



WILDWOOD

February 25, 2020

MEMORANDUM

To: Planning and Parks Committee Members

From: Department of Planning and Parks

Re: **Update Report on Facility Reservations, Event Registrations, and Ongoing and Long-Term Maintenance Costs for Parks and Trail Facilities (Wards – All)**

Cc: The Honorable James R. Bowlin, Mayor
Administration/Public Works Committee Members
Economic Development Committee Members
Sam Anselm, City Administrator
John A. Young, City Attorney
Rick Brown, P.E. and P.T.O.E., Director of Public Works
Kathy Arnett, Assistant Director of Planning and Parks
Gary Crews, Superintendent of Parks and Recreation

Monthly Accounting for Parks & Recreation ♦♦♦

Since 2016, the Department has provided a monthly accounting of both revenues and expenditures to this Committee. For the first two (2) years of this reporting, separate memorandums were issued with information on both expenditures and revenues. Beginning in 2018, at the request of the Committee, the Department combined these reports into a single representation. Detailed spreadsheets showing the accounting of each are still provided, and a summary page is also included.

Revenues from Reservations/Registrations ♦♦♦

The first detailed spreadsheet provides an accounting of reservations for the City's three (3) rentable pavilions (Community, Anniversary, and Old Pond School Parks), enrollment associated with annual memberships for the Dog Park, and registrations for City events. Department staff would note the calculations of registrations are totaled for each event and listed during the month it was held, not necessarily when the reservations were made. Additionally, Dog Park Memberships are processed on a calendar year, so any renewals completed in December for the upcoming year, are only identified in January of the year the memberships are valid. The final item of note is the accounting provided is not necessarily net income for the City. Expenditures occur for each event, maintenance and upkeep within each park, and fees to partners, who assist the City in the execution of these activities. The fees collected are identified in total on the summary sheet and by program, park, or membership on the attached spreadsheet.

Annual revenues, since 2016, are identified in the table provided below:

| | |
|-----------------------|-------------|
| 2016 Annual Revenue - | \$31,989.00 |
| 2017 Annual Revenue - | \$45,425.00 |
| 2018 Annual Revenue - | \$53,480.00 |
| 2019 Annual Revenue - | \$55,895.00 |

Expenditures from Parks/Trails Maintenance ♦♦♦

The summary of annual expenditures for the ongoing maintenance and upkeep of the City’s facilities, since 2006, is identified below:

| Year | Original Budget Allocation (\$) | Amended Budget Allocation (\$) | Actual Amount (\$) |
|-------------|---------------------------------|--------------------------------|--------------------|
| 2006 | 15,000 | 64,000 | 68,454 |
| 2007 | 62,500 | 58,486 | 57,880 |
| 2008 | 67,000 | 67,000 | 65,176 |
| 2009 | 68,000 | 120,000 | 112,608 |
| 2010 | 120,000 | 110,000 | 103,275 |
| 2011 | 125,000 | 135,000 | 127,995 |
| 2012 | 135,000 | 164,000 | 173,980 |
| 2013 | 175,000 | 160,000 | 129,788 |
| 2014 | 175,000 | 161,200 | 133,033 |
| 2015 | 160,000 | 160,000 | 172,679 |
| 2016 | 230,000 | 210,000 | 215,095 |
| 2017 | 250,000 | 250,000 | 208,810 |
| 2018 | 250,000 | 250,000 | 249,381 |
| 2019 | 250,000 | 250,000 | 257,570 |
| 2020 | 225,000 | | |

Current Allocations/Expenditures ♦♦♦

The Department, in calculating monthly expenditures, does so upon the date the work was completed, not necessarily the month in which the invoice was paid. Over the course of the past month, these expenditures include the following items:

- ✓ Trash removal
- ✓ Tree removal
- ✓ Boulder installation

The revenues and spending for the current year, again on a per month basis of when the work was completed or the event was held, are provided below:

| 2020 Revenues | |
|---------------------------|--------------------|
| January | \$12,340.00 |
| February | |
| March | |
| April | |
| May | |
| June | |
| July | |
| August | |
| September | |
| October | |
| November | |
| December | |
| Year to Date Total | \$12,340.00 |

| 2020 Expenditures | |
|---------------------------|-------------------|
| January | \$6,758.78 |
| February | |
| March | |
| April | |
| May | |
| June | |
| July | |
| August | |
| September | |
| October | |
| November | |
| December | |
| Year to Date Total | \$6,758.78 |

The spending for the year, to date, is identified by each park, on the attached spreadsheet.

The Department can provide more background on this matter at tonight's meeting, if members have specific questions in this regard. If any of the Committee Members should have other questions or comments before tonight's meeting about this information, please feel free to contact the Department of Planning and Parks at (636) 458-0440. Thank you for your review of this information.

Monthly Summary Sheet of Parks/Trails Revenues and Expenditures

Revenues/Expenditures for All Park/Trail Corridors – January 2020 ♦♦♦

| | |
|-----------------------------------|-------------|
| Total Monthly Revenues | \$12,340.00 |
| Total Monthly Expenditures | \$6,758.78 |

Revenues/Expenditures by Park/Trail Corridor – January 2020 ♦♦♦

| Park/Trail Corridor | Revenues * | Expenditures |
|------------------------------------|------------|--------------|
| Al Foster Trailhead | \$0 | \$100.00 |
| Anniversary Park | \$30.00 | \$40.00 |
| Bellevue Farm Park | \$0 | \$0 |
| Bluff View Trail and Park | \$0 | \$100.00 |
| Community Park (includes Dog Park) | \$3,350.00 | \$3,815.78 |
| Glencoe Park | \$0 | \$100.00 |
| Kohn Park | \$0 | \$0 |
| LeCave Trailhead | \$0 | \$50.00 |
| Old Pond School Park | \$0 | \$54.00 |
| Rock Hollow Trail & Park | \$0 | \$1,679.00 |
| Town Center Park | \$0 | \$0 |
| Wildwood Greenway Trails | \$0 | \$780.00 |
| Hamilton-Carr Trails | \$0 | \$0 |
| General Trails | \$0 | \$40.00 |
| Events (Special Expenditures) | \$8,960.00 | \$0 |
| General Work | \$0 | \$0 |

* Revenues again, in certain parks, are a function of leasable pavilions and dog park memberships. Certain City parks, including trail corridors, do not have facilities that are reservable and will generally not generate revenue to report. Additionally, the revenues identified herein do not take into account programming costs offset by Community Development Block Grant (CDBG) funding, i.e. senior programming.

2020 Registration and Reservation Results and Fees

| | January 2020 | | | February 2020 | | | March 2020 | | | April 2020 | | | May 2020 | | | June 2020 | | | Reservations Jan - June | Registrations Through June | Fees Collected Through June | | |
|---------------------------|---|-------------------------|---------------------|-------------------|-------------------------|----------------|-------------------|-------------------------|----------------|-------------------|-------------------------|----------------|-------------------|-------------------------|----------------|-------------------|-------------------------|----------------|---|----------------------------|-----------------------------|-------------|---------------------|
| | Reservations Made | Registrations Completed | Fees Collected | Reservations Made | Registrations Completed | Fees Collected | Reservations Made | Registrations Completed | Fees Collected | Reservations Made | Registrations Completed | Fees Collected | Reservations Made | Registrations Completed | Fees Collected | Reservations Made | Registrations Completed | Fees Collected | | | | | |
| Dog Park Households | | 47 | \$ 2,350.00 | | | | | | | | | | | | | | | | | | 47 | \$ 2,350.00 | |
| Anniversary Park Pavilion | 1 | | \$ 30.00 | | | | | | | | | | | | | | | | | | 1 | \$ 30.00 | |
| Community Park Pavilion | 10 | | \$ 1,000.00 | | | | | | | | | | | | | | | | | | 10 | \$ 1,000.00 | |
| Old Pond School Pavilion | 0 | | | | | | | | | | | | | | | | | | | | 0 | \$ - | |
| Event Registration | | 512 | \$ 8,960.00 | | | | | | | | | | | | | | | | | | 512 | \$ 8,960.00 | |
| Event Breakdown | Senior Fitness Class (103@\$0) = \$0 Senior Water Fitness Class (22@\$0) = \$0 Senior Yoga Class (118@\$0) = \$0 Non-Resident Sr. Programs (1@\$5) = \$10 Frozen Feet 1/2 Marathon (199@\$45) = \$8,955 Pop Up Events (69@\$0) = \$0 | | | | | | | | | | | | | | | | | | 2020 Total Number of Dogs Registered for Dog Park (through January): 54 | | | | |
| 2020 Totals | | | \$ 12,340.00 | | | \$ - | | | \$ - | | | \$ - | | | \$ - | | | \$ - | | | 11 | 559 | \$ 12,340.00 |
| 2019 Totals | | | \$ 3,490.00 | | | \$ 12,105.00 | | | \$ 7,625.00 | | | \$ 6,060.00 | | | \$ 2,790.00 | | | \$ 1,855.00 | | | | | \$ 33,925.00 |
| 2018 Totals | | | \$ 18,320.00 | | | \$ 3,640.00 | | | \$ 2,440.00 | | | \$ 6,485.00 | | | \$ 2,030.00 | | | \$ 1,610.00 | | | | | \$ 34,525.00 |
| 2017 Totals | | | \$ 19,570.00 | | | \$ 4,400.00 | | | \$ 2,980.00 | | | \$ 4,320.00 | | | \$ 3,320.00 | | | \$ 3,120.00 | | | | | \$ 37,710.00 |
| 2016 Totals | | | \$12,585.00 | | | \$750.00 | | | \$1,660.00 | | | \$ 6,610.00 | | | \$ 2,840.00 | | | \$ 810.00 | | | | | \$ 25,255.00 |

| | July 2020 | | | August 2020 | | | September 2020 | | | October 2020 | | | November 2020 | | | December 2020 | | | Reservations Year to Date | Registrations Year to Date | Fees Collected Year to Date | | |
|---------------------------|--|-------------------------|----------------|-------------------|-------------------------|----------------|-------------------|-------------------------|----------------|-------------------|-------------------------|----------------|-------------------|-------------------------|----------------|-------------------|-------------------------|----------------|---------------------------|----------------------------|-----------------------------|-------------|---------------------|
| | Reservations Made | Registrations Completed | Fees Collected | Reservations Made | Registrations Completed | Fees Collected | Reservations Made | Registrations Completed | Fees Collected | Reservations Made | Registrations Completed | Fees Collected | Reservations Made | Registrations Completed | Fees Collected | Reservations Made | Registrations Completed | Fees Collected | | | | | |
| Dog Park Households | | | | | | | | | | | | | | | | | | | | | 47 | \$ 2,350.00 | |
| Anniversary Park Pavilion | | | | | | | | | | | | | | | | | | | | | 1 | \$ 30.00 | |
| Community Park Pavilion | | | | | | | | | | | | | | | | | | | | | 10 | \$ 1,000.00 | |
| Old Pond School Pavilion | | | | | | | | | | | | | | | | | | | | | 0 | \$ - | |
| Event Registration | | | | | | | | | | | | | | | | | | | | | 512 | \$ 8,960.00 | |
| Event Breakdown | Registrations for Dog Park: 2020: 54 Dogs (47 Households) to date 2019: 183 Dogs (162 households) 2018: 223 Dogs (164 households) 2017: 339 Dogs (261 households) 2016: 377 Dogs (290 households) | | | | | | | | | | | | | | | | | | | | | | |
| 2020 Totals | | | \$ - | | | \$ - | | | \$ - | | | \$ - | | | \$ - | | | \$ - | | | 11 | 559 | \$ 12,340.00 |
| 2019 Totals | | | \$ 1,155.00 | | | \$ 2,345.00 | | | \$ 1,285.00 | | | \$ 16,255.00 | | | \$ 930.00 | | | \$ - | | | 116 | 5975 | \$ 55,895.00 |
| 2018 Totals | | | \$ 2,120.00 | | | \$ 2,990.00 | | | \$ 1,185.00 | | | \$ 11,775.00 | | | \$ 630.00 | | | \$ 255.00 | | | 133 | 4634 | \$ 53,480.00 |
| 2017 Totals | | | \$ 1,350.00 | | | \$ 1,955.00 | | | \$ 735.00 | | | \$ 3,055.00 | | | \$ 620.00 | | | \$ - | | | 128 | 2751 | \$ 45,425.00 |
| 2016 Totals | | | \$ 1,130.00 | | | \$ 1,070.00 | | | \$ 766.00 | | | \$ 3,236.00 | | | \$ 432.00 | | | \$ 100.00 | | | 93 | 2387 | \$ 31,989.00 |

- Note: the calculations of event registrations are totaled for each event and listed during the month the event was held, not necessarily when the reservations were made. Additionally, the accounting provided is not necessarily net income for the City. Expenditures occur for each event, along with maintenance and upkeep within each park and fees to partners, who assist the City in the execution of these tasks.

NR# Reflects the number of reservations (included in the total for the month) that are non-resident and, therefore, paid a higher fee.

FY-2020 Parks and Trails Maintenance Costs

| Park/Trail | | | AL FOSTER TRAILHEAD | ANNIVERSARY PARK | BELLEVUE FARM PARK | BLUFF VIEW PARK | COMMUNITY PARK | GLENCOE PARK | KOHN PARK | LECAVE TRAILHEAD | OLD POND SCHOOL | ROCK HOLLOW TRAIL | TOWN CENTER PARK | WILDWOOD GREENWAY TRAILS | HAMILTON-CARR TRAILS | GENERAL TRAILS | EVENTS | GENERAL WORK | | | |
|---|-----------|----------------------------|---------------------|---------------------|--------------------|---------------------|---------------------|---------------------|--------------------|-------------------|---------------------|---------------------|-------------------|-----------------------------------|----------------------|--------------------|---------------------|----------------------|--------------------------------|--|-------------------|
| INVOICE # | DATE | WORK COMPLETED | | | | | | | | | | | | | | | | | | INVOICE TOTAL | SPECIFIC LOCATION |
| 13646 | 1/2/2020 | Install Boulders | | | | | \$ 955.00 | | | | | | | | | | | | | \$955.00 | |
| 13647 | 1/2/2020 | Power wash pavilion | | | | | \$ 870.00 | | | | | | | | | | | | | \$870.00 | |
| 9472411 | 1/7/2020 | Pest control | | | | | | | | | \$ 54.00 | | | | | | | | | \$54.00 | |
| 13655 | 1/7/2020 | Clean up trail | | | | | | | | | | \$ 1,599.00 | | | | | | | | \$1,599.00 | |
| 13656 | 1/8/2020 | Remove tree in playground | | | | | \$ 1,348.78 | | | | | | | | | | | | | \$1,348.78 | |
| 13663 | 1/11/2020 | Clean out trash containers | \$ 50.00 | | | \$ 50.00 | \$ 75.00 | \$ 50.00 | | | | \$ 40.00 | | \$ 130.00 | | | | | | \$395.00 | |
| 13663 | 1/11/2020 | Pick up trash on trail | | | | | | | | | | | | \$ 240.00 | | | | | | \$240.00 | |
| 13666 | 1/11/2020 | Clean out trash containers | \$ 50.00 | \$ 40.00 | | \$ 50.00 | \$ 75.00 | \$ 50.00 | | \$ 50.00 | | \$ 40.00 | | \$ 290.00 | | \$ 40.00 | | | | \$685.00 | |
| 13670 | 1/11/2020 | Install 3 dog stations | | | | | \$ 492.00 | | | | | | | | | | | | | \$492.00 | |
| 13671 | 1/11/2020 | Pick up trash on trail | | | | | | | | | | | | \$ 120.00 | | | | | | \$120.00 | |
| JANUARY TOTALS | | | \$ 100.00 | \$ 40.00 | \$ - | \$ 100.00 | \$ 3,815.78 | \$ 100.00 | \$ - | \$ 50.00 | \$ 54.00 | \$ 1,679.00 | \$ - | \$ 780.00 | \$ - | \$ 40.00 | \$ - | \$ - | \$ 6,758.78 | JANUARY TOTAL | |
| 2019 January Totals | | | \$ 532.50 | \$ 542.50 | \$ - | \$ 130.00 | \$ 782.50 | \$ 742.50 | \$ - | N/A | \$ 178.00 | \$ 282.50 | \$ - | \$ 2,889.39 | \$ - | \$ - | \$ - | \$ 150.00 | \$ 6,229.89 | January 2019 Total | |
| 2018 January Totals | | | \$ 302.00 | \$ 200.00 | \$ - | \$ 1,634.00 | \$ 1,962.50 | \$ 361.00 | \$ - | N/A | \$ 2,831.50 | \$ 160.00 | \$ - | \$ 1,380.00 | \$ - | \$ 60.00 | \$ 1,683.50 | \$ - | \$ 10,574.50 | January 2018 Total | |
| 2017 January Totals | | | \$ - | \$ 200.00 | \$ - | \$ 1,921.00 | \$ 8,467.26 | \$ 1,319.50 | \$ - | N/A | \$ 80.00 | \$ 2,513.18 | \$ - | \$ 2,065.75 | \$ 1,571.50 | \$ - | \$ - | \$ - | \$ 18,138.19 | January 2017 Total | |
| 2016 January Totals | | | \$ - | \$ 120.00 | \$ - | \$ 489.50 | \$ 868.00 | \$ 200.00 | \$ - | N/A | \$ 132.00 | \$ 260.00 | \$ - | TRAILS TOTAL - \$1,087.00 | | \$ 3,990.39 | \$ 408.25 | \$ 7,555.14 | January 2016 Total | | |
| CURRENT YEAR TO DATE TOTALS (2020) | | | \$100.00 | \$40.00 | \$0.00 | \$100.00 | \$3,815.78 | \$100.00 | \$0.00 | \$50.00 | \$54.00 | \$1,679.00 | \$0.00 | \$780.00 | \$0.00 | \$40.00 | \$0.00 | \$0.00 | \$6,758.78 | CURRENT YEAR TO DATE TOTAL (2020) | |
| 2019 YEAR TO DATE TOTALS | | | \$25,285.48 | \$21,481.97 | \$342.50 | \$10,521.32 | \$64,257.86 | \$18,610.48 | \$1,240.00 | \$3,524.82 | \$13,859.13 | \$14,363.00 | \$9,125.25 | \$31,209.64 | \$16,670.13 | \$8,545.00 | \$3,247.50 | \$9,524.20 | \$257,570.03 | * 2019 YEAR TO DATE TOTAL | |
| * Amount reflects the final total from the General Ledger. The column totals from the Department's spreadsheet reflect a lesser amount. | | | | | | | | | | | | | | | | | | | | | |
| 2018 YEAR TO DATE TOTALS | | | \$ 15,952.28 | \$ 21,674.87 | \$ 5,842.48 | \$ 12,577.95 | \$ 74,113.00 | \$ 19,226.98 | \$ 1,250.00 | N/A | \$ 10,849.16 | \$ 20,688.98 | N/A | \$39,060.76 | \$8,210.08 | \$1,374.00 | \$ 4,948.50 | \$ 13,611.96 | \$ 249,381.00 | 2018 YEAR TO DATE TOTAL | |
| 2017 YEAR TO DATE TOTALS | | | \$ 2,669.00 | \$ 18,424.74 | \$ 1,664.25 | \$ 10,092.37 | \$ 70,775.61 | \$ 25,835.57 | \$ 1,330.00 | N/A | \$ 11,166.84 | \$ 9,975.91 | N/A | \$34,836.36 | \$8,212.00 | \$6,262.10 | \$ 1,168.75 | \$ 6,396.20 | \$ 208,809.70 | 2017 YEAR TO DATE TOTAL | |
| 2016 YEAR TO DATE TOTALS | | | \$ 2,020.00 | \$ 16,922.40 | \$ 3,089.25 | \$ 10,340.03 | \$ 54,507.51 | \$ 26,612.00 | \$ 2,208.00 | N/A | \$ 14,090.32 | \$ 10,163.00 | N/A | TRAILS TOTAL - \$44,243.87 | | \$ 6,902.89 | \$ 23,995.23 | \$ 215,094.50 | 2016 YEAR TO DATE TOTAL | | |