



City of Appleton

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

Meeting Agenda - Final Parks and Recreation Committee

Monday, October 10, 2016

6:00 PM

Council Chambers, 6th Floor

1. Call meeting to order

2. Roll call of membership

3. Approval of minutes from previous meeting

[16-1549](#)

Minutes of the September 26, 2016 Parks & Recreation Committee Meeting

Attachments: [Minutes of the 9-26-16 P & R Committee Meeting.pdf](#)

4. **Public Hearings/Appearances**

5. **Action Items**

6. **Information Items**

[16-1556](#)

Presentation of the 2017 Parks & Recreation Budget, Reid Golf Course Budget and Capital Improvement Plan Budget

Attachments: [2017 Parks & Recreation.pdf](#)

[2017 Reid Golf.pdf](#)

[2017 Facilities Capital Projects Fund.pdf](#)

[16-1559](#)

Reid Golf Course Participation, Expense & Revenue Report, September 2016

Attachments: [Sept 2016 Reid Expense and Revenue Report.pdf](#)

[16-1552](#)

Appleton Memorial Park Gardens Volunteer Update

[16-1555](#)

Erb Park & Pool Update

[16-1554](#)

Director's Report

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.

For questions on the agenda, please contact the Parks, Recreation & Facilities Management Department at 920.832.5514



City of Appleton

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Meeting Minutes - Final Parks and Recreation Committee

Monday, September 26, 2016

6:00 PM

Council Chambers, 6th Floor

1. Call meeting to order

Aldersperson Martin called the meeting to order at 6:00 a.m.

2. Roll call of membership

Present: 3 - Martin, Williams and Mann

Excused: 2 - Croatt and Spears

3. Approval of minutes from previous meeting

Mann moved, seconded by Williams, that the Minutes of the September 12, 2016 Parks & Recreation Committee Meeting be approved. Roll Call. Motion carried by the following vote:

Aye: 3 - Martin, Williams and Mann

Excused: 2 - Croatt and Spears

[16-1493](#)

Minutes of the September 12, 2016 Parks & Recreation Committee Meeting

Attachments: [Minutes of the P & R Committee Mtg of 9-12-16.pdf](#)

4. Public Hearings/Appealances

None

5. Action Items

[16-1498](#)

Action: Request Approval of Updated Recreation Program Fee Waiver Policy

Attachments: [Fee Waiver Policy Memo \(9-26-16\).doc](#)
[Fee Waiver Policy, Clean & Redlined \(9-26-16\).pdf](#)

Motion to amend as written:

"Family - Youth and up to two adults who live together, where the youth lives with the adult(s) full-time or part-time, and where the adult(s) are the legal guardian of the youth.

Resident - a person currently residing within the corporate city limits of the City of Appleton.

Youth - a person aged 17 or under."

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

Aye: 3 - Martin, Williams and Mann

Excused: 2 - Croatt and Spears

[16-1499](#)

Action Item: Request to Adopt the Proposed Revised Chapter 13 Park Ordinances and Park Rules

Attachments: [Chapter 13 Park Ordinance Memo \(9-26-16\).docx](#)
[Chapter 13, Parks Rules & Regs Redlined & Clean Format \(9-26-16\).pdf](#)

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

Aye: 3 - Martin, Williams and Mann

Excused: 2 - Croatt and Spears

6. Information Items

[16-1494](#)

Jones Park Concept Plan

Attachments: [Jones Park Concept Plan \(9-26-16\).pdf](#)

This item was presented

[16-1495](#)

Erb Park & Pool Update

This item was presented

[16-1496](#)

Director's Report

This item was presented

7. Adjournment

The meeting was adjourned at 6:40 p.m.

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

Aye: 3 - Martin, Williams and Mann

Excused: 2 - Croatt and Spears

CITY OF APPLETON 2017 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 2017 BUDGET

PARKS, RECREATION AND FACILITIES MANAGEMENT DEPARTMENT

MISSION STATEMENT

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

DISCUSSION OF SIGNIFICANT 2016 EVENTS

Parks and recreation are 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, regardless of their ability to pay. In 2016, many great projects were completed to preserve and extend the useful life of our parks as well as updates made to our recreational programming to meet the demands and needs of our community.

Parks and Grounds Management

The grounds division proactively managed 633 acres of grounds, 17 ball diamonds, 15 tennis courts, 11 basketball courts, 7 ice rinks, 9.2 miles of paved trails, an archery range and 20,100 sq. ft. of accessible playgrounds.

Significant projects included the design and construction of Erb Pool and park which will be completed in July of 2017. Other projects included the installation of a new tennis court and basketball court in Highview Park, reconditioning the tennis court at Colony Oaks Park, replacement of the parking lot and trails at Kiwanis and Schaefer Parks, replacement of a section of road in Pierce Park, improvements to the skateboard park, new park lighting at City and Telulah Parks, repainting of the Balliet Locomotive at Telulah Park, reconstruction of the water feature at the Scheig Center, various ADA improvements and the installation of a new LED entry sign at Memorial Park. Projects also included various ball diamond field improvements, security improvements, pavilion roof replacements, trail hard surface repairs and general grounds maintenance. Planning efforts included design of Erb Park and Pool, the Trail Master Plan, design for Lutz Park Trail and planning for development of lower Telulah Park.

Recreation Services

The recreation division continues to excel in our mission to provide recreational services by developing programs and activities that encourage community involvement and the well-being of our residents.

With the addition of another full-time recreation programmer, the team spent time discussing program assignments, program responsibilities and evaluated all our current programs. Time was also spent developing five core strategies that included goals, objectives, action items and outcomes. The strategies were community partnerships, adult programming, teen programming, outdoor/adventure programming and marketing. These five strategies were the basis of our initiatives for 2016.

Overall, we have seen an increase in our community centered events such as yoga in the park, kids fun runs, movie on the hill, etc. These events provide value to the community through engagement with the public and a chance for us to showcase our great park amenities.

Community partnerships continue to play a huge role in what we do. Working together with community businesses and organizations to give our residents access to additional programming opportunities has been very beneficial. Participation numbers have surged over the past year with classes being at capacity and many with waitlists; which have driven us to expand our current offerings.

Recreation staff was heavily involved in the review, development and planning of the major renovation of Erb Park and pool. Time was spent with the project manager and sub-contractor to provide input and recommendations based on programming needs.

In 2016, we once again saw an increase in our youth sports leagues. We restructured our youth basketball leagues which resulted in a 52% increase. Our youth baseball, softball and t-ball program saw a 6% increase in participation. Time was spent reviewing facility use which will provide greater growth flexibility.

Marketing achievements include an increase from 3,367 to 4,211 "likes" on our Facebook page which is a 25% increase over last year. In addition, our mass email communications were made accessible to mobile users along with the standard webpage.

CITY OF APPLETON 2017 BUDGET

PARKS, RECREATION AND FACILITIES MANAGEMENT

MAJOR 2017 OBJECTIVES

Open the newly renovated Erb Pool and Park. Provide a multi-use aquatic facility that serves 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.

Continue implementation of the Parks, Recreation and Facilities Management Strategic Plan. Monitor trends in the community, changes in the parks and recreational industry and solicit and implement feedback to update the 5-year plan annually.

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

Upgrade playground area/equipment to obtain a 15 year life-cycle replacement schedule. We currently provide 46 playground structures, 81 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 ensure it meets the recreational needs of the users.

Continue to initiate an adopt-a-park program and volunteer programs for the Appleton Memorial Park Gardens.

Increase communication and outreach through marketing efforts to better educate the community regarding facilities, events, programs and resources.

Expand our outdoor adventure programming efforts with community partners in order to reach a broader audience.

Provide opportunities for adolescent children in the community to participate (or continue participating) in organized sports programs through collaborative efforts, expansion of existing programs and creation of new programs geared towards this demographic.

Look at programming alternatives to help satisfy the demand for youth golf in our community.

Continue to work with the Health Department, Community Development Department and Mosaic Family Health on promoting prescription trails and their benefits.

Revise our ball diamond rental policy and fee structure to help with tournament management and provide consistency among user groups.

Expand our adult trip offerings to provide educational and fun experiences for adults.

DEPARTMENT BUDGET SUMMARY							
Programs		Actual		Budget			% Change *
Unit	Title	2014	2015	Adopted 2016	Amended 2016	2017	
Program Revenues		\$ 656,760	\$ 732,086	\$ 681,075	\$ 682,875	\$ 705,623	3.33%
Program Expenses							
16532	Grounds Maintenance	1,879,232	1,968,841	1,975,987	1,988,395	1,950,683	-1.90%
16541	Recreation Programs	1,357,780	1,424,101	1,472,278	1,477,814	1,579,418	6.88%
Total Program Expenses		\$ 3,237,012	\$ 3,392,942	\$ 3,448,265	\$ 3,466,209	\$ 3,530,101	1.84%
Expenses Comprised Of:							
Personnel		1,703,504	1,753,726	1,778,834	1,787,959	1,851,936	3.58%
Administrative Expense		122,968	131,365	139,807	139,807	146,623	4.88%
Supplies & Materials		197,936	205,831	184,640	187,898	192,015	2.19%
Purchased Services		67,910	65,442	77,379	82,940	100,094	20.68%
Utilities		349,699	385,839	386,937	386,937	370,212	-4.32%
Repair & Maintenance		794,995	850,739	880,668	880,668	869,221	-1.30%
Capital Expenditures		-	-	-	-	-	N/A
Full Time Equivalent Staff:							
Personnel allocated to programs		15.00	16.28	16.62	16.62	16.62	

CITY OF APPLETON 2017 BUDGET

PARKS, RECREATION AND FACILITIES MANAGEMENT

Parks and Grounds Management

Business Unit 16532

PROGRAM MISSION

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

PROGRAM NARRATIVE

Link to City Goals:

Implements Key Strategy # 1: "Prompt delivery of excellent services", # 2: "Encourage active community participation and involvement".

Objectives:

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

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

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

Recreational maintenance of playground equipment, ball fields, basketball courts, tennis courts, trails, x-country skiing and ice rink maintenance.

Major changes in Revenue, Expenditures, or Programs:

Increase of \$25,400 in the part-time staff expense account. These costs had been budgeted in the Facilities Management budget and charged back to this budget under facilities charges. It is more efficient to use staff and seasonal staff from the grounds division as they are also performing the lawn care and maintenance at these sites, cutting down on travel times.

Decrease in regular salaries and fringes is due to the reallocation of the Deputy Director's time based on actual programs worked on.

The increase in grounds repair and maintenance relates to playground equipment and courts and fields upkeep.

The increase in other contracts/obligations is for contracting the mowing of a portion of boulevards and triangles throughout the City.

The increase in acres of parkland is for the Ellen Kort Peace Park, Pioneer Park and land swaps with AASD.

PERFORMANCE INDICATORS

	Actual 2014	Actual 2015	Target 2016	Projected 2016	Target 2017
Client Benefits/Impacts					
Provide a proactive grounds program					
% of internal satisfied customers	99%	99%	100%	100%	100%
% of external satisfied customers	99%	99%	100%	100%	100%
Strategic Outcomes					
Services performed as scheduled:					
Work completed in time scheduled	95%	97%	100%	100%	100%
Quantity of code, safety, etc. citations	0	0	0	0	0
Work Process Outputs					
Cost of service					
Per Capita	\$ 25.58	\$ 26.70	\$ 26.70	\$ 26.87	\$ 26.01
Acres of parkland & trails maintained					
Parks (acres)	604.0	604.0	604.5	604.5	608.2
Trails (miles)	7.5	7.5	7.5	9.2	9.2

CITY OF APPLETON 2017 BUDGET

PARKS, RECREATION AND FACILITIES MANAGEMENT

Parks and Grounds Management

Business Unit 16532

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2014	2015	Adopted 2016	Amended 2016	2017
Revenues					
4801 Charges for Serv.- Nontax	\$ 10,759	\$ 7,982	\$ 10,000	\$ 10,000	\$ 10,000
4802 Charges for Serv. - Tax	46,311	60,295	47,500	47,500	55,000
5001 Fees & Commissions	978	495	1,000	1,000	1,000
5011 Misc. Revenue - Tax	1,022	164	500	500	500
5016 Lease Revenue	101,818	104,197	105,264	105,264	103,559
5020 Donations & Memorials	5,169	32,776	7,000	8,800	7,000
5030 Damage to City Property	101	31	-	-	-
5035 Other Reimbursements	320	-	-	-	-
Total Revenue	\$ 166,478	\$ 205,940	\$ 171,264	\$ 173,064	\$ 177,059
Expenses					
6101 Regular Salaries	\$ 567,114	\$ 582,778	\$ 568,267	\$ 578,875	\$ 537,203
6104 Call Time	1,537	1,633	1,500	1,500	1,559
6105 Overtime	11,121	12,515	7,500	7,500	7,792
6108 Part-Time	84,333	78,578	76,910	76,910	103,949
6150 Fringes	216,802	225,600	228,938	228,938	225,915
6201 Training/Conferences	962	2,400	2,000	2,000	2,000
6303 Memberships & Licenses	250	484	600	600	600
6305 Awards & Recognition	12	50	165	165	165
6306 Building Maint./Janitorial	64	-	-	-	-
6307 Food & Provisions	231	290	220	220	220
6308 Landscape Supplies	52,067	52,240	52,000	52,000	55,000
6309 Shop Supplies & Tools	5,487	4,723	5,000	5,000	5,000
6316 Miscellaneous Supplies	-	16	-	-	-
6320 Printing & Reproduction	418	552	-	-	-
6321 Clothing	985	1,467	1,500	1,500	1,500
6322 Gas Purchases	21,667	15,448	18,000	18,000	17,000
6323 Safety Supplies	3,002	2,374	2,000	2,000	2,500
6327 Miscellaneous Equipment	28,511	39,424	24,500	26,300	13,500
6404 Consulting Services	9,788	6,927	15,000	15,000	12,000
6409 Collection Services	129	121	-	-	-
6412 Advertising	-	132	-	-	-
6413 Utilities	243,877	252,689	271,035	271,035	262,962
6415 Tipping Fees	507	255	750	750	500
6420 Facilities Charges	229,127	288,579	265,732	265,732	255,481
6425 CEA Equipment Rental	324,892	321,696	342,870	342,870	343,337
6429 Interfund Allocations	(27,630)	(28,308)	(30,000)	(30,000)	(30,000)
6440 Snow Removal Services	16,369	12,834	22,500	22,500	15,000
6454 Grounds Repair & Maint.	79,304	83,233	88,000	88,000	92,000
6503 Facility/Equipment Rental	387	287	1,000	1,000	500
6599 Other Contracts / Obligations	7,919	9,824	10,000	10,000	25,000
Total Expense	\$ 1,879,232	\$ 1,968,841	\$ 1,975,987	\$ 1,988,395	\$ 1,950,683

DETAILED SUMMARY OF 2017 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

Gas Purchases

Fuel for small equipment

\$ 17,000

Snow Removal Services

Contracted snow removal

\$ 15,000

Other Contracts/Obligations

Contracted mowing
Reid maintenance bldg. rental
Port-a-potty rental

\$ 15,000
3,500
6,500
\$ 25,000

Grounds Repair & Maintenance

Hardscape maintenance \$ 33,000
Weed cutting 5,000
Fencing repair 6,000
Weed control 5,000
Playground equip. 8,000
Courts/fields upkeep 8,000
Signage upkeep 2,500
Exterior lighting repair 2,500
Stormwater pond maint. 5,000
Landscaping maint. 4,000
Buckthorn removal 10,000

Other:

Scoreboards, gates, trails,
ice rinks, goose mgmt. 3,000
\$ 92,000

CITY OF APPLETON 2017 BUDGET

PARKS, RECREATION AND FACILITIES MANAGEMENT

Recreation Services

Business Unit 16541

PROGRAM MISSION

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

PROGRAM NARRATIVE

Link to City Goals:

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

Objectives:

- Provide exceptional customer service through:
 - Promotion and support services for our online registration system and pass management system
 - Effective and efficient person to person customer service contacts
 - Utilization of social media including the e-newsletter, website, Facebook, Twitter and Instagram
 - Well trained staff and volunteers
- Provide diverse recreational opportunities for youth and adults (pre-school through older adult) that are cost-effective:
 - Active adult programs Youth sports programs Drop-in programs
 - Pre-school programs Adult and older instructional programs Special event trips
 - Youth instructional programs Adaptive programs Teen programs
- Coordinate delivery of recreation programs, activities and facilities by:
 - Administration of agreements with existing partners
 - Collaboration with other government agencies
 - Coordination with community groups and organizations
- Maximize utilization of recreational facilities through:
 - Department programming of pools, athletic fields, tennis courts, studios, pavilions, etc.
 - Policies that promote and monitor community use
 - Customer friendly registration and reservation methods for park usage, sport fields/diamonds, pavilions
 - Collaboration of recreation services with community groups and other leisure service providers
- Recognize changing landscape of parks and recreation services in community by:
 - Developing strategic plan for delivery of recreation services
 - Annually updating the five year comprehensive plan
 - Engaging in community activities, groups and organizations

Major Changes in Revenue, Expenditures or Programs:

Increase in regular salaries and fringes reflects the change of a part-time Recreation Coordinator position to a full-time Recreation Programmer during the 2016 budget process. In addition, a second part-time Recreation Coordinator position was reclassified to a higher pay grade during an analysis performed by the City's compensation consultant in 2016. A portion of the Deputy Director's time was reallocated from the parks and grounds maintenance budget to this budget.

Increase of \$9,600 in miscellaneous equipment reflects a new diving board and pool furniture at Mead Pool and upgraded audio equipment in Studios 1 and 2.

Increase in training and conferences reflects sending a staff member to the National Recreation and Parks Association conference.

Increase in rent expense is for additional gym time for the youth basketball leagues, soccer fields and dance studios.

Increase in other contracts/obligations is for additional adult programs which also increases charges for services revenue.

PERFORMANCE INDICATORS

	<u>Actual 2014</u>	<u>Actual 2015</u>	<u>Target 2016</u>	<u>Projected 2016</u>	<u>Target 2017</u>
Client Benefits/Impacts					
Timely and organized program delivery					
% of customers who were satisfied with the services provided	94%	95%	100%	98%	100%
Strategic Outcomes					
Customer experience					
% of program with >80% max. enrollment	90%	95%	100%	95%	100%
# of new programs offered	18	15	5	9	5
Work Process Outputs					
Number of recreational opportunities:					
# of programs offered	140	150	155	159	164
# of collaborations	72	77	77	82	82
Net cost of service					
Recreation (per capita)	\$ 11.81	\$ 12.18	\$ 13.00	\$ 13.08	\$ 14.01

CITY OF APPLETON 2017 BUDGET
PARKS, RECREATION AND FACILITIES MANAGEMENT

Recreation Services

Business Unit 16541

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2014	2015	Adopted 2016	Amended 2016	2017
Revenues					
4801 Charges for Serv.- Nontax	\$ 276,829	\$ 292,595	\$ 309,791	\$ 309,791	\$ 312,984
4802 Charges for Serv. - Tax	199,118	212,384	187,115	187,115	199,600
4850 Daily Entrance - Nontax	3,007	3,120	3,000	3,000	3,000
5001 Fees & Commissions	1,564	2,795	980	980	980
5010 Misc. Revenue - Nontax	608	1,510	-	-	1,250
5015 Rental of City Property	5,672	7,768	4,425	4,425	6,000
5020 Donations & Memorials	3,500	5,850	4,500	4,500	4,750
5085 Cash Short or Over	(16)	124	-	-	-
Total Revenue	\$ 490,282	\$ 526,146	\$ 509,811	\$ 509,811	\$ 528,564
Expenses					
6101 Regular Salaries	\$ 296,368	\$ 338,189	\$ 339,146	\$ 343,224	\$ 387,885
6105 Overtime	44	313	-	-	-
6108 Part-Time	388,997	369,876	406,623	401,457	407,290
6150 Fringes	137,188	144,244	149,950	149,555	180,343
6201 Training/Conferences	2,083	3,062	3,810	3,810	5,310
6301 Office Supplies	2,477	3,037	2,675	2,675	2,725
6302 Subscriptions	290	25	300	300	300
6303 Memberships & Licenses	7,808	5,636	6,183	6,183	6,359
6304 Postage & Freight	224	232	500	500	500
6305 Awards & Recognition	1,625	2,221	2,753	2,753	3,143
6306 Building Maint./Janitorial	1,365	25	250	250	250
6307 Food & Provisions	4,195	3,516	4,460	4,460	4,585
6310 Chemicals	33,957	38,504	30,000	30,000	30,000
6314 Concession Supplies	3,968	4,329	4,755	4,755	4,765
6315 Books & Library Materials	274	345	560	560	150
6316 Miscellaneous Supplies	16,785	20,928	17,040	18,498	19,165
6320 Printing & Reproduction	3,700	3,000	6,500	6,500	6,500
6321 Clothing	13,918	14,339	18,445	18,445	22,935
6324 Medical/Lab Supplies	956	665	940	940	900
6327 Misc. Equipment	12,241	7,477	3,400	3,400	13,100
6403 Bank Services	10,456	12,107	12,500	12,500	12,500
6404 Consulting Services	662	784	-	-	700
6407 Collection Services	406	385	400	400	400
6409 Inspection Fees	-	-	200	200	200
6411 Temporary Help	-	-	-	5,561	5,600
6412 Advertising	2,771	3,819	3,760	3,760	3,925
6413 Utilities	105,822	133,150	115,902	115,902	107,250
6418 Equip Repairs & Maint	417	-	-	-	-
6420 Facilities Charges	153,716	150,034	177,155	177,155	170,321
6425 CEA Equip. Rental	7,538	7,197	6,911	6,911	8,082
6431 Interpreter Services	-	-	200	200	200
6503 Rent	100,996	110,100	114,891	114,891	119,966
6599 Other Contracts/Obligations	46,533	46,562	42,069	42,069	54,069
Total Expense	\$ 1,357,780	\$ 1,424,101	\$ 1,472,278	\$ 1,477,814	\$ 1,579,418

DETAILED SUMMARY OF 2017 PROPOSED EXPENDITURES > \$15,000

Clothing

Youth sport t-shirts	\$ 17,175
Staff clothing	5,760
	<u>\$ 22,935</u>

Other Contracts/Obligations

City Band	\$ 13,500
Playground fair rentals, Camp APRD	38,569
trips, contracted programs, recital tix	
On the hill movies	2,000
	<u>\$ 54,069</u>

Miscellaneous Supplies

Arts and crafts	\$ 1,675
Sports equipment	11,725
Other misc. program supplies	5,765
	<u>\$ 19,165</u>

Chemicals

Chlorine, CO ₂ , stabilizer;	
Mead & Erb pools	<u>\$ 30,000</u>

Rent

City Center Studios	\$ 45,191
Appleton Schools	24,550
Appleton Schools (pools)	28,825
Reid Golf Course	8,900
USA Youth-soccer field use	7,500
Equipment rental	5,000
	<u>\$ 119,966</u>

Description	2014 Actual	2015 Actual	2016 YTD Actual	2016 Adopted Budget	2016 Amended Budget	2017 Requested Budget	2017 Adopted Budget
REVENUES							
Intergovernmental Revenues	0	.00	375	0	0	0	0
Charges for Services	536,025	576,375.65	546,516	557,406	557,406	594,878-	580,584
Other Revenues	120,735	155,710.75	121,930	123,669	125,469	125,039-	125,039
TOTAL REVENUES	656,760	732,086.40	668,821	681,075	682,875	719,917-	705,623
EXPENSES BY LINE ITEM							
Regular Salaries	412,126	462,574.37	449,911	502,389	517,075	958,876	925,088
Labor Pool Allocations	348,828	352,111.34	181,012	403,584	403,584	0	0
Call Time	1,537	1,633.23	932	1,500	1,500	1,559	1,559
Overtime	11,165	12,827.34	7,196	7,500	7,500	10,500	7,792
Part-Time	473,330	448,454.76	416,996	483,533	478,367	527,153	511,239
Other Compensation	2,513	1,647.07	1,236	1,440	1,440	0	0
Sick Pay	1,493	6,537.53	0	0	0	0	0
Vacation Pay	98,523	98,096.89	60,369	0	0	0	0
Fringes	353,991	369,843.60	292,316	378,888	378,493	414,412	406,258
Salaries & Fringe Benefits	1,703,506	1,753,726.13	1,409,968	1,778,834	1,787,959	1,912,500	1,851,936
Training & Conferences	3,044	5,462.02	2,576	5,810	5,810	7,310	7,310
Office Supplies	2,477	3,036.57	1,474	2,675	2,675	2,725	2,725
Subscriptions	290	25.03	49	300	300	300	300
Memberships & Licenses	8,058	6,119.95	5,334	6,783	6,783	6,959	6,959
Postage & Freight	224	232.00	228	500	500	500	500
Awards & Recognition	1,637	2,271.24	1,201	2,918	2,918	3,308	3,308
Building Maintenance/Janitor.	1,429	24.99	0	250	250	250	250
Food & Provisions	4,425	3,806.18	2,858	4,680	4,680	4,805	4,805
Rent	101,383	110,386.39	78,672	115,891	115,891	120,466	120,466
Administrative Expense	122,967	131,364.37	92,392	139,807	139,807	146,623	146,623
Landscape Supplies	52,067	52,239.58	15,770	52,000	52,000	55,000	55,000
Shop Supplies & Tools	5,487	4,723.54	1,852	5,000	5,000	5,000	5,000
Chemicals	33,957	38,504.29	34,030	30,000	30,000	30,000	30,000
Concession Supplies	3,968	4,328.81	3,442	4,755	4,755	4,765	4,765
Books & Library Materials	274	345.16	13	560	560	150	150
Miscellaneous Supplies	16,785	20,943.68	15,840	17,040	18,498	19,165	19,165
Printing & Reproduction	4,118	3,551.31	2,240	6,500	6,500	6,500	6,500
Clothing	14,902	15,806.19	21,533	19,945	19,945	24,435	24,435
Gas Purchases	21,667	15,448.09	10,530	18,000	18,000	17,000	17,000
Safety Supplies	3,002	2,374.16	2,250	2,000	2,000	2,500	2,500
Medical & Lab Supplies	956	664.60	727	25,440	940	900	900
Miscellaneous Equipment	40,752	46,901.71	837	3,400	29,700	63,200	26,600
Supplies & Materials	197,935	205,831.12	109,064	184,640	187,898	228,615	192,015
Bank Services	10,457	12,107.19	12,722	12,500	12,500	12,500	12,500
Consulting Services	10,450	7,711.14	4,160	15,000	15,000	15,700	12,700
Collection Services	535	506.00	462	400	400	400	400
Inspection Fees	0	.00	0	200	200	200	200
Temporary Help	0	.00	5,214	0	5,561	0	5,600
Advertising	2,771	3,950.71	4,265	3,760	3,760	3,925	3,925
Tipping Fees	507	254.79	180	750	750	500	500
Interfund Allocations	27,630-	28,308.44-	12,179-	30,000-	30,000-	30,000-	30,000-
Interpreter Services	0	.00	0	200	200	200	200
Snow Removal Services	16,369	12,834.28	5,253	22,500	22,500	15,000	15,000
Other Contracts/Obligations	54,452	56,385.92	56,453	52,069	52,069	115,620	79,069
Purchased Services	67,911	65,441.59	76,530	77,379	82,940	134,045	100,094
Electric	135,075	132,291.91	102,964	143,088	143,088	135,000	135,000
Gas	22,992	19,857.08	11,306	23,825	23,825	20,900	20,900
Water	39,164	75,655.54	31,389	49,293	49,293	46,000	46,000
Waste Disposal/Collection	15,110	15,625.75	10,432	19,304	19,304	17,500	17,500
Stormwater	126,504	131,275.68	93,462	139,226	139,226	135,000	135,000
Telephone	3,516	4,262.09	3,050	4,849	4,849	4,500	4,500
Cellular Telephone	7,340	6,871.31	4,965	7,352	7,352	11,312	11,312

Description	2014 Actual	2015 Actual	2016 YTD Actual	2016 Adopted Budget	2016 Amended Budget	2017 Requested Budget	2017 Adopted Budget
Utilities	349,701	385,839.36	257,568	386,937	386,937	370,212	370,212
Equipment Repair & Maintenance	417	.00	0	0	0	0	0
Facilities Charges	382,843	438,613.41	272,917	442,887	442,887	448,692	425,802
CEA Equipment Rental	332,430	328,892.68	231,792	349,781	349,781	351,419	351,419
Grounds Repair & Maintenance	79,304	83,233.24	43,741	88,000	88,000	92,000	92,000
Repair & Maintenance	794,994	850,739.33	548,450	880,668	880,668	892,111	869,221
Capital Expenditures	0	.00	0	0	0	0	0
TOTAL EXPENSES	3,237,014	3,392,941.90	2,493,972	3,448,265	3,466,209	3,684,106	3,530,101

<p align="center">CITY OF APPLETON 2017 BUDGET</p> <p align="center">PARKS, RECREATION AND FACILITIES MANAGEMENT</p>	
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CITY OF APPLETON 2017 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 2017 BUDGET REID GOLF COURSE

MISSION STATEMENT

Reid Golf Course will be 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 2016 EVENTS

Hired a new clubhouse supervisor to oversee operations at the clubhouse and facilitate events and outings.

Continued improvement of all clubhouse services to increase revenue, consistencies and improve future financial sustainability of the golf course.

Expanded the use of the GolfNow marketing and of constant contact for marketing and golfer communications.

Expanded our efforts to maximize rounds played by using GolfNow as real-time marketing in slow periods.

Adjusted our tee sheet to split front 9-hole and back 9-hole tee times to increase our capacity on certain days when walk-ins show up without tee times. More and more players only have time for 9-holes which opens up the back 9-holes for more play.

Developed a phone app to enhance golfer's experience, market in real-time and introduce a loyalty program to the golfers.

Worked closely with league representatives to accommodate all golf leagues that committed to returning and joining the course in 2016.

Two new leagues committed to playing at Reid Golf Course in 2016 and a couples' league was introduced on Wednesday evenings.

Developed and implemented a marketing plan for the 2016 golf season that included regular email messages, promotional materials, radio ads, printed media, increased social media presence, brochures and flyers.

Created daily food specials and rotated monthly to encourage golfers to stay and eat after their rounds.

Established rates and fees for 2017 golf season.

CITY OF APPLETON 2017 BUDGET REID GOLF COURSE

MAJOR 2017 OBJECTIVES

Hire and train staff to operate the golf course. Includes developing operational and marketing plans to maximize revenues.

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

Continue to build on the excitement and interest generated in 2014 due to the completion of the stormwater ponds and course improvements.

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

Market the golf course through other available media with available resources.

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

Maintain the golf course, including the treatment of pesticides and fertilizers, irrigation and mowing of turf and the upkeep of bunkers, water hazards and other vegetation.

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

Work closely with Parks and Recreation Division to implement new program opportunities.

Concentrate on increased number of youth golfers visiting the course for both instruction and play.

DEPARTMENT BUDGET SUMMARY

Programs		Actual		Budget			%
Unit	Title	2014	2015	Adopted 2016	Amended 2016	2017	Change *
Program Revenues		\$ 595,416	\$ 853,841	\$ 818,746	\$ 818,746	\$ 848,975	3.69%
Program Expenses							
5630	Operations	574,689	788,696	810,613	812,641	835,764	3.10%
TOTAL		\$ 574,689	\$ 788,696	\$ 810,613	\$ 812,641	\$ 835,764	3.10%
Expenses Comprised Of:							
Personnel		198,226	333,400	340,138	342,166	364,066	7.03%
Administrative Expense		110,272	141,398	143,360	143,360	140,327	-2.12%
Supplies & Materials		68,080	126,704	119,600	119,600	117,850	-1.46%
Purchased Services		36,825	23,103	34,200	34,200	34,400	0.58%
Utilities		43,689	45,692	49,902	49,902	50,337	0.87%
Repair & Maintenance		117,597	118,399	123,413	123,413	128,784	4.35%
Capital Expenditures		-	-	-	-	-	N/A
Full Time Equivalent Staff:							
Personnel allocated to programs		1.93	2.67	2.67	2.67	2.67	

CITY OF APPLETON 2017 BUDGET

REID GOLF COURSE

Operations

Business Unit 5630

PROGRAM MISSION

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

PROGRAM NARRATIVE

Link to City Goals:

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

Objectives:

- To provide a golfing experience that is welcoming to all people regardless of skill or ability.
- Grow the game of golf by providing various opportunities including instruction, outings, leagues and special events.
- To enhance the quality of life in our community by providing golf as a recreational amenity at a great value.
- Operate the golf course in an environmentally responsible manner to sustain the green space for future generations.
- Explore creative opportunities to increase revenues and decrease expenditures.
- Maintain course in best condition possible utilizing the resources available to meet the recommendations of the United States Golf Association.
- 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 revenue is a result of aggressive marketing, the effort to provide exceptional customer service and pricing and promotion strategies throughout the year to sell golf during non-peak times. Efforts included the utilization of social media and internet to increase exposure. In addition, we have increased the number of leagues and tournaments.

PERFORMANCE INDICATORS

	<u>Actual 2014</u>	<u>Actual 2015</u>	<u>Target 2016</u>	<u>Projected 2016</u>	<u>Target 2017</u>
Client Benefits/Impacts					
Recreational opportunities					
Rounds of golf played annually	30,720	33,247	35,000	35,450	36,000
Annual youth pass holders	82	44	115	64	115
Family pass holders	15	17	15	10	15
Business pass holders	New Measure	3	5	5	7
Strategic Outcomes					
Electronic communication with golfers					
# of emails receiving bi-weekly message	850	1,890	2,100	2,244	2,500
% of golfers who rate conditions at good or better	95%	98%	97%	98%	97%
% of golfers who rate clubhouse services at good or better	New Measure	—————>	97%	98%	97%
Work Process Outputs					
% of time:					
Greens are mowed daily	80%	97%	95%	98%	95%
Tees and fairways - mowed 2 times per week (May-Aug.)	80%	95%	95%	100%	95%
Rough - mowed weekly	90%	100%	100%	100%	100%
Bunkers - raked weekly (Summer)	90%	100%	100%	100%	100%
Tees and fairways - mowed 2 times per week (Spring/Fall)	90%	90%	95%	97%	95%

CITY OF APPLETON 2017 BUDGET

REID GOLF COURSE

Operations

Business Unit 5630

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2014	2015	Adopted 2016	Amended 2016	2017
Revenues					
4710 Interest on Investments	\$ 1,007	\$ 171	\$ 1,000	\$ 1,000	\$ 1,000
4801 Charges for Serv.- Nontax	5,179	1,700	1,700	1,700	5,300
4802 Charges for Serv. - Tax	479,668	774,069	740,000	740,000	765,000
4850 Daily Entrance - Nontax	3,150	3,150	3,150	3,150	3,150
5010 Misc revenue - Nontax	25,000	-	-	-	-
5015 Rental of City Property	16,000	14,500	15,000	15,000	15,400
5016 Lease Revenue	45,287	56,565	56,896	56,896	57,325
5020 Donations & Memorials	-	1,410	-	-	-
5021 Capital Contributions	20,000	-	-	-	-
5035 Other Reimbursements	125	2,276	1,000	1,000	1,800
Total Revenue	\$ 595,416	\$ 853,841	\$ 818,746	\$ 818,746	\$ 848,975
Expenses					
6101 Regular Salaries	\$ 105,875	\$ 154,168	\$ 152,049	\$ 154,077	159,896
6105 Overtime	8,493	238	500	500	528
6108 Part-Time	52,326	124,790	122,149	122,149	123,781
6150 Fringes	31,531	54,204	65,440	65,440	79,861
6201 Training/Conferences	125	309	1,000	1,000	1,000
6301 Office Supplies	76	1,215	750	750	600
6303 Memberships & Licenses	1,075	1,715	1,076	1,076	1,566
6306 Building Maint./Janitorial	4,427	1,379	5,000	5,000	3,500
6307 Food & Provisions	-	-	250	250	100
6308 Landscape Supplies	36,334	28,834	36,000	36,000	36,400
6309 Shop Supplies & Tools	-	103	-	-	-
6314 Pro Shop/Concession Supplies	875	65,224	58,500	58,500	58,500
6316 Miscellaneous Supplies	-	1,833	3,000	3,000	3,000
6320 Printing & Reproduction	8,824	1,999	2,500	2,500	2,500
6321 Clothing	-	1,528	1,000	1,000	750
6322 Gas Purchases	18,379	14,060	13,600	13,600	13,000
6327 Miscellaneous Equipment	3,668	13,123	5,000	5,000	3,700
6401 Accounting/Audit	2,526	2,641	2,700	2,700	2,800
6403 Bank Services	50	12,324	8,000	8,000	13,000
6404 Consulting Services	2,514	367	5,500	5,500	1,500
6407 Collection Services	299	1,013	1,000	1,000	1,100
6408 Contractor Fees	13,223	980	2,000	2,000	2,000
6412 Advertising	11,461	5,052	12,000	12,000	11,000
6413 Utilities	43,689	45,691	49,902	49,902	50,337
6416 Build. Repairs & Maint	329	-	-	-	-
6418 Equip. Repairs & Maint	3,034	4,290	5,000	5,000	5,000
6420 Facilities Charges	25,805	26,145	32,466	32,466	32,264
6424 Software Support	3,190	2,249	4,700	4,700	2,369
6425 CEA Equip. Rental	85,240	85,715	81,247	81,247	89,151
6426 Other Interfund Charges	6,547	-	3,000	3,000	3,000
6451 Uniform Services	-	80	-	-	-
6501 Insurance	4,150	5,328	6,073	6,073	7,785
6503 Rent	832	28,766	27,191	27,191	27,191
6599 Other Contracts/Obligations	205	646	-	-	-
6601 Depreciation Expense	67,055	67,707	67,000	67,000	67,365
6720 Interest Payments	14,632	14,280	13,920	13,920	13,320
6803 Buildings	36,167	-	-	-	-
6899 Other Capital Outlay	(36,167)	-	-	-	-
7911 Trans Out - General Fund	17,900	17,900	17,900	17,900	17,900
7921 Trans Out - Capital Projects Fund	-	2,800	3,200	3,200	-
Total Expense	\$ 574,689	\$ 788,696	\$ 810,613	\$ 812,641	\$ 835,764

DETAILED SUMMARY OF 2017 PROPOSED EXPENDITURES > \$15,000

Landscape Supplies

Topsoil, sand & gravel	\$ 3,500
Flowers	400
Seed & fertilizers	8,500
Pesticides/herbicides	24,000
Total	\$ 36,400

Pro Shop/Concession Supplies

Food & beverages	\$ 45,500
Merchandise/range balls	13,000
Total	\$ 58,500

Rent

Carts	\$ 25,691
Maintenance operations	1,500
Total	\$ 27,191

Description	2014 Actual	2015 Actual	2016 YTD Actual	2016 Adopted Budget	2016 Amended Budget	2017 Requested Budget	2017 Adopted Budget
REVENUES							
Interest Income	1,006	171	773	1,000	1,000	1,000-	1,000
Charges for Services	487,997	778,919	711,779	744,850	744,850	773,450-	773,450
Other Revenues	106,412	74,750	53,567	72,896	72,896	73,725-	74,525
TOTAL REVENUES	595,415	853,840	766,119	818,746	818,746	848,175-	848,975
EXPENSES BY LINE ITEM							
Regular Salaries	74,860	115,330	82,134	152,049	154,077	159,896	159,896
Labor Pool Allocations	28,145	30,282	26,834	0	0	0	0
Overtime	8,493	238	131	500	500	528	528
Part-Time	52,326	124,790	100,764	122,149	122,149	123,781	123,781
Other Compensation	3	6-	3,222-	0	0	0	0
Sick Pay	643	0	0	0	0	0	0
Vacation Pay	2,227	8,562	6,245	0	0	0	0
Fringes	31,530	60,648	52,092	65,440	65,440	80,181	79,861
Unemployment Compensation	0	1,304	3,336	0	0	0	0
Pension expense / Revenue	0	7,748-	0	0	0	0	0
Salaries & Fringe Benefits	198,227	333,400	268,314	340,138	342,166	364,386	364,066
Training & Conferences	125	309	205	1,000	1,000	1,000	1,000
Office Supplies	76	1,215	466	750	750	600	600
Memberships & Licenses	1,075	1,715	1,040	1,076	1,076	1,566	1,566
Building Maintenance/Janitor.	4,427	1,379	752	5,000	5,000	3,500	3,500
Food & Provisions	0	0	0	250	250	100	100
Insurance	4,150	5,328	5,085	6,073	6,073	8,000	7,785
Rent	832	28,766	15,839	27,191	27,191	27,191	27,191
Depreciation Expense	67,055	67,706	50,778	67,000	67,000	67,000	67,365
Interest Payments	14,632	14,280	10,440	13,920	13,920	13,320	13,320
Trans Out - General Fund	17,900	17,900	13,425	17,900	17,900	17,900	17,900
Trans Out - Capital Projects	0	2,800	0	0	0	0	0
Trans Out - Internal Svc.	0	0	3,200	3,200	3,200	0	0
Administrative Expense	110,272	141,398	101,230	143,360	143,360	140,177	140,327
Landscape Supplies	36,333	28,834	29,193	36,000	36,000	36,400	36,400
Shop Supplies & Tools	0	103	0	0	0	0	0
Concession Supplies	875	65,224	59,274	58,500	58,500	58,500	58,500
Miscellaneous Supplies	0	1,833	1,769	3,000	3,000	3,000	3,000
Printing & Reproduction	8,824	1,999	1,279	2,500	2,500	2,500	2,500
Clothing	0	1,528	527	1,000	1,000	750	750
Gas Purchases	18,379	14,060	9,130	13,600	13,600	13,000	13,000
Miscellaneous Equipment	3,668	13,123	5,751	5,000	5,000	3,700	3,700
Supplies & Materials	68,079	126,704	106,923	119,600	119,600	117,850	117,850
Accounting/Audit	2,526	2,641	2,599	2,700	2,700	2,800	2,800
Bank Services	50	12,324	7,297	8,000	8,000	13,000	13,000
Consulting Services	2,514	367	2,290	5,500	5,500	1,500	1,500
Collection Services	299	1,013	680	1,000	1,000	1,100	1,100
Contractor Fees	13,223	980	1,904	2,000	2,000	2,000	2,000
Advertising	11,461	5,052	6,733	12,000	12,000	11,000	11,000
Other Interfund Charges	5,646	0	0	3,000	3,000	3,000	3,000
Interfund Allocations	901	0	0	0	0	0	0
Laundry Services	0	80	0	0	0	0	0
Other Contracts/Obligations	205	646	0	0	0	0	0
Purchased Services	36,825	23,103	21,503	34,200	34,200	34,400	34,400
Electric	23,044	22,086	13,034	22,233	22,233	22,233	22,233
Gas	7,348	4,629	2,843	7,350	7,350	6,500	6,500
Water	1,868	2,071	1,339	2,023	2,023	2,100	2,100
Waste Disposal/Collection	1,770	1,699	971	1,825	1,825	1,880	1,880
Stormwater	7,351	11,120	8,700	12,120	12,120	12,120	12,120
Telephone	2,031	2,361	2,084	2,031	2,031	2,900	2,900
Cellular Telephone	277	636	533	620	620	904	904
Other Utilities	0	1,090	386	1,700	1,700	1,700	1,700

Description	2014 Actual	2015 Actual	2016 YTD Actual	2016 Adopted Budget	2016 Amended Budget	2017 Requested Budget	2017 Adopted Budget
Utilities	43,689	45,692	29,890	49,902	49,902	50,337	50,337
Building Repair & Maintenance	329	0	0	0	0	0	0
Equipment Repair & Maintenan	3,034	4,290	2,911	5,000	5,000	5,000	5,000
Facilities Charges	25,805	26,145	12,698	32,466	32,466	32,264	32,264
Software Support	3,190	2,249	0	4,700	4,700	2,369	2,369
CEA Equipment Rental	85,240	85,715	65,244	81,247	81,247	89,151	89,151
Repair & Maintenance	117,598	118,399	80,853	123,413	123,413	128,784	128,784
Buildings	36,167	0	0	0	0	0	0
Other Capital Outlay	36,167-	0	0	0	0	0	0
Capital Expenditures	0	0	0	0	0	0	0
TOTAL EXPENSES	574,690	788,696	608,713	810,613	812,641	835,934	835,764
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CITY OF APPLETON 2017 BUDGET
REID GOLF COURSE
STATEMENT OF REVENUES, EXPENSES AND CHANGES IN FUND NET ASSETS

	2014 Actual	2015 Actual	2016 Budget	2016 Projected	2017 Budget
Revenues					
Charges for Services	\$ 487,997	\$ 778,919	\$ 745,850	\$ 790,000	\$ 775,250
Miscellaneous	41,125	18,186	15,000	15,000	15,400
Lease Revenue	45,287	56,565	56,896	56,896	57,325
Total Revenues	<u>574,409</u>	<u>853,670</u>	<u>817,746</u>	<u>861,896</u>	<u>847,975</u>
Expenses					
Operation and Maintenance	475,102	686,009	708,593	710,621	737,179
Depreciation	67,055	67,707	67,000	67,000	67,365
Total Expenses	<u>542,157</u>	<u>753,716</u>	<u>775,593</u>	<u>777,621</u>	<u>804,544</u>
Operating Income (Loss)	32,252	99,954	42,153	84,275	43,431
Nonoperating Revenues (Expenses)					
Interest Income	1,007	171	1,000	1,500	1,000
Interest Expense	(14,632)	(14,280)	(13,920)	(13,920)	(13,320)
Total Non-Operating	<u>(13,625)</u>	<u>(14,109)</u>	<u>(12,920)</u>	<u>(12,420)</u>	<u>(12,320)</u>
Net Income (Loss) Before Transfers	18,627	85,845	29,233	71,855	31,111
Contributions and Transfers In (Out)					
Capital Contributions	20,000	-	-	-	-
Operating Transfers out	<u>(17,900)</u>	<u>(20,700)</u>	<u>(21,100)</u>	<u>(21,100)</u>	<u>(17,900)</u>
Change in Net Assets	20,727	65,145	8,133	50,755	13,211
Net Assets - Beginning	<u>662,790</u>	<u>728,793</u>	<u>793,938</u>	<u>793,938</u>	<u>844,693</u>
Net Assets - Ending	<u>\$ 683,517</u>	<u>\$ 793,938</u>	<u>\$ 802,071</u>	<u>\$ 844,693</u>	<u>\$ 857,904</u>

* as restated per pension standards

SCHEDULE OF CASH FLOWS

Cash - Beginning of Year	\$ 134,435	\$ 187,190
+ Change in Net Assets	50,755	13,211
- Capital Contributions	-	-
+ Depreciation	67,000	67,365
- Fixed Assets	-	-
- Principal Repayment	<u>(65,000)</u>	<u>(65,000)</u>
Working Cash - End of Year	<u>\$ 187,190</u>	<u>\$ 202,766</u>

**CITY OF APPLETON 2017 BUDGET
REID GOLF COURSE
OPERATING PROJECTIONS**

	2015 Actual	2016 Projected	2017 Budget	2018 Projected	2019 Projected	2020 Projected	2021 Projected
Revenues							
Charges for Services	\$ 778,919	\$ 790,000	\$ 775,250	\$ 781,550	\$ 788,050	\$ 794,750	\$ 801,650
Miscellaneous	18,186	15,000	15,400	15,708	16,022	16,342	16,669
Lease Revenue	56,565	56,896	57,325	57,325	57,325	57,325	57,325
Total Revenues	<u>853,670</u>	<u>861,896</u>	<u>847,975</u>	<u>854,583</u>	<u>861,397</u>	<u>868,417</u>	<u>875,644</u>
Expenses							
Operating Expenses	686,009	710,621	737,179	755,608	774,499	793,861	813,708
Depreciation	67,707	67,000	67,365	67,365	68,500	69,000	69,000
Total Expenses	<u>753,716</u>	<u>777,621</u>	<u>804,544</u>	<u>822,973</u>	<u>842,999</u>	<u>862,861</u>	<u>882,708</u>
Operating Income	99,954	84,275	43,431	31,610	18,398	5,556	(7,064)
Non-Operating Revenues (Expenses)							
Interest Income	171	1,500	1,000	1,000	1,000	750	500
Interest Expense	(14,280)	(13,920)	(13,320)	(12,556)	(17,625)	(15,932)	(13,625)
Total Non-Operating	<u>(14,109)</u>	<u>(12,420)</u>	<u>(12,320)</u>	<u>(11,556)</u>	<u>(16,625)</u>	<u>(15,182)</u>	<u>(13,125)</u>
Net Income Before Transfers	85,845	71,855	31,111	20,054	1,773	(9,626)	(20,189)
Contributions and Transfers In (Out)							
Capital Contributions	-	-	-	-	-	-	-
General Fund/Internal Service	(20,700)	(21,100)	(17,900)	(17,900)	(17,900)	(17,900)	(17,900)
Change in Net Assets	65,145	50,755	13,211	2,154	(16,127)	(27,526)	(38,089)
Total Net Assets - Beginning	<u>728,793</u>	<u>793,938</u>	<u>844,693</u>	<u>857,904</u>	<u>860,058</u>	<u>843,931</u>	<u>816,405</u>
Total Net Assets - Ending	<u>\$ 793,938</u>	<u>\$ 844,693</u>	<u>\$ 857,904</u>	<u>\$ 860,058</u>	<u>\$ 843,931</u>	<u>\$ 816,405</u>	<u>\$ 778,316</u>

SCHEDULE OF CASH FLOWS

Cash - Beginning of the Year	\$ 134,435	\$ 187,190	\$ 202,766	\$ 207,285	\$ 194,658	\$ 153,132
+ Change in Net Assets	50,755	13,211	2,154	(16,127)	(27,526)	(38,089)
- Capital Contributions	-	-	-	-	-	-
+ Depreciation	67,000	67,365	67,365	68,500	69,000	69,000
+ Long Term Debt	-	-	175,000	65,000	47,500	57,500
- Fixed Assets	-	-	(175,000)	(65,000)	(47,500)	(57,500)
- Principal Repayment	(65,000)	(65,000)	(65,000)	(65,000)	(83,000)	(88,000)
Working Cash - End of Year	<u>\$ 187,190</u>	<u>\$ 202,766</u>	<u>\$ 207,285</u>	<u>\$ 194,658</u>	<u>\$ 153,132</u>	<u>\$ 96,043</u>
25% Working Capital Reserve (prior year's audited expenses)	\$ 186,410	\$ 192,100	\$ 196,516	\$ 202,506	\$ 206,923	
Coverage Ratio	1.53	1.09	0.95	0.81	0.67	0.52

ASSUMPTIONS:

Rounds of golf played @ projected 2016 levels and then increasing slightly for estimated increase in rounds, a 3% price increase projected in 2017-2021 for fees other than greens fees.

Operating expenses to increase 2.5% per year after 2017 in addition to larger one time costs as detailed in the five-year Capital Improvements Program.

Strive to maintain a level of 25% working capital reserve and 1.25 coverage ratio.

CITY OF APPLETON 2017 BUDGET
REID GOLF COURSE
LONG-TERM DEBT

2002 General Fund Advance			
Year	Principal	Interest	Total
2017	\$ 5,000	\$ -	\$ 5,000
2018	5,000	-	5,000
2019	5,000	-	5,000
2020	-	-	-
2021	-	-	-
2022	-	-	-
2023	-	-	-
2024	-	-	-
2025	60,000	-	60,000
2026	80,000	-	80,000
	<u>\$ 155,000</u>	<u>\$ -</u>	<u>\$ 155,000</u>

2012 Taxable General Obligation Refunding Bonds			
Year	Principal	Interest	Total
2017	\$ 60,000	\$ 13,320	\$ 73,320
2018	60,000	12,556	72,556
2019	60,000	11,625	71,625
2020	70,000	10,432	80,432
2021	75,000	8,625	83,625
2022	80,000	6,300	86,300
2023	75,000	3,975	78,975
2024	75,000	1,725	76,725
2025	20,000	300	20,300
	<u>\$ 575,000</u>	<u>\$ 68,858</u>	<u>\$ 643,858</u>

Total			
Year	Principal	Interest	Total
2017	\$ 65,000	\$ 13,320	\$ 78,320
2018	65,000	12,556	77,556
2019	65,000	11,625	76,625
2020	70,000	10,432	80,432
2021	75,000	8,625	83,625
2022	80,000	6,300	86,300
2023	75,000	3,975	78,975
2024	75,000	1,725	76,725
2025	80,000	300	80,300
2026	80,000	-	80,000
	<u>\$ 730,000</u>	<u>\$ 68,858</u>	<u>\$ 798,858</u>

**CITY OF APPLETON 2017 BUDGET
CAPITAL PROJECTS FUNDS**

NOTES

CITY OF APPLETON 2017 BUDGET

CAPITAL PROJECTS FUNDS

Facilities and Construction Management

Business Unit 4350

PROGRAM MISSION

This program accounts for funding sources and expenditures related to capital improvements of City facilities.

PROGRAM NARRATIVE

Link to Strategy:

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

Objectives:

This budget, under oversight of the Parks, Recreation and Facilities Management Director, accounts for the expenditures related to City facility construction and major facilities improvements not accounted for separately in the City's enterprise funds. The projects anticipated for the upcoming year include the following:

Project	Subledger	Amount	Page
Downtown Development	2100/3414/3430	\$ 2,075,000	Projects, Pg. 601
Electrical	1915	25,000	Projects, Pg. 604
Facility Renovations	2107/2112	70,000	Projects, Pg. 606
Grounds Improvements	4150/4180/4190/4350/4480	175,000	Projects, Pg. 607
Hardscape Infrastructure	1917/4158/4160/4188/4390/4480	360,000	Projects, Pg. 608
HVAC Systems	2106	240,000	Projects, Pg. 609
Interior Finishes and Furniture	1905/1913/2100/2107	132,500	Projects, Pg. 610
Lighting Upgrades	2101/4190	175,000	Projects, Pg. 611
Parking Deck Repairs	1905	250,000	Projects, Pg. 614
Roof Replacement	1915/1917/2101	400,000	Projects, Pg. 615
Safety and Security	1905/2100/2101/4160	230,000	Projects, Pg. 616
AMP Athletic Fields	4120	75,000	Projects, Pg. 655
Park ADA Improvements	2106	50,000	Projects, Pg. 656
Park Development	4330/4420/4710	1,600,000	Projects, Pg. 658
Playground Equipment	4342	75,000	Projects, Pg. 660
Scheig Center	4169	100,000	Projects, Pg. 662
SE Community Park	4700	1,500,000	Projects, Pg. 663
Statue and Monument Restoration	4235	25,000	Projects, Pg. 664
Telulah Park Improvements	4458	85,000	Projects, Pg. 665
Tennis Courts	4357	25,000	Projects, Pg. 666
Trails and Trail Connections	4145	475,000	Projects, Pg. 667
		<u>\$ 8,142,500</u>	

Major changes in Revenue, Expenditures, or Programs:

The budget for this capital projects fund varies from year to year based on the investment needs of City facilities.

PERFORMANCE INDICATORS

Actual 2014 Actual 2015 Target 2016 Projected 2016 Target 2017

Note: Since this program exists solely to account for funding sources and expenditures for various facility improvements, there are no continuing performance measures.

DEPARTMENT BUDGET SUMMARY

Programs		Actual		Budget		% Change *
Unit	Title	2014	2015	Adopted 2016	Amended 2016	
Program Revenues		\$ 14,311	\$ 65,491	\$ -	\$ -	\$ 300,000
Program Expenses		\$ 2,187,477	\$ 2,274,114	\$ 13,373,353	\$ 13,823,871	\$ 8,342,390
Expenses Comprised Of:						
Personnel		54,511	56,687	168,586	169,027	199,890
Administrative Expense		-	-	-	-	-
Supplies & Materials		-	1,336	335,000	335,000	152,500
Purchased Services		398,773	263,664	1,051,922	1,139,212	810,000
Utilities		-	-	-	-	-
Capital Expenditures		1,734,193	1,952,427	11,817,845	12,180,632	7,180,000

CITY OF APPLETON 2017 BUDGET

CAPITAL PROJECTS FUNDS

Facilities and Construction Management

Business Unit 4350

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2014	2015	Adopted 2016	Amended 2016	2017
Revenues					
4230 Miscellaneous Local Aids	\$ -	\$ 1,492	\$ -	\$ -	\$ -
4710 Interest on Investments	8,327	1,337	-	-	-
5020 Donations & Memorials	5,984	62,662	-	-	-
5910 Proceeds of Long-term Debt	3,028,547	2,336,466	13,373,794	13,373,794	8,042,390
5922 Trans In - Special Revenue	-	-	-	-	300,000
Total Revenue	\$ 3,042,858	\$ 2,401,957	\$ 13,373,794	\$ 13,373,794	\$ 8,342,390
Expenses					
6101 Regular Salaries	\$ 42,696	\$ 44,191	\$ 127,521	\$ 127,962	\$ 149,832
6150 Fringes	11,815	12,496	41,065	41,065	50,058
6327 Miscellaneous Equipment	-	1,336	295,000	295,000	152,500
6328 Signs	-	-	40,000	40,000	-
6404 Consulting	384,988	248,049	150,000	237,290	135,000
6406 Architect Fees	13,785	15,615	834,655	834,655	675,000
6407 Collection Services	-	-	20,000	20,000	-
6408 Contractor Fees	-	-	47,267	47,267	-
6801 Land	51,650	76,762	-	-	1,500,000
6802 Land Improvements	-	35,172	1,153,563	1,258,913	1,825,000
6803 Buildings	777,844	577,480	761,250	740,014	695,000
6804 Machinery & Equipment	322,296	653,642	592,500	718,213	505,000
6809 Infrastructure Construction	582,403	609,371	9,310,532	9,463,492	2,655,000
Total Expense	\$ 2,187,477	\$ 2,274,114	\$ 13,373,353	\$ 13,823,871	\$ 8,342,390

DETAILED SUMMARY OF 2017 PROPOSED EXPENDITURES > \$15,000

<u>Miscellaneous Equipment</u>		<u>Buildings</u>	
Library - new workstations	\$ 30,000	MSB roof replacement	\$ 250,000
Police Station - cube reconfiguration	22,500	FS 3 & 5 electrical upgrades	25,000
City Clerk - workstation replacement	25,000	FS 3 & 5 roof replacement	150,000
Playground equipment - Kiwanis Park	75,000	MSB fire protection upgrades	125,000
	<u>\$ 152,500</u>	City Hall remodeling	50,000
		Fire Station 1 flooring	25,000
<u>Consulting</u>		Library flooring	30,000
City-wide hardscape audit	\$ 65,000	Library security upgrades	40,000
Parks CORP plan	25,000		<u>\$ 695,000</u>
Ellen Kort Park concepts	25,000		
Bridge tender stations	20,000	<u>Machinery & Equipment</u>	
	<u>\$ 135,000</u>	PRFMD HVAC upgrade	\$ 240,000
		Police Station UPS upgrade	35,000
<u>Architect Fees</u>		Park security upgrades	30,000
AMP Jones Building	\$ 75,000	MSB lighting upgrades	75,000
Trolley Square Trestle Trail	100,000	Lighting upgrades - parks	100,000
Library design	500,000	Monuments repairs	25,000
	<u>\$ 675,000</u>		<u>\$ 505,000</u>
<u>Land</u>		<u>Infrastructure Construction</u>	
SE Community Park	\$ 1,500,000	FS 3 & 5 parking lots	\$ 90,000
	<u>\$ 1,500,000</u>	Vulcan Park - walkways	65,000
		Woodland Park - roadways	35,000
<u>Land Improvements</u>		Arbutus Park trail	60,000
Arbutus Park - retaining wall	\$ 65,000	Alicia Park trail	45,000
Alicia Park hillside stabilization	70,000	Police Station parking deck	250,000
Park fencing	15,000	Park ADA improvements	50,000
Tree replacement	25,000	Lutz/AYC trail construction	375,000
Scheig Center	100,000	Linwood tennis courts	25,000
Jones Park	1,550,000	Blue ramp demolition	250,000
	<u>\$ 1,825,000</u>	New parking ramp	1,325,000
		Telulah Skate Park improv.	85,000
			<u>\$ 2,655,000</u>

CITY OF APPLETON 2017 BUDGET
FACILITIES AND CONSTRUCTION MANAGEMENT
Schedule of Revenues, Expenditures and Changes in Fund Balance (Deficit)

Revenues	2014 Actual	2015 Actual	2016 Budget	2016 Projected	2017 Budget
Intergovernmental Revenues	\$ -	\$ -	\$ -	\$ -	\$ -
Interest Income	8,327	1,337	-	-	-
Other	5,984	64,154	-	-	-
Total Revenues	<u>14,311</u>	<u>65,491</u>	<u>-</u>	<u>-</u>	<u>-</u>
Expenses					
Program Costs	2,187,478	2,274,114	13,373,353	13,823,871	8,342,390
Total Expenses	<u>2,187,478</u>	<u>2,274,114</u>	<u>13,373,353</u>	<u>13,823,871</u>	<u>8,342,390</u>
Revenues over (under) Expenses	(2,173,167)	(2,208,623)	(13,373,353)	(13,823,871)	(8,342,390)
Other Financing Sources (Uses)					
Proceeds of G.O. Debt	3,028,547	2,336,466	13,373,353	12,972,446	8,042,390
Operating Transfers In - General Fund	-	-	-	-	-
Operating Transfers In - Capital Proj	-	-	-	-	-
Operating Transfers In - Special Rev	-	-	-	-	300,000
Total Other Financing Sources (Uses)	<u>3,028,547</u>	<u>2,336,466</u>	<u>13,373,353</u>	<u>12,972,446</u>	<u>8,342,390</u>
Net Change in Equity	855,380	127,843	-	(851,425)	-
Fund Balance - Beginning	<u>(131,798)</u>	<u>723,582</u>	<u>851,425</u>	<u>851,425</u>	<u>-</u>
Fund Balance - Ending	<u>\$ 723,582</u>	<u>\$ 851,425</u>	<u>\$ 851,425</u>	<u>\$ -</u>	<u>\$ -</u>

City of Appleton - Reid Golf Course
2016 Revenues - September 30, 2016

	2015		2016	
<u>Green Fees</u>	<u>2015 Y-T-D Rounds</u>	<u>Total Revenue</u>	<u>2016 Y-T-D Rounds</u>	<u>Total Revenue</u>
Weekday-18 Holes	1,523	\$37,659.04	1,909	\$37,158.45
Weekday-9 Holes	10,472	\$155,064.40	10,976	\$162,178.28
Weekend - 18-Holes	1,297	\$38,115.64	1,115	\$32,724.04
Weekend - 9 Holes	2,389	\$44,069.08	1,933	\$34,954.48
Twilight Golf	3,892	\$34,651.10	4,126	\$41,579.68
Passholder Rounds	5,700		6,385	
Promo Rounds				
Coupon Rounds	410		715	\$1,740.00
Outing/Tournament Rounds			264	\$10,963.41
Other	3,602	\$88,049.12	2,504	\$63,777.73
Memorial Day/Mother's Day/ Free Golf Promo	9		141	
High School Rounds	224		554	
Sub-Totals	29,518	\$397,608.38	30,622	\$385,076.07

	<u>2015 Y-T-D Sales</u>	<u>Total Revenues</u>	<u>2016 Y-T-D Sales</u>	<u>Total Revenues</u>
<u>Pass/Coupon/Discount Card Sales</u>				
Pass Sales	109	\$57,830.00	118	\$52,130.00
Corporate Pass Sales	3	\$7,375.00	4	\$9,875.00
Coupon Sales	74	\$6,490.00	64	\$5,304.90
Discount Cards	88	\$2,640.00	90	\$2,700.00
	<u>2015 Y-T-D Cart Sales</u>	<u>Total Revenues</u>	<u>2016 Y-T-D Cart Sales</u>	<u>Total Revenues</u>
<u>Cart Revenue</u>				
Cart Fee	9,398	\$88,534.00	9,920	\$97,736.30
Annual Cart Passes	17	\$8,505.00	20	\$11,210.00
	<u>2015 Y-T-D Sales</u>	<u>Total Revenues</u>	<u>2016 Y-T-D Sales</u>	<u>Total Revenues</u>
<u>Practice Range</u>				
Driving Range	2,745	\$17,241.00	3,286	\$22,026.70
Annual Range Pass	11	\$2,412.50	14	\$3,562.50

	2015 Y-T-D	Total	2016 Y-T-D	Total
<u><i>Golf Shop Merchandise</i></u>	<u>Sales</u>	<u>Revenues</u>	<u>Sales</u>	<u>Revenues</u>
Balls/Assessories/Apparel/Misc.		\$14,031.46		\$16,524.93
Gift Cards	152	\$7,054.80	201	\$8,694.32
Other Rentals	645	\$4,356.00	707	\$5,267.00
	2015 Y-T-D	Total	2016 Y-T-D	Total
<u><i>Food and Beverage</i></u>	<u>Sales</u>	<u>Revenues</u>	<u>Sales</u>	<u>Revenues</u>
Food		\$16,416.79		\$16,882.60
Beverage		\$21,107.26		\$21,153.98
Alcohol Sales		\$61,800.55		\$68,611.00

Total Revenue (All Categories)		\$724,086.83		\$726,755.30
Note: Other rentals include additional revenue club rentals, pull carts & locker rentals.				

Reid Golf Course Budget September 30th Expense Report

Description	Budget	End of September Expenses	Available
Regular Salaries	\$154,077	(\$85,500)	\$68,577
Labor Pool Allocations		(\$26,834)	(\$26,834)
Overtime	\$500	(\$131)	\$369
Part-Time	\$122,149	(\$102,466)	\$19,683
Other Compensation		\$3,228	\$3,228
Vacation Pay		(\$6,245)	(\$6,245)
Fringes	\$65,440	(\$50,000)	\$15,440
Unemployment Compensation		(\$3,336)	(\$3,336)
Training and Conferences	\$1,000	(\$300)	\$700
Office Supplies	\$750	(\$466)	\$284
Memberships & Licenses	\$1,076	(\$1,040)	\$36
Food & Provisions	\$250	\$0	\$250
Printing & Reproduction	\$2,500	(\$1,548)	\$952
Clothing	\$1,000	(\$527)	\$473
Accounting/Audit	\$2,700	(\$2,599)	\$101
Bank Services	\$8,000	(\$7,297)	\$703
Consulting Services	\$5,500	(\$2,290)	\$3,210
Advertising	\$12,000	(\$8,320)	\$3,680
Insurance	\$6,073	(\$5,085)	\$988
Rent	\$27,191	(\$18,942)	\$8,249
Depreciation Expense	\$67,000	(\$50,778)	\$16,222
Facilities Charges	\$32,466	(\$12,698)	\$19,768
CEA Equipment Rental	\$81,247	(\$65,244)	\$16,003
Interest Payments	\$13,920	(\$10,440)	\$3,480
Trans Out			
General Fund	\$17,900	(\$13,425)	\$4,475
Internal Services	\$3,200	(\$3,200)	\$0
Bldg Maintenance/Janitorial	\$5,000	(\$866)	\$4,134
Landscape Supplies	\$36,000	(\$33,612)	\$2,388
Concession Supplies	\$58,500	(\$60,009)	(\$1,509)
Miscellaneous Supplies	\$3,000	(\$1,770)	\$1,230
Gas Purchases	\$13,600	(\$11,304)	\$2,296
Miscellaneous Equipment	\$5,000	(\$5,751)	(\$751) **
Collection Services	\$1,000	(\$680)	\$320
Contractor Fees	\$2,000	(\$2,034)	(\$34)
Equipment Repair & Maintenance	\$5,000	(\$3,055)	\$1,945
Other Interfund Charges	\$3,000	\$0	\$3,000
Electric	\$22,233	(\$14,502)	\$7,731
Gas	\$7,350	(\$2,843)	\$4,507
Water	\$2,023	(\$1,339)	\$684
Waste Disposal/Collection	\$1,825	(\$971)	\$854
Stormwater	\$12,120	(\$8,700)	\$3,420
Telephone	\$2,031	(\$2,084)	(\$53)
Cellular Telephone	\$620	(\$533)	\$87
	\$806,241	(\$625,536)	\$180,705

Bench donation is taken out of line item, budget number has not been adjusted to reflect donation amount