CITY OF APPLETON POLICY		TITLE: Park and Open Space Special Revenue Fund Policy
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POLICY SOURCE: Parks and Recreation Department		TOTAL PAGES:
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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 ~~new~~ parkland and trails.

II. DEFINITIONS

A. ~~New Parks~~ Parkland – ~~New parkland~~ Lands received from subdivision developers through the Parkland Dedication Ordinance in the Municipal Code, donation, or purchase by the City of Appleton. ~~Parkland has little or no development because of its recent acquisition 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 ~~that~~ 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, ~~tennis~~ sport courts, and athletic fields, etc.~~.~~

F. Parks and Recreation Department Comprehensive Outdoor Recreation Plan ("CORP")– The ~~F~~five~~-~~year comprehensive plan approved by the ~~Parks and~~

~~Recreation Committee and~~ City Council and submitted to the Wisconsin Department of Natural Resources. The ~~comprehensive plan~~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 ~~developed through a consensus building process and~~ adopted and approved by the ~~Parks and Recreation Committee and~~ City Council.

III. POLICY

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

1. Acquisition of parkland and/or trail corridors identified in the Parks and Recreation Department ~~Comprehensive Outdoor Recreation Plan~~CORP or other approved City plans.
2. 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.
3. Development of recreation facilities and associated facilities identified in the Comprehensive Outdoor Recreation Plan or approved master plan for the ~~new~~ park or trail.

B. Funds may not be used for the routine maintenance~~,~~ or major maintenance projects ~~or capital improvements~~ 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.