			
Tent Permit	\$15.00 per tent, per day			
Fire Inspection (for tents)	\$25.00 per event			
Processing Fee	\$10.00			
Event Fee	\$50.00 per event			

CITY OF APPLETON POLICY		TITLE: JONES PARK – RENTAL AND FEE SCHEDULE	
ISSUE DATE: New Policy <u>March 6, 2019</u> <u>Day of Council Adoption</u>	LAST UPDATE: New Policy <u>March 6, 2019</u>	TEXT NAME:	
POLICY SOURCE: Parks, Recreation and Facilities Management Department		TOTAL PAGES: 5	
Reviewed by Attorney’s Office Date: <u>October 28, 2022</u>	Parks and Recreation Committee Approval Date:	Council Approval Date:	

I. Purpose

To provide a policy to authorize the Parks, Recreation and Facilities Management Department to equitably administer rules and regulations, policies, fees and charges, and manage the use of Jones Park for private and/or community events. The Parks, Recreation and Facilities Management Department ~~also~~ recognizes Jones Park provides quality of life uses for individuals, organizations and groups and brings certain benefits to the community, but has certain use limitations due to size, available facilities, site development, and location.

II. Policy

This policy authorizes the Parks, Recreation and Facilities Management Department to charge fees for the use of Jones Park within the rate schedule established by the Parks and Recreation Committee and City Council. The Parks, Recreation and Facilities Management Department has also established guidelines for the preservation of the public’s health, safety, welfare, and to promote the responsible use of publicly owned property and facilities. To effectively manage, protect facilities, and promote wise use of urban spaces, this policy authorizes the Parks, Recreation and Facilities Management Director and/or designees to:

1. Cancel and/or relocate any reservation that potentially threatens the integrity of Jones Park due to misrepresentation of information on the Facility Reservation Agreement, or if conditions of the facility or grounds would potentially create an unsafe situation.
2. Limit the availability of Jones Park for the city to perform routine and/or required maintenance and renovations to preserve the park’s integrity, including facilities, hard surfaces, turf, trees, vegetation, amenities, etc.
3. Deny any facility reservation application if the expected attendance would endanger public health and safety or compromise the condition of ~~facilities~~ Jones Park.
4. Enforce park rules, regulations, and policies.
5. Require insurance coverage with limits established by the City Risk Manager for all activities or events scheduled for Jones Park.

III. Definitions

- **Jones Park** – Urban space located at 301 W. Lawrence Street consisting of the park, pavilion, performance stage and parking lot.
- **Local Non-Profit Organization** - Non-profit organization located in the Fox Cities that offers activity and/or event to promote quality of life experiences for citizens of Appleton and surrounding communities.
- **National Non-Profit Organization** – National non-profit organization that offers activity and/or event to promote its objectives and focus.
- **For-Profit Organization** – For-profit organization that offers activity and/or event for the primary purpose of raising money for its operations/objectives/programs.
- **Private Event** – Exclusive use of the park for an event and/or activity by an organization, group or individual that requires some or all of Jones Park to be closed to the public.
- **~~Concessions/Sales/~~ Exchange of Money** - The sale of food, beverage and other associated products ~~requiring~~ ~~or~~ the exchange of any money at an event or program that is held in Jones Park specifically reserved for that event or program.
- **Facility Reservation Policies and Procedures** - These policies and procedures are set forth on the back of the Facility Reservation Agreement and detail reservations, sales of concessions, cancellation/refund procedures, alcohol policies and damage policies.
- **Park Rules & Regulations** - Regulations formulated by the City Council and published by the Parks, Recreation and Facilities Management Department. These rules and regulations are included with every Facility Reservation Agreement packet.
- **Processing Fee** - Fee charged to process a refund and/or cancellation request that is received before the reservation date.
- **Special Event** - An event or activity that meets the City of Appleton’s definition of a special event, and is held in a city park and/or special area, and exceeds the normal, ordinary or intended use of the park and/or special area.
- **Event Fee** – Fee charged for any rental of Jones Park facilities and/or parking lot that is determined to be a special event.

IV. Discussion

This policy defines how Jones Park shall be reserved by individuals, organizations and/or groups (herein “organizers”) for use of the facility. The policy shall also define the fee (s) charged to these organizers for their reservation request.

V. Reservations:

1. All organizers reserving Jones Park will be billed in accordance with the established rate schedule, including but not limited to: reservation fee; ~~concessions/sales/~~ exchange of money permit; tent permit; tent inspection fee; ~~late registration~~; event fee for facility. Organizers that are non-profit need to provide proof of status.
2. All reservations of Jones Park ~~shall~~ should be limited to events and activities open to the general public and considered special events. The use of Jones Park for a private event must be approved by the ~~Special Event Committee~~ Parks and Recreation Committee and Common Council.
3. The reservation of Jones Park shall follow the procedures identified in the Special Events Policy and organizers will be required to pay all the fees required under the Special Events Policy, including a separate “Event Fee” of \$50.00 as set forth in the Fee Schedule on the last page of this policy.

4. The rental of the performance stage and/or parking lot requires rental of the park pavilion. ~~Both the performance stage and parking lot are add-on fees.~~
5. The reservation request for Jones Park shall include the actual time needed for the activity or event, including the time period for all set up, tear down and clean up. The event organizer who completes the reservation will be the responsible party and main contact for the event.
6. All reservations for Jones Park shall be considered for the entire day. Reservations for the same day by two different organizations or groups is not permitted unless written confirmation is received and approved by the Director of Parks, Recreation, and Facilities Management, from both organizations or groups, ~~and the~~ The City of Appleton is not responsible for any additional service required to accommodate the multiple events. Each reservation will pay the full rate.
7. If an organizer performs set-up or take down of any equipment outside of the rental dates they will be charged for the full day, no exceptions. In addition, if these actions interfere with another rental the City reserves the right to have any set-up removed at the organization's cost, which-This includes but is not limited to services provided by private contractors and/or third parties i.e., dumpsters, portables, tents.
8. Jones Park is available year-round; however during the winter months (November through March), the Parks, Recreation and Facilities Management Department reserves the right to limit access to any portion of the park and charge the organizer the actual cost to prepare the park for any activity or event. Preparations services during the winter months include but are not limited to snow removal, ice control, waste containers, etc.
9. Organizers that have reserved Jones Park for an event or activity shall have thirty (30) days after the date of the special event to reserve Jones Park for the same weekend and/or date for the following year. After thirty (30) days, the Parks, Recreation and Facilities Management Department will make Jones Park available to other interested parties.
10. A ~~reservation request~~ special event permit license for Jones Park will not be issued until all approvals have been received through the Special Events Permit process. Private rentals will need Parks and Recreation Committee and Common Council approval.
11. All other reservations for Jones Park are on a first-come, first-served basis and may be made no more than one (1) year in advance.
12. The Parks, Recreation and Facilities Management Department reserves the right to require a security deposit for any reservation based on the type of event, number of participants, use of facility, etc. ~~The amount of the security deposit will be based on factors listed earlier.~~ The security deposit will be returned within 30 business days after the event if all conditions of the reservation request were met, including, but not limited to: facility clean-up; proper vacation of the facilities; keys not returned, removal of personal equipment/supplies/etc.; and leaving the facility ~~(s)ies~~ and grounds in a clean and orderly condition. Damage and/or loss of property may result in future rental requests being denied.
13. All ~~applications for~~ facility ~~reservations-reservation requests~~ should be made at least ninety (90) days in advance of the reservation date, depending on the size of the event and/or need for street closures. Please refer to the Special Event Policy for a more detailed breakdown of the minimum number of days before the event to apply for a license and the costs associated with your Special Event. No ~~license-special event permit~~ license will be granted with less than ten days before the date of your event.
14. This policy shall become effective ~~July 1, 2019~~ December 15, 2022, and shall remain in effect until it is modified, changed, and/or repealed.

Terms & Conditions of Use:

- The special event license holder must bring his/her/their copy of the approved reservation to the special event to show City personnel upon request. In all cases, special event license holders shall be given preference for the use of the space designated on the approved agreement.
- Motorized vehicles are allowed in the parking lot only. Vehicles are not allowed on any other park surface at any time; this includes trucks, cars, Utility Task Vehicles (UTVs), golf carts, etc. used for the unloading and loading of equipment and supplies. Authorization may be given for unique ~~circumstances, but~~circumstances but must be approved in advance by the Deputy_ Director of Parks, Recreation and Facilities Management or designee.
- No equipment that utilizes fuels or electrical power for food preparation, craft making, etc. shall be allowed within the park. No cooking equipment shall be utilized within the pavilion. The parking lot may be utilized upon approval if reserved accordingly.
- Organizers shall leave the facility in a clean and orderly condition. Organizers shall not remove any City equipment and/or supplies. The City will not be held financially or legally responsible for any damage or loss of property that occurs as a result of the rental and reserves the right to bill the applicant for repair and replacement costs incurred by such damage to parks and/or park amenities during the rented timeframe.
- Access to the Exhibition Center shall not occur through Jones Park for loading and unloading of equipment/materials/supplies, etc.

Cancellation/Refunds:

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- A full refund of the rental fee will be made if the reservation is cancelled by the Parks, Recreation and Facilities Management Department due to unsafe conditions, issues/ concerns with park facilities, construction activities, etc. These refunds are not subject to the \$10.00 processing fee.

JONES PARK

FEE SCHEDULE

<u>Organization/Group</u>	<u>Park Rental Fees</u>		<u>Stage Rental Fees</u>	<u>Parking Lot Rental Fees</u>
Local Non-Profit Organization	\$100.00 per day \$125.00 per day	Plus	\$100.00 per day \$125.00 per day	\$100.00 per day \$125.00 per day
National Non-Profit Organization	\$150.00 per day \$175.00 per day	Plus	\$150.00 per day \$175.00 per day	\$150.00 per day \$175.00 per day
For-Profit Organization	\$300.00 per day \$325.00 per day	Plus	\$300.00 per day \$325.00 per day	\$300.00 per day \$325.00 per day
Private Event	\$500.00 per day \$525.00 per day	Plus	\$500.00 per day \$525.00 per day	\$500.00 per day \$525.00 per day
<u>Other Services Fees</u>				
Concessions/Sales/Exchange of Money Permit	\$25.00 per day \$100.00 per season			
Tent Permit	\$15.00 one tent, \$25.00 two tents, \$50.00 three or more tents per day \$15.00 per tent, per day			
Fire Inspection (for tents)	\$25.00 per event			
Late Reservation	\$10.00			
Processing Fee	\$10.00			
Event Fee	\$50.00 per event			



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

**PARKS, RECREATION & FACILITIES
MANAGEMENT**

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

TO : Parks and Recreation Committee

FROM : Dean R. Gazza

DATE : November 7, 2022

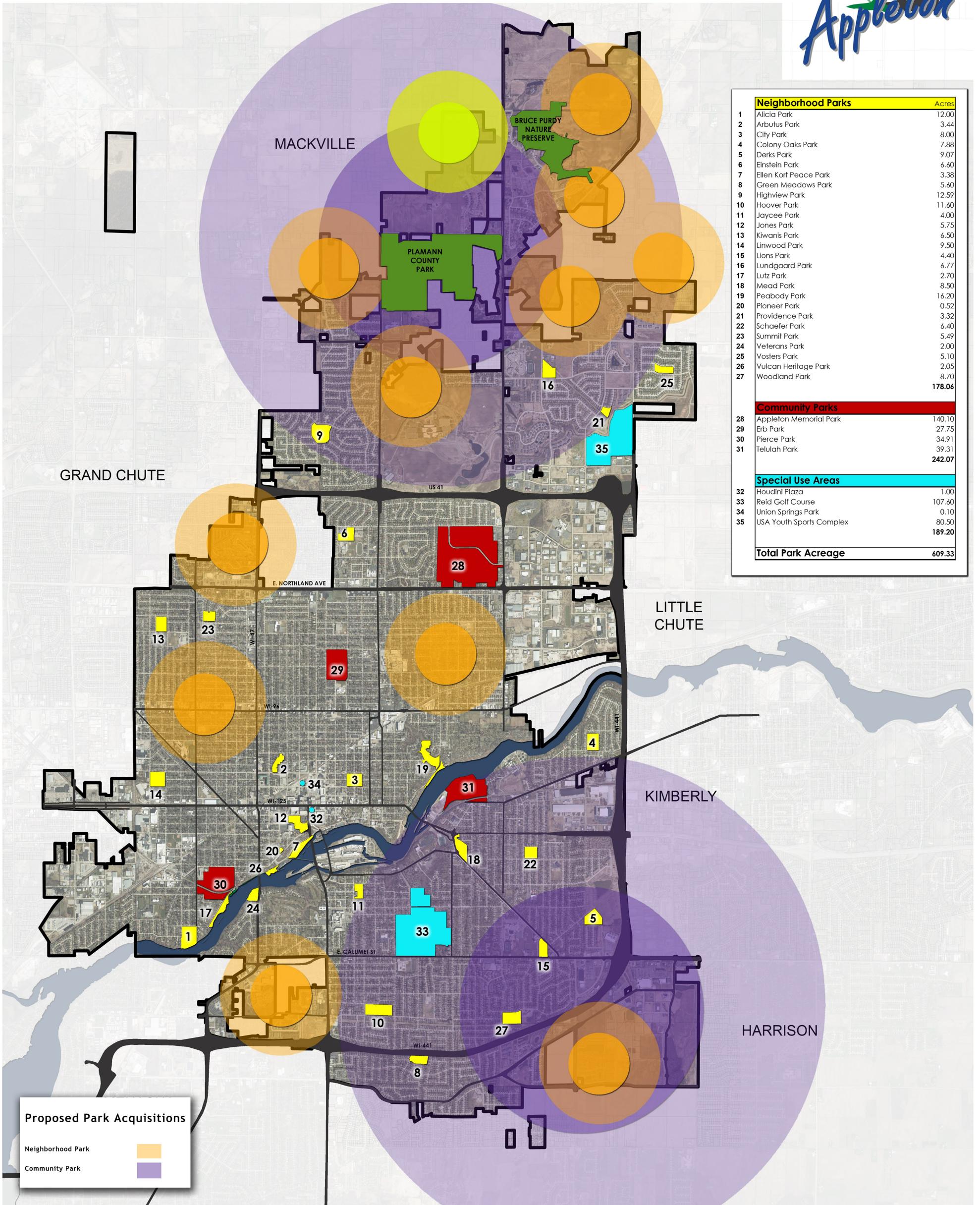
RE : Action : Request to Adopt the Proposed Revised Park Acquisition Map

The Parks, Recreation, and Facilities Management Department has reviewed the Comprehensive Outdoor Recreation Plan and has determined the need to revise the park acquisition map. Based on national park recommendations, city residents should live within a half mile of a neighborhood park and within two miles of a community park.

Current growth and future development on the northern end of the city boundaries has created the need for future parkland. Existing and future residential properties are not within a half mile of a neighborhood park.

The Parks, Recreation, and Facilities Management Department is requesting to add one neighborhood park acquisition location. Highlighted in yellow is the preferred location to address current and future growth on the northern end of the city boundaries.

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



Neighborhood Parks		Acres
1	Alicia Park	12.00
2	Arbutus Park	3.44
3	City Park	8.00
4	Colony Oaks Park	7.88
5	Derks Park	9.07
6	Einstein Park	6.60
7	Ellen Kort Peace Park	3.38
8	Green Meadows Park	5.60
9	Highview Park	12.59
10	Hoover Park	11.60
11	Jaycee Park	4.00
12	Jones Park	5.75
13	Kiwanis Park	6.50
14	Linwood Park	9.50
15	Lions Park	4.40
16	Lundgaard Park	6.77
17	Lutz Park	2.70
18	Mead Park	8.50
19	Peabody Park	16.20
20	Pioneer Park	0.52
21	Providence Park	3.32
22	Schaefer Park	6.40
23	Summit Park	5.49
24	Veterans Park	2.00
25	Vosters Park	5.10
26	Vulcan Heritage Park	2.05
27	Woodland Park	8.70
		178.06
Community Parks		
28	Appleton Memorial Park	140.10
29	Erb Park	27.75
30	Pierce Park	34.91
31	Telulah Park	39.31
		242.07
Special Use Areas		
32	Houdini Plaza	1.00
33	Reid Golf Course	107.60
34	Union Springs Park	0.10
35	USA Youth Sports Complex	80.50
		189.20
Total Park Acreage		609.33

Proposed Park Acquisitions

Neighborhood Park

Community Park

City of Appleton - Reid Golf Course
Revenues - October 31, 2022

	2021		2022	
	2021 Y-T-D Rounds	Total Revenue	2022 Y-T-D Rounds	Total Revenue
Green Fees				
Weekday-18 Holes	5,112	\$90,141.11	5,116	\$92,119.92
Weekday-9 Holes	12,984	\$191,368.22	13,332	\$198,543.75
Weekend - 18-Holes	3,075	\$72,845.29	2,886	\$75,132.97
Weekend - 9 Holes	3,636	\$70,555.90	2,850	\$54,348.17
Twilight Golf	2,995	\$33,830.30	2,691	\$27,526.64
Passholder Rounds	9,806		11,152	
Team Rounds	785		994	
Sub-Totals	38,393	\$458,740.82	39,021	\$447,671.45
Pass/Coupon/Discount Card Sales	2021 Y-T-D Sales	Total Revenues	2022 Y-T-D Sales	Total Revenues
Pass Sales	156	\$76,014.03	199	\$74,798.64
Corporate Pass Sales	10	\$24,881.50	11	\$31,279.60
Discount Cards	115	\$3,450.00	168	\$6,160.00
Cart Revenue	2021 Y-T-D Cart Sales	Total Revenues	2022 Y-T-D Cart Sales	Total Revenues
Cart Fee	15,038	\$160,748.17	21,428	\$190,016.94
Annual Cart Passes	22	\$11,063.04	23	\$11,720.19
Practice Range	2021 Y-T-D Sales	Total Revenues	2022 Y-T-D Sales	Total Revenues
Driving Range	4,364	\$27,789.15	6,683	\$26,197.01
Annual Range Pass	10	\$2,800.94	15	\$3,895.72
Golf Shop Merchandise	2021 Y-T-D Sales	Total Revenues	2022 Y-T-D Sales	Total Revenues
Balls/Assessories/Apparel/Misc.		\$27,053.25		\$32,025.59
Gift Cards	290	\$12,339.92	250	\$13,307.99
Lessons**	169	\$7,596.50		\$7,145.00
Other Rentals***	681	\$4,463.52		\$4,557.17
Food and Beverage	2021 Y-T-D Sales	Total Revenues	2022 Y-T-D Sales	Total Revenues
Food		\$16,363.88		\$17,746.32
Beverage		\$24,448.55		\$24,736.13
Alcohol Sales		\$85,361.91		\$82,528.38
Catering/Banquet	376	\$1,441.46		\$521.29
Raincheck Redeemed		-\$3,010.55		-\$541.56
Total Revenue (All Categories)		\$941,546.09		\$973,765.86

*Misc. Promotional Rounds include Outings, Holidays, Family Day, Valpak & CCM Specials

**Lessons include private, group and juniors

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

Reid Golf Course Budget October 31st Expense Report

Description	Budget	End of October Expenses	Available
Regular Salaries	\$189,517	-\$163,465.00	\$26,052
Overtime	\$567	-\$192.00	\$375
Part-Time	\$125,316	-\$116,893.00	\$8,423
Fringes	\$85,369	-\$61,929.00	\$23,440
			\$0
Training/Conferences	\$750.00	-\$445.00	\$305
Office Supplies	\$500.00	-\$214.00	\$286
Memberships & Licenses	\$1,760.00	-\$2,140.00	(\$380)
Building Maint./Janitorial	\$1,500.00	-\$602.00	\$898
Food & Provisions	\$50.00	\$0.00	\$50
Landscape Supplies	\$36,900.00	-\$35,309.00	\$1,591
Shop Supplies	\$0.00	\$0.00	\$0
Tools & Instruments	\$0.00	\$0.00	\$0
Concession/Merchandise Supplies	\$60,400.00	-\$74,611.35	(\$14,211)
Other Misc. Supplies	\$2,000.00	-\$4,269.00	(\$2,269)
City Copy Charges	\$0.00	\$0.00	\$0
Outside Printing	\$4,000.00	-\$4,336.00	(\$336)
Uniforms	\$500.00	-\$241.00	\$259
Gas Purchases	\$14,000.00	-\$22,241.00	(\$8,241)
Miscellaneous Equipment	\$43,000.00	-\$16,030.28	\$26,970
Accounting/Audit Fees	\$2,160.00	\$0.00	\$2,160
Bank Service Fees	\$13,000.00	-\$19,782.00	(\$6,782)
Consulting Services	\$500.00	-\$388.00	\$112
Solid Waste/Recycling Pickup	\$2,405.00	-\$1,982.00	\$423
Contractor Fees	\$1,000.00	\$0.00	\$1,000
Advertising	\$7,500.00	-\$3,046.00	\$4,454
Electric	\$22,063.00	-\$20,282.00	\$1,781
Gas	\$4,300.00	-\$4,686.00	(\$386)
Water	\$2,100.00	-\$1,177.00	\$923
Sewer	\$650.00	-\$377.00	\$273
Stormwater	\$13,160.00	-\$9,918.00	\$3,242
Telephone	\$3,900.00	-\$507.00	\$3,393
Cellular Phones	\$1,000.00	-\$782.00	\$218
Cable Services	\$2,150.00	-\$1,692.00	\$458
Equip Repairs & Maint	\$5,000.00	-\$7,240.00	(\$2,240)
Facilities Charges	\$33,357.00	-\$37,925.00	(\$4,568)
Software Support	\$1,860.00	-\$2,191.00	(\$331)
CEA Operations/Maint.	\$48,146.00	-\$36,748.00	\$11,398
CEA Depreciation/Replace.	\$73,037.00	-\$51,102.00	\$21,935
Laundry Services	\$0.00	\$0.00	\$0
Grounds Repair & Maintenance	\$2,000.00	-\$11,753.00	(\$9,753)
Insurance	\$6,213.00	-\$5,180.00	\$1,033
Equipment Rent	\$33,500.00	-\$26,155.00	\$7,345
Other Contracts/Obligation	\$0.00	\$0.00	\$0
Depreciation Expense	\$61,000.00	-\$54,540.00	\$6,460
Interest Payments	\$6,300.00	-\$5,250.00	\$1,050
Land Improvements	\$0.00	\$0.00	\$0
Storm Sewers	\$0.00	\$0.00	\$0
Other Capital Outlay	\$0.00	\$0.00	\$0
Transfer Out - General Fund	\$17,900.00	-\$14,917.00	\$2,983
Transfer Out - Capital Project	\$0.00	\$0.00	\$0
Expense Total	\$930,150.00	-\$820,537.63	\$109,612