



City of Appleton

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

Meeting Agenda - Final Parks and Recreation Committee

Monday, October 21, 2019

6:30 PM

Council Chambers, 6th Floor

1. Call meeting to order

2. Roll call of membership

3. Approval of minutes from previous meeting

[19-1562](#) Minutes of the October 7, 2019 Parks & Recreation Committee Meeting

Attachments: [Minutes of the 10-07-19 P & R Committee Meeting.pdf](#)

4. **Public Hearings/Apearances**

5. **Action Items**

6. **Information Items**

[19-1563](#) Presentation of the Proposed 2020 Parks & Recreation Budget

Attachments: [2020 Parks & Recreation Budget.pdf](#)
[2020 PR Special Revenue Funds.pdf](#)

[19-1564](#) Presentation of the Proposed 2020 Reid Golf Course Budget

Attachments: [2020 Reid Golf Course Budget.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.

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



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Meeting Minutes - Final Parks and Recreation Committee

Monday, October 7, 2019

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, Jeff Plasschaert and Kabel Helmbrecht, Parks, Recreation & Facilities Management Department; Attorney Jim Walsh, Legal Services; Alderperson Firkus, District 3; Alderperson Meltzer, District 2

Present: 5 - Martin, Spears, Siebers, Schultz and Otis

3. Approval of minutes from previous meeting

[19-1444](#)

Minutes of the September 9, 2019 Parks & Recreation Committee Meeting

Attachments: [Minutes of the 9-9-19 P & R Meeting.pdf](#)

Aldersperson Spears moved, seconded by Aldersperson Schultz, that the Minutes of the 09-09-19 Parks & Recreation Committee be approved. Roll Call. Motion carried by the following vote:

Aye: 5 - Martin, Spears, Siebers, Schultz and Otis

4. Public Hearings/Apearances

None

5. Action Items

[19-1480](#)

Action Item: Request Approval of Reid Golf Course's 2020 Rates Policy

Attachments: [2020 Golf Rates Memo.doc](#)
[Reid Rate Policy Redline 2020.pdf](#)
[Reid Rate Policy 2020 Final.docx](#)

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

Aye: 5 - Martin, Spears, Siebers, Schultz and Otis

[19-1495](#)

Resolution #13-R-19 Climate Change

Attachments: [#13-R-19 Climate Change.pdf](#)

Motion to hold and send to Parks, Recreation & Facilities Management staff by Alderperson Spears; seconded by Alderperson Siebers to be added to the 11-11-19 Parks & Recreation Committee meeting agenda, 5-0

Alderperson Schultz moved, seconded by Alderperson Martin, that the Report Action Item be referred. Roll Call. Motion carried by the following vote:

Aye: 5 - Martin, Spears, Siebers, Schultz and Otis

[19-1322](#)

Action Item: Request Approval To Deny the Proposed Installation of the "Season III Better Days Sculpture" Within Houdini Plaza Per the Recommendation of the Appleton Public Art Committee

Attachments: [Park and Rec Memo-Houdini Plaza Acre of Art.pdf](#)

Alderperson Siebers moved, seconded by Alderperson Spears, that the Report Action Item be recommended for denial. Roll Call. Motion carried by the following vote:

Aye: 4 - Otis, Martin, Spears and Siebers

Abstained: 1 - Schultz

[19-1323](#)

Action Item: Request Approval of the Proposed Installation of the "Season III Gyan Sculpture" Within Jones Park Per the Recommendation of the Appleton Public Art Committee

Attachments: [Park and Rec Memo-Jones Park Acre of Art.pdf](#)

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

Aye: 4 - Martin, Spears, Siebers and Otis

Abstained: 1 - Schultz

[19-1324](#)

Action Item: Request Approval of the Proposed Installation of the "Season III To The Moon Alice Sculpture" Within Vulcan Heritage Park Per the Recommendation of the Appleton Public Art Committee

Attachments: [Park and Rec Memo-Vulcan Heritage Park Acre of Art.pdf](#)

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

Aye: 4 - Martin, Spears, Siebers and Otis

Abstained: 1 - Schultz

6. Information Items

[19-1496](#)

Aquatics, Summer 2019 Year End Report/Presentation

Attachments: [Summer, 2019 Aquatics Year-End Report.pdf](#)

This item was presented

[19-1445](#)

Reid Golf Course Participation, Revenue and Expense Report-September, 2019

Attachments: [Reid Participation-Revenue Report September 2019.pdf](#)

This item was presented

[19-1453](#)

Park Projects Update

This item was presented

7. Adjournment

The meeting was adjourned at 8:07 p.m.

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

Aye: 5 - Martin, Spears, Siebers, Schultz and Otis

CITY OF APPLETON 2020 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 2020 BUDGET

PARKS, RECREATION AND FACILITIES MANAGEMENT DEPARTMENT

MISSION STATEMENT

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

DISCUSSION OF SIGNIFICANT 2019 EVENTS

Parks and Recreation is a tangible reflection of the quality of life in a community. Together, they provide gathering places and opportunities for families and social groups, as well as for individuals of all ages and economic status. In 2019, 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 610 acres of grounds, 17 ball diamonds, 17 tennis courts, 11 basketball courts, 2 Frisbee golf courses, 1 skateboard park, 7 ice rinks, 11.5 miles of paved trails, one archery range, one kayak launch and 20,100 sq. ft. of accessible playgrounds.

Significant projects include the renovation of Jones Park which includes a new pavilion, stage and playground; construction of a fishing pier, kayak launch and trail at lower Telulah Park; replacement of tennis/basketball courts at Linwood Park; and a new playground at Pierce Park. Other projects include the addition of a concrete accessible walkway, dugout and bleacher pads at the Kiwanis Park; hardscape improvements around the pavilions at Kiwanis and Hoover Parks; the completion of Phase IV of the Scheig Center; trail improvements at Vulcan Heritage Park; irrigation and drainage improvements to ball diamond 1, and a new scoreboard and re-lamping of diamond 6 at Memorial Park. Additionally, a new shade structure was added to the skate park; security improvements at Vosters Park; and various playground equipment and surface repairs, park drainage improvements, invasive plant control, parking lot repairs and general grounds maintenance.

Recreation Services

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

The Unity Dance Academy has continued to see an upwards trend in the pre-school dance program. This summer, we offered more pre-school dance classes in our summer schedule. We are excited to see our preschool dance program experience a large growth from 44 participants in the summer of 2018 to 117 participants the summer of 2019. This directly impacts the success of the overall Unity Dance Academy program by attracting more dancers at a younger age.

Marketing was a success for the Recreation Division in 2019. In February, we launched our updated website. The overall look is more vibrant and more user friendly allowing visitors to the site to easily navigate around the different pages. In March, we distributed our first Appleton Parks and Recreation Activity Guide. The new format allow us to have more exposure and to continue to create/enhance our brand image. We continue to expand our social media presence through creative videos and engaging topics such as our Tuesday Trivia.

We continued to see success in youth sports league numbers. Our youth basketball league saw the introduction of a third location and the introduction of a teen core league. All our youth sports leagues were trending up approximately 10%. While the increase in participation has helped generate additional revenue, it has also lead to additional expenses such as staffing, t-shirts, and equipment costs. Overall, our youth sports leagues are still recovering over 100%. We have been asked by the Aspen Institute to serve as a Collective Action pilot site for their Project Play Teamwork Toolkit. The pilot process will kick off in the fall of 2019.

A new memorandum of understanding was completed with Fox Valley Athletics to provide adult softball services at Appleton Memorial Park. The agreement also includes the concession operations at the complex.

Our early childhood program has evolved over the past several years. In the past, we ran a traditional pre-school program for ages 3-5 during the school year. After a lot of discussion, research analysis and community feedback, we decided to restructure our early childhood program to be a more inclusive program that encompass several play-based educational and recreational programs that are shorter in length (6 weeks) and offered at a reasonable cost.

CITY OF APPLETON 2020 BUDGET

PARKS, RECREATION AND FACILITIES MANAGEMENT

MAJOR 2020 OBJECTIVES

Provide planning and project management services including construction oversight and representation related to projects outlined in the capital improvement plan.

Provide multi-use aquatic facilities that serve as a destination for residents of Appleton and surrounding communities at a reasonable cost for all ages and abilities while maintaining a welcoming and safe environment.

Implement the Parks and Recreation section of the Comprehensive Plan. Monitor trends in the community, changes in the parks and recreational industry and solicit and implement feedback to update the five-year plan annually.

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

Implement recommendations outlined in the Trails Master Plan.

Upgrade playground areas and equipment to 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 that 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.

Explore the launch of a special needs/unified sports program for youth.

Continue to drive Teen Core initiative forward and explore additional opportunities to engage this demographic.

Strengthen partnerships to become more responsive to community needs. Look to engage, leverage and develop community and corporate partners to optimize and broaden programs and services.

Completion of Project Play pilot program through the Aspen Institute.

Develop a plan for internal special events and operations at the redeveloped Jones Park and skating rinks.

Serve an aging population with social, recreational, active and healthy opportunities.

Strengthen community image and sense of place through marketing efforts via our social media sites, website, mass e-mail communication efforts, and Parks and Recreation activity guide.

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

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

DEPARTMENT BUDGET SUMMARY							
Programs		Actual		Budget			%
Unit	Title	2017	2018	Adopted 2019	Amended 2019	2020	Change *
Program Revenues		\$ 931,131	\$ 1,072,333	\$ 1,020,852	\$ 1,020,852	\$ 1,053,304	3.18%
Program Expenses							
16532	Grounds Maintenance	1,948,651	1,929,488	2,007,693	2,007,693	2,042,573	1.74%
16541	Recreation Programs	1,666,870	1,751,731	1,865,543	1,867,543	1,856,235	-0.61%
Total Program Expenses		\$ 3,615,521	\$ 3,681,219	\$ 3,873,236	\$ 3,875,236	\$ 3,898,808	0.61%
Expenses Comprised Of:							
Personnel		1,879,475	1,905,855	1,989,210	1,989,210	1,988,225	-0.05%
Training & Travel		6,460	6,555	8,320	8,320	8,320	0.00%
Supplies & Materials		254,422	295,002	341,904	343,904	341,904	-0.58%
Purchased Services		1,475,164	1,473,807	1,533,802	1,533,802	1,560,359	1.73%
Full Time Equivalent Staff:							
Personnel allocated to programs		16.39	16.39	16.39	16.39	16.39	

CITY OF APPLETON 2020 BUDGET

PARKS, RECREATION AND FACILITIES MANAGEMENT

Parks and Grounds Management

Business Unit 16532

PROGRAM MISSION

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

PROGRAM NARRATIVE

Link to City Goals:

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

Objectives:

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

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

Asphalt/concrete maintenance	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:

No major changes.

PERFORMANCE INDICATORS

	Actual 2017	Actual 2018	Target 2019	Projected 2019	Target 2020
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	98%	99%	100%	100%	100%
Quantity of code, safety, etc. citations	0	0	0	0	0
Work Process Outputs					
Cost of service					
Per Capita	\$23.79	\$23.41	\$24.67	\$24.67	\$25.12
Acres of parkland & trails maintained					
Parks (acres)	609.6	609.6	609.6	609.6	609.6
Trails (miles)	11.5	11.5	11.5	11.5	15.5

CITY OF APPLETON 2020 BUDGET

PARKS, RECREATION AND FACILITIES MANAGEMENT

Parks and Grounds Management

Business Unit 16532

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2017	2018	Adopted 2019	Amended 2019	2020
Revenues					
480100 Charges for Service	\$ 76,344	\$ 76,916	\$ 78,000	\$ 78,000	\$ 78,000
500100 Fees & Commissions	27	-	-	-	-
501000 Miscellaneous Revenue	694	135	250	250	250
501600 Lease Revenue	103,647	106,917	106,410	106,410	107,892
502000 Donations & Memorials	16,869	21,984	7,500	7,500	7,500
503000 Damage to City Property	313	264	-	-	-
503500 Other Reimbursements	-	130	-	-	-
Total Revenue	\$ 197,894	\$ 206,346	\$ 192,160	\$ 192,160	\$ 193,642
Expenses					
610100 Regular Salaries	\$ 545,968	\$ 545,494	\$ 555,796	\$ 555,796	\$ 566,772
610400 Call Time Wages	1,628	2,141	1,598	1,598	1,630
610500 Overtime Wages	6,877	10,118	8,514	8,514	8,683
610800 Part-Time Wages	87,462	89,321	106,006	106,006	106,037
615000 Fringes	262,116	229,287	251,291	251,291	250,611
620100 Training/Conferences	1,059	1,534	2,000	2,000	2,000
630300 Memberships & Licenses	460	822	600	600	600
630500 Awards & Recognition	172	165	165	165	165
630600 Building Maint./Janitorial	30	22	-	-	-
630700 Food & Provisions	220	222	220	220	220
630899 Other Landscape Supplies	57,121	52,639	55,000	55,000	55,000
630901 Shop Supplies	4,995	5,554	5,000	5,000	5,000
632002 Outside Printing	608	14	-	-	-
632199 Other Clothing	2,012	1,075	1,500	1,500	1,500
632200 Gas Purchases	15,890	17,261	17,000	17,000	17,000
632300 Safety Supplies	2,508	2,599	2,500	2,500	2,500
632700 Miscellaneous Equipment	15,224	26,631	25,000	25,000	25,000
640400 Consulting Services	12,000	17,650	12,000	12,000	12,000
640700 Solid Waste/Recycling	91	117	-	-	-
614300 Utilities	251,997	246,071	287,050	287,050	282,500
641500 Tipping Fees	1,647	232	1,000	1,000	1,000
642000 Facilities Charges	236,224	251,540	241,334	241,334	241,637
642500 CEA Expense	328,389	359,778	374,419	374,419	405,218
642900 Interfund Allocations	(32,598)	(24,769)	(30,000)	(30,000)	(30,000)
644000 Snow Removal Services	2,749	6,954	15,000	15,000	15,000
645400 Grounds Repair & Maint.	109,795	50,099	51,000	51,000	49,000
650301 Facility Rent	-	3,753	500	500	500
659900 Other Contracts/Obligation	34,007	33,164	23,200	23,200	23,000
Total Expense	\$ 1,948,651	\$ 1,929,488	\$ 2,007,693	\$ 2,007,693	\$ 2,042,573

DETAILED SUMMARY OF 2020 PROPOSED EXPENDITURES > \$15,000

Landscape Supplies

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

\$ 55,000
\$ 55,000

Gas Purchases

Fuel for small equipment

\$ 17,000
\$ 17,000

Other Contracts/Obligations

Contracted pavilion/bathroom cleaning \$ 15,000
Reid maintenance bldg. rental 3,500
Port-a-potty rental 4,500

\$ 23,000

Misc. Equipment

Replace small motor equip.

\$ 25,000
\$ 25,000

Grounds Repair & Maintenance

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

Other:

Scoreboards, gates, trails,
ice rinks, goose mgmt. \$ 3,000
\$ 49,000

CITY OF APPLETON 2020 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/leagues	Drop-in programs
Pre-school programs	Adult and older instructional programs	Special events/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:

No major changes.

PERFORMANCE INDICATORS

	<u>Actual 2017</u>	<u>Actual 2018</u>	<u>Target 2019</u>	<u>Projected 2019</u>	<u>Target 2020</u>
Client Benefits/Impacts					
Timely and organized program delivery					
% of customers who were satisfied with the services provided	96%	96%	100%	100%	100%
Strategic Outcomes					
Customer experience					
% of program with >80% maximum enrollment	95%	95%	100%	100%	100%
# of new programs offered	16	11	5	20	5
Work Process Outputs					
Number of recreational opportunities:					
# of programs offered	177	189	194	214	219
# of collaborations	99	101	101	101	101
Net cost of service					
Recreation (per capita)	\$ 12.69	\$ 12.04	\$ 14.12	\$ 14.12	\$ 13.99

CITY OF APPLETON 2020 BUDGET
PARKS, RECREATION AND FACILITIES MANAGEMENT

Recreation Services

Business Unit 16541

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2017	2018	Adopted 2019	Amended 2019	2020
Revenues					
480100 Charges for Service	\$ 715,915	\$ 842,858	\$ 809,762	\$ 809,762	\$ 835,532
487700 Advertising Fees	-	-	5,000	5,000	6,900
500100 Fees & Commissions	1,231	1,475	980	980	980
501000 Miscellaneous Revenue	414	547	1,250	1,250	-
501500 Rental of City Property	6,324	9,062	6,000	6,000	6,000
502000 Donations & Memorials	9,353	12,045	5,700	5,700	10,250
Total Revenue	\$ 733,237	\$ 865,987	\$ 828,692	\$ 828,692	\$ 859,662
Expenses					
610100 Regular Salaries	\$ 386,880	\$ 411,437	\$ 409,975	\$ 409,975	\$ 417,711
610500 Overtime Wages	148	220	-	-	-
610800 Part-Time Wages	414,626	467,899	472,473	472,473	477,470
615000 Fringes	173,770	149,938	183,557	183,557	159,311
620100 Training/Conferences	5,401	5,022	6,320	6,320	6,320
630100 Office Supplies	2,615	2,078	2,775	2,775	2,775
630200 Subscriptions	-	242	300	300	300
630300 Memberships & Licenses	6,611	7,262	8,579	8,579	8,579
630400 Postage/Freight	310	281	13,600	13,600	13,600
630500 Awards & Recognition	2,171	3,502	3,893	3,893	3,893
630600 Building Maint./Janitorial	136	210	250	250	250
630700 Food & Provisions	4,424	2,962	4,695	4,695	4,695
631000 Miscellaneous Chemicals	37,057	41,223	41,500	41,500	41,500
631400 Concession Supplies	51,460	53,774	52,605	52,605	52,605
631500 Books & Library Materials	307	-	750	750	750
631600 Supplies	17,123	26,733	28,010	30,010	28,010
632000 Printing / Copying	3,437	4,339	34,950	34,950	34,950
632100 Clothing	16,889	24,608	29,620	29,620	29,620
632400 Medical/Lab Supplies	668	1,725	900	900	900
632700 Miscellaneous Equipment	11,974	19,060	12,492	12,492	12,492
640300 Bank Service Fees	22,140	30,032	22,500	22,500	22,500
640400 Consulting Services	660	795	700	700	700
640700 Solid Waste/Recycling Picku	363	330	400	400	400
640900 Inspection Fees	-	264	200	200	200
641100 Temporary Help	3,600	4,383	5,600	5,600	5,600
641200 Advertising	4,297	4,090	4,500	4,500	4,500
614300 Utilities	101,613	121,440	117,200	117,200	117,200
641800 Equip Repairs & Maint	-	194	-	-	-
642000 Facilities Charges	199,652	175,578	205,580	205,580	205,869
642400 Software Support	-	-	9,458	9,458	9,458
642500 CEA Expense	7,202	4,427	5,978	5,978	7,894
643100 Interpreter Services	214	-	200	200	200
650301 Facility Rent	111,712	101,492	123,513	123,513	123,513
650302 Equipment Rent	5,662	5,884	5,500	5,500	5,500
659900 Other Contracts/Obligation	73,748	80,307	56,970	56,970	56,970
Total Expense	\$ 1,666,870	\$ 1,751,731	\$ 1,865,543	\$ 1,867,543	\$ 1,856,235

DETAILED SUMMARY OF 2020 PROPOSED EXPENDITURES > \$15,000

Chemicals

Chlorine, CO₂, stabilizer;
Mead & Erb pools

\$ 41,500
\$ 41,500

Concessions

Food and beverage
Other concession supplies

\$ 50,305
2,300
\$ 52,605

Miscellaneous Supplies

Arts and crafts
Sports equipment
Other misc. program supplies

\$ 1,725
16,575
9,710
\$ 28,010

Printing and Reproduction

City copy charges
Outside printing (Rec guide, flyers etc)

3,300
31,650
\$ 34,950

Clothing

Youth sport t-shirts
Staff clothing

\$ 22,950
6,670
\$ 29,620

Rent

City Center Studios
Appleton Schools
Appleton Schools (pools)
Reid Golf Course
USA Youth-soccer field use

\$ 48,738
29,950
28,825
8,500
7,500
\$ 123,513

Other Contracts/Obligations

City Band
Playground fair rentals, camp
trips, programs, recital tix
On the hill movies

\$ 14,000
40,970
2,000
\$ 56,970

CITY OF APPLETON 2020 BUDGET
PARKS, RECREATION AND FACILITIES MANAGEMENT

	2017 ACTUAL	2018 ACTUAL	2019 YTD ACTUAL	2019 ORIG BUD	2019 REVISED BUD	2020 BUDGET
Revenues						
480100 General Charges for Service	574,096	458,773	51,250	453,349	453,349	479,119
480203 Concessions	38,983	164,746	601	-	-	-
480204 Merchandise Sales	3,366	4,088	2	-	-	-
480205 Equipment Rentals	10,969	33,055	1,362	-	-	-
480300 Program Fees	35,717	34,445	18,404	431,413	431,413	431,413
480500 Fire Extinguisher Training	-	4,976	-	-	-	-
485000 Daily Entrance Fees	45,772	68,152	8,538	3,000	3,000	3,000
486000 Lessons/Classes	83,355	151,539	121,905	-	-	-
487700 Advertising/Promotional Fees	-	-	3,450	5,000	5,000	6,900
500100 Fees & Commissions	1,259	1,475	-	980	980	980
501000 Miscellaneous Revenue	1,144	135	700	1,500	1,500	250
501500 Rental of City Property	6,324	9,062	76	6,000	6,000	6,000
501600 Lease Revenue	103,647	106,917	32,758	106,410	106,410	107,892
502000 Donations & Memorials	26,222	34,029	3,328	13,200	13,200	17,750
503000 Damage to City Property	313	264	188	-	-	-
503500 Other Reimbursements	-	130	-	-	-	-
508500 Cash Short or Over	(36)	547	8	-	-	-
TOTAL PROGRAM REVENUES	931,131	1,072,333	242,570	1,020,852	1,020,852	1,053,304
Personnel						
610100 Regular Salaries	593,317	697,383	225,582	965,771	965,771	984,483
610200 Labor Pool Allocations	231,946	157,989	50,666	-	-	-
610400 Call Time Wages	1,628	2,141	1,760	1,598	1,598	1,630
610500 Overtime Wages	7,025	10,338	4,384	8,514	8,514	8,683
610800 Part-Time Wages	502,088	557,220	52,153	578,479	578,479	583,507
611000 Other Compensation	1,630	1,555	1,450	-	-	-
611400 Sick Pay	6,187	1,846	3,063	-	-	-
611500 Vacation Pay	99,768	98,158	25,599	-	-	-
615000 Fringes	435,886	379,225	114,387	434,848	434,848	409,922
615100 FICA	-	-	1,293	-	-	-
615200 Retirement	-	-	1,154	-	-	-
615301 Health Insurance	-	-	3,572	-	-	-
TOTAL PERSONNEL	1,879,475	1,905,855	485,063	1,989,210	1,989,210	1,988,225
Training~Travel						
620100 Training/Conferences	6,460	6,555	131	8,320	8,320	8,320
620600 Parking Permits	-	-	363	-	-	-
TOTAL TRAINING / TRAVEL	6,460	6,555	494	8,320	8,320	8,320
Supplies						
630100 Office Supplies	2,615	2,078	247	2,775	2,775	2,775
630200 Subscriptions	-	242	-	300	300	300
630300 Memberships & Licenses	7,071	8,084	1,087	9,179	9,179	9,179
630400 Postage\Freight	310	281	250	13,600	13,600	13,600
630500 Awards & Recognition	2,343	3,667	926	4,058	4,058	4,058
630600 Building Maint./Janitorial	166	232	-	250	250	250
630700 Food & Provisions	4,644	3,184	65	4,915	4,915	4,915
630899 Other Landscape Supplies	57,121	52,639	30	55,000	55,000	55,000
630901 Shop Supplies	4,995	5,554	1,738	5,000	5,000	5,000
631000 Miscellaneous Chemicals	37,057	41,223	5,401	41,500	41,500	41,500
631401 Alcoholic Beverages	96	-	-	-	-	-
631402 Non-Alcoholic Beverages	8,117	8,451	-	7,730	7,730	7,730
631403 Candy/Food	39,274	42,483	4	42,575	42,575	42,575
631404 Other Concession Supplies	3,973	2,840	30	2,300	2,300	2,300
631500 Books & Library Materials	307	-	-	750	750	750
631601 Arts & Crafts Supplies	1,479	1,585	24	1,725	1,725	1,725
631602 Sports Equipment	7,719	14,010	2,128	16,575	16,575	16,575
631603 Other Misc. Supplies	7,925	11,138	1,800	9,710	11,710	9,710
632001 City Copy Charges	1,649	2,270	646	3,300	3,300	3,300
632002 Outside Printing	2,396	2,083	16,453	31,650	31,650	31,650

**CITY OF APPLETON 2020 BUDGET
PARKS, RECREATION AND FACILITIES MANAGEMENT**

	2017 ACTUAL	2018 ACTUAL	2019 YTD ACTUAL	2019 ORIG BUD	2019 REVISED BUD	2020 BUDGET
632101 Uniforms	8,653	7,227	51	6,670	6,670	6,670
632199 Other Clothing	10,248	18,456	5,781	24,450	24,450	24,450
632200 Gas Purchases	15,890	17,261	2,670	17,000	17,000	17,000
632300 Safety Supplies	2,508	2,599	606	2,500	2,500	2,500
632400 Medical/Lab Supplies	668	1,725	-	900	900	900
632700 Miscellaneous Equipment	27,198	45,690	8,831	37,492	37,492	37,492
TOTAL SUPPLIES	254,422	295,002	48,768	341,904	343,904	341,904
Purchased Services						
640300 Bank Service Fees	22,140	30,032	1,368	22,500	22,500	22,500
640400 Consulting Services	12,660	18,445	149	12,700	12,700	12,700
640700 Solid Waste/Recycling Pickup	454	447	-	400	400	400
640900 Inspection Fees	-	264	-	200	200	200
641100 Temporary Help	3,600	4,383	-	5,600	5,600	5,600
641200 Advertising	4,297	4,090	523	4,500	4,500	4,500
641301 Electric	117,617	120,440	23,339	130,000	130,000	130,000
641302 Gas	15,294	16,095	2,076	20,000	20,000	19,600
641303 Water	41,599	51,794	5,629	47,000	47,000	47,000
641304 Sewer	19,320	23,121	1,708	21,000	21,000	21,000
641306 Stormwater	144,280	139,838	38,187	169,700	169,700	165,650
641307 Telephone	6,905	6,490	1,848	7,200	7,200	7,100
641308 Cellular Phones	8,594	9,734	2,508	9,350	9,350	9,350
641500 Tipping Fees	1,647	232	-	1,000	1,000	1,000
641800 Equip Repairs & Maint	-	194	-	-	-	-
642000 Facilities Charges	435,876	427,118	46,680	446,914	446,914	447,506
642400 Software Support	-	-	-	9,458	9,458	9,458
642501 CEA Operations/Maint.	197,544	204,537	38,597	212,338	212,338	224,001
642502 CEA Depreciation/Replace.	138,048	159,668	45,420	168,059	168,059	189,111
642900 Interfund Allocations	(32,598)	(24,769)	(6,794)	(30,000)	(30,000)	(30,000)
643100 Interpreter Services	214	-	-	200	200	200
644000 Snow Removal Services	2,749	6,954	8,918	15,000	15,000	15,000
645400 Grounds Repair & Maintenance	109,795	50,099	7,251	51,000	51,000	49,000
650301 Facility Rent	111,712	105,246	37,343	124,013	124,013	124,013
650302 Equipment Rent	5,662	5,884	3,000	5,500	5,500	5,500
659900 Other Contracts/Obligation	107,755	113,471	11,700	80,170	80,170	79,970
TOTAL PURCHASED SVCS	1,475,164	1,473,807	269,450	1,533,802	1,533,802	1,560,359
TOTAL EXPENSE	3,615,521	3,681,219	803,775	3,873,236	3,875,236	3,898,808

<p align="center">CITY OF APPLETON 2020 BUDGET</p> <p align="center">PARKS, RECREATION AND FACILITIES MANAGEMENT</p>	
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CITY OF APPLETON 2020 BUDGET

SPECIAL REVENUE FUNDS

Union Spring Park

Business Unit 7110

PROGRAM MISSION

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

PROGRAM NARRATIVE

Objectives:

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

Major changes in Revenue, Expenditures or Program:

No major changes.

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

	2017 Actual	2018 Actual	2019 Adopted Budget	2019 Projected	2020 Budget
Revenues					
Interest Income	\$ 18	\$ 37	\$ 20	\$ 60	\$ 50
Expenses					
Program Costs	-	-	-	-	-
Revenues over (under) Expenses	18	37	20	60	50
Fund Balance - Beginning	2,529	2,547	2,584	2,584	2,644
Fund Balance - Ending	\$ 2,547	\$ 2,584	\$ 2,604	\$ 2,644	\$ 2,694

**CITY OF APPLETON 2020 BUDGET
SPECIAL REVENUE FUNDS**

Peabody Estate

Business Unit 7130

PROGRAM MISSION

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

PROGRAM NARRATIVE

Objectives:

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

Major changes in Revenue, Expenditures or Programs:

No major changes.

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

	2017 Actual	2018 Actual	2019 Adopted Budget	2019 Projected	2020 Budget
Revenues					
Interest Income	\$ 457	\$ 948	\$ 800	\$ 1,700	\$ 1,500
Expenses					
Program Costs	-	-	-	-	-
Revenues over (under) Expenses	457	948	800	1,700	1,500
Fund Balance - Beginning	65,457	65,914	66,862	66,862	68,562
Fund Balance - Ending	\$ 65,914	\$ 66,862	\$ 67,662	\$ 68,562	\$ 70,062

CITY OF APPLETON 2020 BUDGET SPECIAL REVENUE FUNDS

Lutz Park Recreation

Business Unit 7150

PROGRAM MISSION

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

PROGRAM NARRATIVE

Objectives:

Provide funds to finance major maintenance and development of Lutz Park

Major changes in Revenue, Expenditures or Programs:

No major changes.

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

	2017 Actual	2018 Actual	2019 Adopted Budget	2019 Projected	2020 Budget
Revenues					
Interest Income	\$ 950	\$ 1,975	\$ 1,000	\$ 3,500	\$ 3,000
Expenses					
Program Costs	-	-	-	-	-
Revenues over (under) Expenses	950	1,975	1,000	3,500	3,000
Fund Balance - Beginning	136,396	137,346	139,321	139,321	142,821
Fund Balance - Ending	\$ 137,346	\$ 139,321	\$ 140,321	\$ 142,821	\$ 145,821

CITY OF APPLETON 2020 BUDGET

SPECIAL REVENUE FUNDS

Park Open Space

Business Unit 7160

PROGRAM MISSION

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

PROGRAM NARRATIVE

Objectives:

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

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

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

Major changes in Revenue, Expenditures and Programs:

No major changes.

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

	2017 Actual	2018 Actual	2019 Adopted Budget	2019 Projected	2020 Budget
Revenues					
Interest Income	\$ 2,447	\$ 710	\$ 100	\$ 1,000	\$ 1,000
Zoning & Subdivision Fees	-	5,100	-	37,650	-
Total Revenue	2,447	5,810	100	38,650	1,000
Expenses					
Program Costs	240,090	72,136	-	-	-
Revenues over (under) Expenses	(237,643)	(66,326)	100	38,650	1,000
Fund Balance - Beginning	324,532	86,889	20,563	20,563	59,213
Fund Balance - Ending	\$ 86,889	\$ 20,563	\$ 20,663	\$ 59,213	\$ 60,213

CITY OF APPLETON 2020 BUDGET SPECIAL REVENUE FUNDS

Project City Park

Business Unit 7170

PROGRAM MISSION

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

PROGRAM NARRATIVE

Objectives:

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

Major changes in Revenue, Expenditures or Programs:

No major changes.

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

	2017 Actual	2018 Actual	2019 Adopted Budget	2019 Projected	2020 Budget
Revenues					
Interest Income	\$ 42	\$ 86	\$ 50	\$ 150	\$ 100
Expenses					
Program Costs	-	-	-	-	-
Revenues over (under) Expenses	42	86	50	150	100
Fund Balance - Beginning	5,948	5,990	6,076	6,076	6,226
Fund Balance - Ending	\$ 5,990	\$ 6,076	\$ 6,126	\$ 6,226	\$ 6,326

CITY OF APPLETON 2020 BUDGET SPECIAL REVENUE FUNDS

Miracle League Field

Business Unit 7190

PROGRAM MISSION

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

PROGRAM NARRATIVE

Objectives:

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

Examples include:

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

Major changes in Revenue, Expenditures or Program:

No major changes.

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

	2017 Actual	2018 Actual	2019 Adopted Budget	2019 Projected	2020 Budget
Revenues					
Interest Income	\$ 179	\$ 373	\$ 200	\$ 700	\$ 500
Expenses					
Program Costs	-	-	-	-	-
Revenues over (under) Expenses	179	373	200	700	500
Fund Balance - Beginning	25,795	25,974	26,347	26,347	27,047
Fund Balance - Ending	\$ 25,974	\$ 26,347	\$ 26,547	\$ 27,047	\$ 27,547

CITY OF APPLETON 2020 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 2020 BUDGET REID GOLF COURSE

MISSION STATEMENT

Reid Golf Course is dedicated to growing the game of golf by providing competitive rates, a golf course conforming to high standards, quality facilities and sincere customer service to golfers at all skill levels.

DISCUSSION OF SIGNIFICANT 2019 EVENTS

Continued improvement of all clubhouse services to increase revenue, provide consistent customer service, and improve the future financial sustainability of the golf course including the expansion of weekly food specials.

Continued extensive social media marketing and constant golfer communications. Facebook Likes increased from 3,154 to 3,254 and Instagram followers increased from 163 to 202.

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

Continue to adjust Reid's tee sheet toward 9-hole availability. This maximizes daylight, rounds and revenues while shifting towards the trends of today's golfer.

The recruitment of a new evening league, filling in players, and expansion of current leagues and Reid's couple league resulted in an all time high of league play in 2019. 26 leagues now play throughout the week.

Continued the traditions of two long running stroke play tournaments at Reid; the City Tournament and the Fox Cities Championship (part of the NEW Golf Tour adults and Northeast Wisconsin Junior Golf Tour) and continuing Reid's traditional fun events, 3-4-5 and Two Pin Challenge. A few of the other fun events were an Easter egg hunt for golfers on Easter and increased Family Day to be available on Packer game day's to encourage golf during traditional slow periods.

Developed and implemented a marketing plan for the 2019 golf season that included regular e-mail messages, promotional materials, radio ads, printed media, increased social media presence, brochures and flyers. Added emphasis was made towards junior golf by running junior specific ads in The Greater Valley Guide - Youth Sports and Activities.

Created weekly food specials and rotated each to encourage golfers to stay and eat after their rounds and introduced new items, including chicken wings, pulled pork and sloppy joe sandwiches.

Junior lessons reached capacity of 72, junior league had 25 regular participants, and the Mary Beth Clinic Series, consisting of five individual clinics, were completely sold out.

New in 2019, Reid played host to a Wisconsin PGA Junior Event, 84 players from across the state participated in the stroke play event.

Clubhouse Supervisor/PGA Professional Brian Hansen became a U.S. Kids Golf Certified Coach and achieved a Positive Coaching Alliance Certification.

Hosted City junior high and Lawrence University Cross Country meets which produced extra non-golf related revenue. Appleton North boys and Appleton East boys and girls golf teams and Lawrence University Club Golf used Reid as their home course.

Developed the program of selling tee sign advertising space to area businesses for additional revenue.

Through the end of June, Appleton recorded it's wettest 12 consecutive month stretch on record limiting course availability. Reid received precipitation on 46% of the days the course has been open for play due to 8.7" of rain above average, with 72 golfable days with carts available on only 53 of those days through June.

CITY OF APPLETON 2020 BUDGET REID GOLF COURSE

MAJOR 2020 OBJECTIVES

Maintain high quality, skilled, customer service oriented staff to operate the golf course.

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

Continue to expand the use of the GolfNow and Teeoff 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 available media including the Community Color and Valpak mailers, radio, TV and internet.

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 to the high standards of Reid's golfers and continue to evolve the agronomic program at Reid lowering its environmental impact.

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

Continue to collaborate with the Parks and Recreation Division to implement new program opportunities and expand on existing successful programs.

Continue to expand our two historical stroke play competitions, City Tournament and Fox Cities Amateur, and our fun 3-4-5 and 2-Pin Challenge.

Target new businesses to expand corporate pass sales and tee sign advertising.

Continue efforts of increasing the number of youth golfers visiting the course for both instruction and play while creating new opportunities for adults to participate in similar means.

DEPARTMENT BUDGET SUMMARY							
Programs		Actual		Budget		% Change *	
Unit	Title	2017	2018	Adopted 2019	Amended 2019	2020	
Program Revenues		\$ 860,975	\$ 821,883	\$ 875,800	\$ 876,660	\$ 885,936	1.16%
Program Expenses							
5630	Operations	799,098	795,984	950,004	954,025	1,024,120	7.80%
TOTAL		\$ 799,098	\$ 795,984	\$ 950,004	\$ 954,025	\$ 1,024,120	7.80%
Expenses Comprised Of:							
Personnel		364,932	342,627	386,629	386,629	384,956	-0.43%
Training & Travel		447	466	1,000	1,000	2,250	125.00%
Supplies & Materials		118,298	120,851	131,559	132,419	124,110	-5.66%
Purchased Services		236,263	233,615	256,163	259,324	269,622	5.25%
Miscellaneous Expense		81,007	77,325	75,561	75,561	71,432	-5.46%
Capital Expenditures		(19,749)	-	81,192	81,192	150,000	84.75%
Transfers Out		17,900	21,100	17,900	17,900	21,750	21.51%
Full Time Equivalent Staff:							
Personnel allocated to programs		2.62	2.70	2.70	2.70	2.70	

CITY OF APPLETON 2020 BUDGET

REID GOLF COURSE

Operations

Business Unit 5630

PROGRAM MISSION

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

PROGRAM NARRATIVE

Link to City Goals:

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

Objectives:

- 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.
- Maintain the course in the best condition possible 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.

Major Changes in Revenue, Expenditures, or Programs:

The increase in revenue is a result of selling of tee sign advertising space, Lawrence University Club Golf, enhanced junior program and lessons, the effort to provide exceptional customer service, pricing strategies to sell golf during non-peak times, maximization of guaranteed revenue opportunities and an increase in lease revenue.

The increase in training is to attend the Golf Industry Show.

The increase in rent is due to the current cart lease expiring at the end of 2019 and initial estimates of a new cart lease beginning in 2020.

The decrease in miscellaneous equipment is due to raising the line item in 2019 to purchase two utility vehicles coming off lease with Reid's rental cart fleet.

The amount included in capital outlay for 2020 represents funds to design and reconstruct the clubhouse parking lot. Please see page 654 in the Projects section for further information.

PERFORMANCE INDICATORS

	<u>Actual 2017</u>	<u>Actual 2018</u>	<u>Target 2019</u>	<u>Projected 2019</u>	<u>Target 2020</u>
Client Benefits/Impacts					
Recreational opportunities					
Rounds of golf played annually	34,351	30,884	36,000	31,000	35,000
Annual youth pass holders	57	44	75	32	50
Family pass holders	12	10	15	9	15
Business pass holders	7	8	10	6	10
Strategic Outcomes					
Electronic communication with golfers					
# of emails receiving bi-weekly message	2,926	3,171	3,750	3,800	4,250
% of golfers who rate conditions at good or better	98%	98%	98%	98%	100%
% of golfers who rate clubhouse services at good or better	98%	98%	98%	98%	100%
Work Process Outputs					
% of time:					
Greens are mowed daily	97%	99%	98%	98%	100%
Tees and fairways - mowed 2 times per week (May-Aug.)	95%	100%	100%	100%	100%
Rough - mowed weekly	100%	100%	100%	100%	100%
Bunkers - raked weekly (Summer)	100%	100%	100%	100%	100%
Tees and fairways - mowed 2 times per week (Spring/Fall)	90%	95%	95%	95%	95%

CITY OF APPLETON 2020 BUDGET

REID GOLF COURSE

Operations

Business Unit 5630

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2017	2018	Adopted 2019	Amended 2019	2020
Revenues					
471000 Interest on Investments	\$ 578	\$ 3,209	\$ 1,000	\$ 1,000	\$ 3,000
480100 Charges for Service	8,000	8,552	7,500	7,500	9,500
480203 Concessions	109,859	106,131	117,500	117,500	117,500
480204 Merchandise Sales	21,243	20,289	27,500	27,500	27,500
480205 Equipment Rentals	130,101	119,765	126,000	126,000	126,000
485000 Daily Entrance Fees	4,284	8,034	4,250	4,250	6,250
485100 Greens Fees	508,895	479,384	516,500	516,500	516,500
501500 Rental of City Property	14,900	14,500	14,900	14,900	15,000
501600 Lease Revenue	57,696	58,288	58,650	58,650	62,686
502000 Donations & Memorials	3,195	2,270	-	860	-
503500 Other Reimbursements	2,224	1,461	2,000	2,000	2,000
Total Revenue	\$ 860,975	\$ 821,883	\$ 875,800	\$ 876,660	\$ 885,936
Expenses					
610100 Regular Salaries	\$ 162,326	\$ 169,458	\$ 173,965	\$ 173,965	\$ 177,660
610500 Overtime Wages	572	117	552	552	563
610800 Part-Time Wages	119,717	105,400	123,351	123,351	123,351
615000 Fringes	82,317	67,652	88,761	88,761	83,382
620100 Training/Conferences	447	466	1,000	1,000	2,250
630100 Office Supplies	343	417	600	600	500
630300 Memberships & Licenses	1,554	1,669	1,659	1,659	1,760
630600 Building Maint./Janitorial	986	1,393	2,000	2,000	1,500
630700 Food & Provisions	100	-	50	50	50
630800 Landscape Supplies	34,491	34,921	36,900	36,900	36,900
631400 Pro Shop / Concessions	60,403	56,579	60,850	60,850	60,400
631603 Other Misc. Supplies	2,084	1,520	2,000	2,000	2,000
632002 Outside Printing	1,504	1,643	2,000	2,000	2,000
632101 Uniforms	60	-	500	500	500
632200 Gas Purchases	12,381	13,944	13,500	13,500	13,500
632700 Miscellaneous Equipment	4,392	8,765	11,500	12,360	5,000
640100 Accounting/Audit Fees	2,709	2,081	2,210	2,210	2,250
640300 Bank Service Fees	12,527	12,989	13,000	13,000	13,000
640400 Consulting Services	-	1,651	1,000	1,000	1,000
640700 Solid Waste/Recycling	998	992	1,100	1,100	1,100
640800 Contractor Fees	20,659	905	1,000	1,000	1,000
641200 Advertising	9,971	5,928	10,000	10,000	10,000
641300 Utilities	46,534	47,547	51,483	51,483	50,235
641800 Equip Repairs & Maint	3,583	5,124	5,000	5,000	5,500
642000 Facilities Charges	19,837	25,450	32,284	32,284	30,930
642400 Software Support	2,045	1,860	1,860	1,860	1,860
642500 CEA Expense	79,843	91,151	96,880	96,880	108,572
645400 Grounds Repair & Maint.	-	3,955	2,000	2,000	2,000
650100 Insurance	7,786	7,260	7,485	7,485	6,200
650302 Equipment Rent	29,771	26,722	30,861	34,022	35,975
660100 Depreciation Expense	67,859	64,980	63,936	63,936	61,000
672000 Interest Payments	13,148	12,345	11,625	11,625	10,432
680904 Storm Sewers	-	-	56,192	56,192	-
689900 Capital Outlay	(19,749)	-	25,000	25,000	150,000
791100 Transfer Out - Gen Fund	17,900	17,900	17,900	17,900	17,900
791400 Transfer Out - Cap Projects	-	3,200	-	-	3,850
Total Expense	\$ 799,098	\$ 795,984	\$ 950,004	\$ 954,025	\$ 1,024,120

DETAILED SUMMARY OF 2020 PROPOSED EXPENDITURES > \$15,000

<u>Rent</u>		<u>Capital Outlay</u>	
Carts	\$ 34,475	Parking lot design & reconstruction	\$ 150,000
Maintenance operations	1,500		
	<u>\$ 35,975</u>		

CITY OF APPLETON 2020 BUDGET

REID GOLF COURSE

	2017 ACTUAL	2018 ACTUAL	2019 YTD ACTUAL	2019 ORIG BUD	2019 REVISED BUD	2020 BUDGET
Program Revenues						
471000 Interest on Investments	578	3,209	3,898	1,000	1,000	3,000
480100 General Charges for Service	8,000	8,552	7,462	7,500	7,500	9,500
480203 Concessions	109,859	106,131	40,669	117,500	117,500	117,500
480204 Merchandise Sales	21,243	20,289	8,418	27,500	27,500	27,500
480205 Equipment Rentals	130,101	119,765	44,409	126,000	126,000	126,000
480206 Tournament Fees	34	-	-	-	-	-
485000 Daily Entrance Fees	4,250	8,034	3,750	4,250	4,250	6,250
485100 Greens Fees	508,895	479,384	230,567	516,500	516,500	516,500
501500 Rental of City Property	14,900	14,500	-	14,900	14,900	15,000
501600 Lease Revenue	57,696	58,288	33,724	58,650	58,650	62,686
502000 Donations & Memorials	3,195	2,270	1,652	-	860	-
503500 Other Reimbursements	2,200	1,578	548	2,000	2,000	2,000
508500 Cash Short or Over	24	(117)	-	-	-	-
TOTAL PROGRAM REVENUES	860,975	821,883	375,097	875,800	876,660	885,936
Personnel						
610100 Regular Salaries	115,839	122,110	63,360	173,965	173,965	177,660
610200 Labor Pool Allocations	31,173	32,463	11,435	-	-	-
610500 Overtime Wages	572	117	159	552	552	563
610800 Part-Time Wages	119,717	105,400	50,340	123,351	123,351	123,351
611000 Other Compensation	10	187	1,915	-	-	-
611500 Vacation Pay	12,182	11,857	4,180	-	-	-
615000 Fringes	71,003	69,081	34,248	88,761	88,761	83,382
615500 Unemployment Compensation	3,122	2,841	2,006	-	-	-
617000 Pension Expense	11,314	(1,682)	-	-	-	-
617100 OPEB Expense	-	253	-	-	-	-
TOTAL PERSONNEL	364,932	342,627	167,643	386,629	386,629	384,956
Training~Travel						
620100 Training/Conferences	447	466	402	1,000	1,000	2,250
TOTAL TRAINING / TRAVEL	447	466	402	1,000	1,000	2,250
Supplies						
630100 Office Supplies	343	417	440	600	600	500
630300 Memberships & Licenses	1,554	1,669	1,150	1,659	1,659	1,760
630600 Building Maint./Janitorial	986	1,393	1,038	2,000	2,000	1,500
630700 Food & Provisions	100	-	-	50	50	50
630801 Topsoil, Sand, Gravel	3,683	3,100	1,481	3,400	3,400	3,400
630803 Seed, Fertilizer	8,149	7,041	6,755	9,000	9,000	9,000
630804 Plant Material	-	65	22	500	500	500
630807 Herbicides/Pesticides	22,659	24,715	20,308	24,000	24,000	24,000
631401 Alcoholic Beverages	24,592	23,803	13,889	24,700	24,700	24,600
631402 Non-Alcoholic Beverages	7,815	7,667	4,035	8,100	8,100	8,000
631403 Candy/Food	10,608	10,712	6,693	13,250	13,250	12,750
631404 Other Concession Supplies	16,983	13,977	15,176	13,250	13,250	13,500
631405 Promotional Supplies	405	420	-	1,550	1,550	1,550
631603 Other Misc. Supplies	2,084	1,520	437	2,000	2,000	2,000
632002 Outside Printing	1,504	1,643	701	2,000	2,000	2,000
632101 Uniforms	60	-	-	500	500	500
632200 Gas Purchases	12,381	13,944	8,707	13,500	13,500	13,500
632700 Miscellaneous Equipment	4,392	8,765	4,978	11,500	12,360	5,000
TOTAL SUPPLIES	118,298	120,851	85,810	131,559	132,419	124,110
Purchased Services						
640100 Accounting/Audit Fees	2,709	2,081	-	2,210	2,210	2,250
640300 Bank Service Fees	12,527	12,989	4,233	13,000	13,000	13,000
640400 Consulting Services	-	1,651	-	1,000	1,000	1,000
640700 Solid Waste/Recycling Pickup	998	992	306	1,100	1,100	1,100
640800 Contractor Fees	20,659	905	280	1,000	1,000	1,000
641200 Advertising	9,971	5,928	4,479	10,000	10,000	10,000
641301 Electric	20,231	20,915	8,734	22,233	22,233	21,525
641302 Gas	3,749	4,298	3,782	5,000	5,000	4,300
641303 Water	3,068	1,977	267	2,200	2,200	2,100
641304 Sewer	1,979	1,838	375	2,100	2,100	2,100
641306 Stormwater	11,516	11,578	3,228	13,450	13,450	13,160
641307 Telephone	3,306	3,891	2,749	3,500	3,500	3,900

**CITY OF APPLETON 2020 BUDGET
REID GOLF COURSE**

	2017 ACTUAL	2018 ACTUAL	2019 YTD ACTUAL	2019 ORIG BUD	2019 REVISED BUD	2020 BUDGET
641308 Cellular Phones	894	901	564	1,000	1,000	1,000
641309 Cable Services	1,791	2,149	968	2,000	2,000	2,150
641800 Equip Repairs & Maint	3,583	5,124	3,964	5,000	5,000	5,500
642000 Facilities Charges	19,837	25,450	19,197	32,284	32,284	30,930
642400 Software Support	2,045	1,860	-	1,860	1,860	1,860
642501 CEA Operations/Maint.	34,515	41,946	25,833	47,257	47,257	47,005
642502 CEA Depreciation/Replace.	45,328	49,205	20,883	49,623	49,623	61,567
645400 Grounds Repair & Maintenance	-	3,955	2,888	2,000	2,000	2,000
650100 Insurance	7,786	7,260	3,750	7,485	7,485	6,200
650302 Equipment Rent	29,771	26,247	9,311	30,861	34,022	35,975
659900 Other Contracts/Obligation	-	475	-	-	-	-
TOTAL PURCHASED SVCS	236,263	233,615	115,791	256,163	259,324	269,622
Miscellaneous Expense						
660100 Depreciation Expense	67,859	64,980	30,684	63,936	63,936	61,000
672000 Interest Payments	13,148	12,345	5,814	11,625	11,625	10,432
TOTAL MISCELLANEOUSL EXP	81,007	77,325	36,498	75,561	75,561	71,432
Capital Outlay						
680904 Storm Sewers	-	-	-	56,192	56,192	-
689900 Other Capital Outlay	(19,749)	-	2,647	25,000	25,000	150,000
TOTAL CAPITAL OUTLAY	(19,749)	-	2,647	81,192	81,192	150,000
Transfers						
791100 Transfer Out - General Fund	17,900	17,900	8,950	17,900	17,900	17,900
791400 Transfer Out - Capital Project	-	3,200	-	-	-	3,850
TOTAL TRANSFERS	17,900	21,100	8,950	17,900	17,900	21,750
TOTAL EXPENSE	799,098	795,984	417,741	950,004	954,025	1,024,120

CITY OF APPLETON 2020 BUDGET
REID GOLF COURSE
STATEMENT OF REVENUES, EXPENSES AND CHANGES IN FUND NET ASSETS

	2017 Actual	2018 Actual	2019 Budget	2019 Projected	2020 Budget
Revenues					
Charges for Services	\$ 782,382	\$ 742,155	\$ 799,250	\$ 730,000	\$ 803,250
Miscellaneous	20,319	18,231	16,900	18,500	15,000
Lease Revenue	57,696	58,288	58,650	60,000	64,686
Total Revenues	<u>860,397</u>	<u>818,674</u>	<u>874,800</u>	<u>808,500</u>	<u>882,936</u>
Expenses					
Operation and Maintenance	700,186	697,559	831,543	780,543	780,938
Depreciation	67,859	64,980	63,936	61,400	61,000
Total Expenses	<u>768,045</u>	<u>762,539</u>	<u>895,479</u>	<u>841,943</u>	<u>841,938</u>
Operating Income (Loss)	92,352	56,135	(20,679)	(33,443)	40,998
Nonoperating Revenues (Expenses)					
Interest Income	578	3,209	1,000	5,000	3,000
Interest Expense	(13,148)	(12,345)	(11,625)	(11,625)	(10,432)
Total Non-Operating	<u>(12,570)</u>	<u>(9,136)</u>	<u>(10,625)</u>	<u>(6,625)</u>	<u>(7,432)</u>
Net Income (Loss) Before Transfers	79,782	46,999	(31,304)	(40,068)	33,566
Contributions and Transfers In (Out)					
Capital Contributions	-	-	-	-	-
Operating Transfers out	<u>(17,900)</u>	<u>(21,100)</u>	<u>(17,900)</u>	<u>(17,900)</u>	<u>(21,750)</u>
Change in Net Assets	61,882	25,899	(49,204)	(57,968)	11,816
Net Assets - Beginning	<u>856,299</u>	<u>902,747</u>	<u>928,646</u>	<u>928,646</u>	<u>870,678</u>
Net Assets - Ending	<u>\$ 918,181</u>	<u>\$ 928,646</u>	<u>\$ 879,442</u>	<u>\$ 870,678</u>	<u>\$ 882,494</u>

* as re-stated for cumulative effect of change in accounting principal

SCHEDULE OF CASH FLOWS

Cash - Beginning of Year	\$ 299,975	\$ 213,407
+ Change in Net Assets	(57,968)	11,816
- Capital Contributions	-	-
+ Depreciation	61,400	61,000
- Fixed Assets	(25,000)	(150,000)
- Principal Repayment	<u>(65,000)</u>	<u>(70,000)</u>
Working Cash - End of Year	<u>\$ 213,407</u>	<u>\$ 66,223</u>

CITY OF APPLETON 2020 BUDGET
REID GOLF COURSE
OPERATING PROJECTIONS

	2018 Actual	2019 Projected	2020 Budget	2021 Projected	2022 Projected	2023 Projected	2024 Projected
Revenues							
Charges for Services	\$ 742,155	\$ 730,000	\$ 803,250	\$ 819,315	\$ 835,701	\$ 852,415	\$ 869,463
Miscellaneous	18,231	18,500	15,000	15,300	15,606	15,918	16,236
Lease Revenue	58,288	60,000	64,686	64,686	64,686	64,686	64,686
Total Revenues	<u>818,674</u>	<u>808,500</u>	<u>882,936</u>	<u>899,301</u>	<u>915,993</u>	<u>933,019</u>	<u>950,385</u>
Expenses							
Operating Expenses	697,559	780,543	780,938	800,461	820,473	840,985	862,010
Depreciation	64,980	61,400	61,000	60,139	59,355	56,510	53,666
Total Expenses	<u>762,539</u>	<u>841,943</u>	<u>841,938</u>	<u>860,600</u>	<u>879,828</u>	<u>897,495</u>	<u>915,676</u>
Operating Income	56,135	(33,443)	40,998	38,701	36,165	35,524	34,709
Non-Operating Revenues (Expenses)							
Interest Income	3,209	5,000	3,000	1,000	1,000	1,000	1,000
Interest Expense	(12,345)	(11,625)	(10,432)	(8,625)	(6,300)	(3,975)	(1,725)
Total Non-Operating	<u>(9,136)</u>	<u>(6,625)</u>	<u>(7,432)</u>	<u>(7,625)</u>	<u>(5,300)</u>	<u>(2,975)</u>	<u>(725)</u>
Net Income Before Transfers	46,999	(40,068)	33,566	31,076	30,865	32,549	33,984
Contributions and Transfers In (Out)							
Capital Contributions	-	-	-	-	-	-	-
General Fund/CEA	<u>(21,100)</u>	<u>(17,900)</u>	<u>(21,750)</u>	<u>(17,900)</u>	<u>(17,900)</u>	<u>(17,900)</u>	<u>(17,900)</u>
Change in Net Assets	25,899	(57,968)	11,816	13,176	12,965	14,649	16,084
Total Net Assets - Beginning	<u>902,747</u>	<u>928,646</u>	<u>870,678</u>	<u>882,494</u>	<u>895,670</u>	<u>908,635</u>	<u>923,284</u>
Total Net Assets - Ending	<u>\$ 928,646</u>	<u>\$ 870,678</u>	<u>\$ 882,494</u>	<u>\$ 895,670</u>	<u>\$ 908,635</u>	<u>\$ 923,284</u>	<u>\$ 939,368</u>

SCHEDULE OF CASH FLOWS

Cash - Beginning of the Year	\$ 299,975	\$ 213,407	\$ 66,223	\$ 64,538	\$ 56,858	\$ 53,017
+ Change in Net Assets	(57,968)	11,816	13,176	12,965	14,649	16,084
- Capital Contributions	-	-	-	-	-	-
+ Depreciation	61,400	61,000	60,139	59,355	56,510	53,666
+ Long Term Debt	-	-	-	-	-	-
- Fixed Assets	(25,000)	(150,000)	-	-	-	-
- Principal Repayment	<u>(65,000)</u>	<u>(70,000)</u>	<u>(75,000)</u>	<u>(80,000)</u>	<u>(75,000)</u>	<u>(75,000)</u>
Working Cash - End of Year	<u>\$ 213,407</u>	<u>\$ 66,223</u>	<u>\$ 64,538</u>	<u>\$ 56,858</u>	<u>\$ 53,017</u>	<u>\$ 47,767</u>
25% Working Capital Reserve (prior year's audited expenses)	\$ 202,517	\$ 203,280	\$ 206,747	\$ 211,168	\$ 215,715	
Coverage Ratio	0.43	1.31	1.19	1.12	1.18	1.16

ASSUMPTIONS:

Rounds of golf played @ projected 2018 levels and then increasing slightly for estimated increase in rounds

2% overall revenue increase in 2021 and beyond

Operating expenses to increase 2.5% per year after 2020; 2019 included special assessment of \$56,192 which was removed from future years.

None of the costs identified in the Reid Golf Course CIP for 2021 and beyond are included in this projection

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

CITY OF APPLETON 2020 BUDGET
REID GOLF COURSE
LONG-TERM DEBT

2002 General Fund Advance			
Year	Principal	Interest	Total
2020	-	-	-
2021	-	-	-
2022	-	-	-
2023	-	-	-
2024	-	-	-
2025	60,000	-	60,000
2026	80,000	-	80,000
	<u>\$ 140,000</u>	<u>\$ -</u>	<u>\$ 140,000</u>

2012 Taxable General Obligation Refunding Bonds			
Year	Principal	Interest	Total
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
2026	-	-	-
	<u>\$ 395,000</u>	<u>\$ 31,357</u>	<u>\$ 426,357</u>

Total			
Year	Principal	Interest	Total
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>\$ 535,000</u>	<u>\$ 31,357</u>	<u>\$ 566,357</u>