Park and Open Space Special Revenue Fund Policy			
CITY OF APPLETON POLICY		SECTION:	Finance
ISSUE DATE:	N/A	LAST UPDATE:	New policy
POLICY SOURCE:	Parks and Recreation Department		
POLICY AUDIENCE:	All Employees		

I. PURPOSE

The Park and Open Space Special Revenue Fund has been established to provide a funding mechanism to account for money received through the parkland dedication ordinance, impact fees, grants, donations, etc. for the acquisition and development of parkland and trails.

II. DEFINITIONS

A. Parkland – Lands received from subdivision developers through the Parkland Dedication Ordinance in the Municipal Code, donation, or purchase by the City of Appleton.

B. Recreation Facilities – Recreation facilities typically located in community and/or neighborhood parks, including, but not limited to, playgrounds, athletic fields, sport courts, boat launch facilities, restroom/pavilion facilities, walkways, multi-use trails, fishing piers, etc.

C. Associated Facilities – All facilities that support the public use of recreation facilities. Associated facilities include, but are not limited to, parking lots, shoreline stabilization, native plantings, stormwater management projects, lighting, signage, recognition, wildlife control measures, etc.

D. Routine Maintenance – All activities associated with the normal, day-to-day maintenance of the recreation and associated facilities, including, but not limited to, painting, regular cleaning, turf and tree maintenance, wildlife control, lighting repairs, etc.

E. Major Maintenance/Replacement Capital Improvement Projects – All maintenance or capital improvement projects associated with any existing facility, including, but not limited to, replacement of roofs, HVAC systems, playground equipment, or buildings, and the renovations of buildings, roads, parking lots, walkways, trails, sport courts, and athletic fields, etc.

F. Parks and Recreation Department Comprehensive Outdoor Recreation Plan ("CORP") – The five-year comprehensive plan approved by the City Council and submitted to the Wisconsin Department of Natural Resources. The CORP provides direction to the City of Appleton and Parks and Recreation Department for delivery of parks and recreation services to the community.

G. Approved Master Plan – Park or trail master plan adopted and approved by the City Council.

III. POLICY

A. Funds received through the parkland dedication ordinance, impact fees, grants, and Park and Recreation Department donations shall be used for any the following:

1. Acquisition of parkland and/or trail corridors identified in the Parks and Recreation Department CORP or other approved City plans.

2. Development of 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.

3. Development of recreation facilities and associated facilities identified in the Comprehensive Outdoor Recreation Plan or approved master plan for the park or trail.

B. Funds may not be used for the routine maintenance or major maintenance projects to existing facilities.

C. Funds may be used whenever possible to leverage additional funding from grants, donations, or other available sources. A minimum balance of $10,000 shall remain in the Park and Open Space Special Revenue Fund for working cash purposes.

D. The approval of funds for acquisition and/or development shall follow the City Budget Policy.