



WILDWOOD

March 17, 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
- ✓ Salting and plowing

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	\$9,725.00
March	
April	
May	
June	
July	
August	
September	
October	
November	
December	
Year to Date Total	\$22,065.00

2020 Expenditures	
January	\$6,758.78
February	\$5,525.50
March	
April	
May	
June	
July	
August	
September	
October	
November	
December	
Year to Date Total	\$12,284.28

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 – February 2020 ♦♦♦

Total Monthly Revenues	\$9,725.00
Total Monthly Expenditures	\$5,525.50

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

Park/Trail Corridor	Revenues *	Expenditures
Al Foster Trailhead	\$0	\$190.00
Anniversary Park	\$0	\$120.00
Bellevue Farm Park	\$0	\$1,146.50
Bluff View Trail and Park	\$0	\$120.00
Community Park (includes Dog Park)	\$2,100.00	\$225.00
Glencoe Park	\$0	\$130.00
Kohn Park	\$0	\$0
LeCave Trailhead	\$0	\$2670.00
Old Pond School Park	\$0	\$452.00
Rock Hollow Trail & Park	\$0	\$120.00
Town Center Park	\$0	\$0
Wildwood Greenway Trails	\$0	\$1,230.00
Hamilton-Carr Trails	\$0	\$710.00
General Trails	\$0	\$120.00
Events (Special Expenditures)	\$7,625.00	\$0
General Work	\$0	\$695.00

* 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		19	\$ 950.00														66	\$ 3,300.00	
Anniversary Park Pavilion	1		\$ 30.00	0		\$ -														1	\$ 30.00	
Community Park Pavilion	10		\$ 1,000.00	10	NR ¹	\$ 1,150.00														20	\$ 2,150.00	
Old Pond School Pavilion	0			0		\$ -														0	\$ -	
Event Registration		512	\$ 8,960.00		813	\$ 7,625.00														1325	\$ 16,585.00	
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			Color Coded Chef Cooking Class (10@\$0) = \$0 Hidden Valley Family Snow Sports Day (114@\$0) = \$0 ECRP (74@\$0) = \$0 Senior Fitness Class (109@\$0) = \$0 Senior Water Fitness Class (50@\$0) = \$0 Senior Yoga Class (103@\$0) = \$0 Non-Resident Sr. Programs (1@\$5) = \$5 Weekend Scrapbooking Event (45@\$40) = \$1,800 Cabin Fever Hike (200@\$0) = \$0 Community Garden (77@\$60) = \$4,620 Community Garden Senior Rate (30@\$40) = \$1,200																	2020 Total Number of Dogs Registered for Dog Park (through January): 77	
2020 Totals			\$ 12,340.00			\$ 9,725.00			\$ -			\$ -			\$ -			\$ -		21	1391	\$ 22,065.00
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																				66	\$ 3,300.00	
Anniversary Park Pavilion																				1	\$ 30.00	
Community Park Pavilion																				20	\$ 2,150.00	
Old Pond School Pavilion																				0	\$ -	
Event Registration																				1325	\$ 16,585.00	
Event Breakdown																					Registrations for Dog Park: 2020: 77 Dogs (66 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			\$ -			\$ -			\$ -			\$ -			\$ -			\$ -		21	1391	\$ 22,065.00
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			
JANUARY	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
FEBRUARY	INVOICE #	DATE	WORK COMPLETED																	INVOICE TOTAL	SPECIFIC LOCATION
	3690	2/3/2020	Repiped meter								\$ 332.00									\$332.00	
	13675	1/15/2020	Install trail sign											\$ 80.00						\$80.00	
	13683	1/22/2020	Clean tunnel												\$ 710.00					\$710.00	
	13684	1/22/2020	Clean out trash containers	\$ 90.00	\$ 40.00		\$ 40.00	\$ 75.00	\$ 50.00		\$ 50.00	\$ 40.00	\$ 40.00	\$ 290.00		\$ 40.00				\$755.00	
	13689	1/24/2020	Plow and salt parks															\$ 500.00		\$500.00	
	13695	1/27/2020	Clean out trash containers	\$ 50.00	\$ 40.00		\$ 40.00	\$ 75.00	\$ 40.00		\$ 50.00	\$ 40.00	\$ 40.00	\$ 330.00		\$ 40.00				\$745.00	
	13697	1/27/2020	Pick up trash along trails											\$ 200.00						\$200.00	
	13698	1/27/2020	Pick up tree							\$ 117.00										\$117.00	
	13707	2/3/2020	Brush hog			\$ 1,146.50														\$1,146.50	
	13715	2/6/2020	Salt parks															\$ 195.00		\$195.00	
	13716	2/6/2020	Clean out trash containers	\$ 50.00	\$ 40.00		\$ 40.00	\$ 75.00	\$ 40.00		\$ 50.00	\$ 40.00	\$ 40.00	\$ 330.00		\$ 40.00				\$745.00	
	FEBRUARY TOTALS			\$ 190.00	\$ 120.00	\$ 1,146.50	\$ 120.00	\$ 225.00	\$ 130.00	\$ -	\$ 267.00	\$ 452.00	\$ 120.00	\$ 1,230.00	\$ 710.00	\$ 120.00	\$ -	\$ 695.00	\$ -	\$ 5,525.50	FEBRUARY TOTAL
	2019 February Totals			\$ 235.00	\$ 538.75	\$ -	\$ 210.00	\$ 450.00	\$ 583.75	\$ -	N/A	\$ 85.00	\$ 4,323.00	\$ 1,225.00	\$ 632.50	\$ -	\$ 765.00	\$ 280.00	\$ -	\$ 9,328.00	February 2019 Total
	2018 February Totals			\$ 620.00	\$ 505.00	\$ -	\$ 120.00	\$ 304.00	\$ 640.00	\$ -	N/A	\$ 289.00	\$ 2,664.00	\$ 8,704.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 13,846.00	February 2018 Total
	2017 February Totals			\$ -	\$ 700.00	\$ -	\$ 200.00	\$ 1,136.50	\$ 1,380.00	\$ -	N/A	\$ 80.00	\$ 120.00	\$ 2,540.00	\$ 760.00	\$ -	\$ 943.25	\$ 1,357.20	\$ -	\$ 9,216.95	February 2017 Total
	2016 February Totals			\$ -	\$ 780.00	\$ -	\$ 463.00	\$ 2,968.50	\$ 907.00	\$ -	N/A	\$ 120.00	\$ 1,099.00	TRAILS TOTAL - \$1,305.00		\$ 546.00	\$ -	\$ -	\$ -	\$ 8,188.50	February 2016 Total
	CURRENT YEAR TO DATE TOTALS (2020)			\$290.00	\$160.00	\$1,146.50	\$220.00	\$4,040.78	\$230.00	\$0.00	\$317.00	\$506.00	\$1,799.00	\$0.00	\$2,010.00	\$710.00	\$160.00	\$0.00	\$695.00	\$12,284.28	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
	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