

AGENDA
MONONA PARK AND RECREATION BOARD
CITY HALL – CONFERENCE ROOM
5211 Schluter Rd Monona WI. 53716
September 10, 2019
6:30 PM

1. **Roll Call**
2. **Approval of the Minutes**
 - A. July 9, 2019
 - B. August 20, 2019
3. **Appearances**
 - A.
4. **Unfinished Business**
 - A. None
5. **New Business**
 - A. 2020 Operating Budget Discussion/Recommendation
 - B. River Front Park Name Discussion/Recommendation
6. **Director's Report & Questions to Staff from Committee**
 - A. Jake Anderson – Parks & Recreation Director
 - River Front Park Grand Opening/Tour – October 6th 1-3 pm
 - 2020 Capital Budget Update
7. **Adjournment**

NOTE: Upon reasonable notice, the City of Monona will accommodate the needs of disabled individuals through auxiliary aids or services. For additional information or to request this service, contact Joan Andrusz at (608) 222-2525 (not a TDD telephone number, Fax: (608) 222-9225, or through the City Police Department TDD telephone number 441-0399.

The public is notified that any final action taken at a previous meeting may be reconsidered pursuant to the City of Monona ordinances. A suspension of the rules may allow for final action to be taken on an item of New Business.

It is possible that members of and a possible quorum of members of other governmental bodies of the municipality may be in attendance at the above stated meeting to gather information or speak about a subject, over which they have decision-making responsibility. Any governmental body at the above stated meeting will take no action other than the governmental body specifically referred to above in this notice.

MINUTES
MONONA PARK AND RECREATION BOARD
CITY COUNCIL – CONFERENCE ROOM
5211 Schluter Rd, WI. 53716
Tuesday, July 9, 2019

The regular meeting of the Park and Recreation Board for the City of Monona was called to order by Chair Andrew Kitslaar at 6:30 pm.

Roll Call

Present: Chair Andrew Kitslaar, Co-Chair Doug Wood, Thom Evans, Tony Gomez-Phillips, Rachel Groman, Jeff Hinz, Jennifer Kahl, Kelly Slack, Parks & Recreation Director Jake Anderson

Absent: Pat Howell

Approval of the Minutes

Thom Evans made a motion to approve the minutes from June 11th, 2019, Doug Wood seconded the motion. Motion carried.

Appearances

- A. **Joan Kazel –4903 Shore Acres Rd** Ms Kazel spoke in favor of the Board considering a splash pad in Monona.

Unfinished Business

A. **2020-2024 Capital Budget Discussion/Recommendation**

Director Anderson presented the changes to the Capital Budget request as outlined in the committee packet. The board reviewed the capital budgets by department and provided the following motions:

Jeff Hinz made a motion seconded by Jennifer Kahl to recommend the staff proposed Pool Capital Budget. Motion Carried

Tony Gomez-Phillips made a motion seconded by Thom Evans to recommend the staff proposed Community Center Budget

Doug Wood made a motion seconded by Jennifer Kahl to recommend the staff proposed Parks Capital Budget

New Business

A. **Capital Budget Amendment – River Front Park**

Director Anderson noted there were still outstanding change orders/credits for the park and concession stand project, and a final budget amendment was not available for this meeting. No action was taken at this meeting.

B. **Capital Budget Amendment – Community Center Repairs**

Director Anderson summarized the need for a new boiler and outside lighting repairs at the Community Center that was not budgeted for during this year's capital budget.

Doug Wood made a motion to recommend to amend the Capital Budget for the cost of the repairs, Jennifer Kahl seconded the motion. Motion Carried.

C. Woodland Park Donation Discussion/Recommendation

The Committee reviewed the donation request from the Traver Family for improvements at Woodland Park in 2020. Unanimous consensus of gratitude for the long-time volunteer and financial support from the Traver family from the Committee.

Jeff Hinz made a motion to recommend acceptance of the donation from the Jon & Peggy Traver family for improvements at Woodland Park in 2020, Doug Wood seconded the motion. Motion carried

Director's Report & Questions to Staff from Committee

A. Jake Anderson – Parks & Recreation Director

Director Anderson indicated a desire to have a bike tour of completed and proposed projects for the August meeting.

Adjournment

A motion to adjourn by Doug Wood seconded by Tony Gomez-Phillips was carried at 8:00 pm.

DRAFT

MINUTES
MONONA PARK AND RECREATION BOARD
Bike Tour of Monona Parks
Tuesday, August 20, 2019

The regular meeting of the Park and Recreation Board for the City of Monona was called to order by Chair Andrew Kitslaar at 6:00 pm.

Roll Call

Present: Chair Andrew Kitslaar, Co-Chair Doug Wood, Thom Evans, Tony Gomez-Phillips, Rachel Groman, Jeff Hinz, Pat Howell, Alder Kathy Thomas, Parks & Recreation Director Jake Anderson

Absent: **Jennifer Kahl, Kelly Slack**

Approval of the Minutes
Not available at this meeting

Appearances
A. None

Unfinished Business
A. None

New Business

A. Parks Tour

The Committee met at the following parks and the general discussion took place:

Stone Bridge Park – The Committee reviewed the conceptual master plan for improvements at Stone Bridge Park as it relates to current topography, access to the lake, potential tree removals, and current condition of the pagoda.

Cold Springs Lake Viewing Area – The Committee learned about the construction process to complete the Lake Viewing project

Tonyawatha Trl Boat Launch – Looked at future projects to include a sloped kayak access area into the lake, and shoreline vegetation management.

Tonyawatha Trl Lake Access – Viewed the public easement on Tonyawatha Trl for future discussion/consideration for improvements for public use.

Wyldhaven Park – Viewed the completed project and discussed the wide variety of uses the park is now seeing, and substantial improvement to lake access

River Front Park – Took a tour of the almost completed River Front Park & Below Deck Concession stand. Discussed the committee would like to see the naming recommendation on the next agenda.

Director's Report & Questions to Staff from Committee

A. Jake Anderson – Parks & Recreation Director
None

Adjournment

A motion to adjourn by Doug Wood seconded by Tony Gomez-Phillips was carried at 8:00 pm.



2020 Operating Budget Notes

Submitted by: Jake Anderson – Parks & Recreation Director

Overall

The 2020 Operating Budget includes the following major changes:

Changes in Recreation Budget

- Addition of revenue and expense lines for Summer Day Camp program due to large amount of revenue received for the programs
- Addition of revenue and expense lines for all River Front Concession/Skate Admission/Rentals. This will include all program and concession revenue and expense for operating the new Below Deck Concession Stand and the Monona Bank RiverRink Ice Skating Rink
- Significant increase in Part-time wages for the amount of staff needed to provide coverage at programs and Below Deck Concession Stand. A very small amount of tax levy increase is projected based on revenue projections

Declining Revenue in Community Center Rentals

- Project another decrease in revenue for rentals of the Monona Community Center. Due to current policies and increase demand for room space from Park & Rec and Senior Center programs, less availability for general public.

Pool Fess to Increase

- Annual operating increases including Council approved Lifeguard wage increase will result in a small increase for season passes in 2020.
- Moved pool chemicals and water management contract from Pool Operating Supplies to Building/Maintenance Repair line item

Park Operations cost increase

- Increases to the Parks budget including full year of salary/benefits for the 2nd Full-Time position (to be filled by year end 2019) and expenses associated with adding the new River Front Park
- Increased allocation of salaries/benefits for Public Works assistance in Parks (Anticipated Ash Tree Removal assistance & Flooding Restoration in 2020)

The following pages contain more detailed information on changes to the 2020 Operating Budget for each individual budget

Parks

Long Term Challenges

Staff Allocation & Retention

(2) FT Staff to oversee maintenance and repairs of (8) seasonal restroom facilities, the Outdoor Pool, athletic fields, tree planting/pruning/removals, playground inspections, ADA audits, working with and supervising up to 18 different seasonal staff members. The knowledge, experience and ability to work with others are critical to the success of the department. Currently all Full-Time & seasonal employees report directly to the Parks & Recreation Director. It is recommended that one of the two Full-Time positions be elevated to a Parks Supervisor to be in charge of the day to day workload for seasonal park employees. In absence of seasonal staff, FT Parks Maintenance or Public Works assistance, the Parks & Recreation Director is in the field to help the Parks Maintenance. This will continue until there is adequate staffing of the parks.

Parks Equipment Storage

The Parks Department has acquired numerous pieces of equipment over the last five years for maintenance including: truck & trailer, ball diamond groomer, aerator, top dresser, portable irrigation wheel, athletic field line strippers, additional mowing and winter snow removal equipment. While some equipment can fit at the Public Works Department, space has decreased at that site due to Public Works Storage needs, and a centralized location for equipment is desired for efficiency and location. Vehicles and equipment sitting outside will have a shorter overall lifespan than those covered. The Fire Department has concerns over the seasonal storage of mowers next to the equipment bay and there is not enough room to store all the mowers in that one location.

Winnequah Park Maintenance

Due to the recent flooding, high water table, and soil composition, normal maintenance of Winnequah Park continues to be challenging on a yearly basis. The Dream Park Shelter is our most popular shelter, but also the shelter that is not user or staff friendly, requires frequent repairs, and has numerous maintenance needs. The Dream Park Playground is nearing the end of its useful life. Director Anderson recommends continuing work on a master plan for park redevelopment as part of the overall city facility plan

Revenue

Park Shelter Rental Fees & Lake Access Permit are recorded under the general fund and not the parks budget. Lake Access Fees following Dane County Parks proposals which are not proposing increasing fees. Park Shelters will receive an increase for popular shelters (Dream Park, Fireman's, Ahuska). The fee schedule will detail fees

Expenses

1. Increase **PARK SALARIES**
Includes (2 FT salaries and allocation of Public Works salaries when working in the parks and 25% of the Parks & Recreation Director's salary.
2. Increase **PART-TIME WAGES**
Increase to cover actual hours for seasonal labor in 2019. Amount may increase based on actual amount of work at the new River Front Park in Spring-Fall months

3. Increase **HEALTH INSURANCE**
Addition of new employee and allocation of benefits for Public Works assistance
4. Increase **PROFESSIONAL DEVELOPMENT**
Additional educational/workshop attendance for (2) FT Parks staff including Certified Pool Operator Certification
5. Increase **GAS & ELECTRIC UTILITIES**
Based on 2019 year end estimates with new facility at River Front Park
6. Increase **WATER & SEWER UTILITIES** based on 2018&2019 actual costs
7. Increase **OUTSIDE SERVICES** for contracted landscaping services for planting beds at River Front Park
8. Increase **PARK SUPPLIES** for increased facilities and usage of those facilities
9. Increase **FUELS & ADDITIVES** based on 2018-2019 actual costs and predicted 2020 fuel costs
11. Increase **PORTABLE RESTROOMS** to add a permanent portable toilet at Arrowhead Park.

Community Center

Long Term Challenges

Building Age & Usefulness & Costly Repairs

A separate sub-committee should start to look at short, medium, & long term goals for the use of the existing Community Center and the possibility for major renovation/replacement of the building. As the building continues to age, issues continue to develop from energy efficiency of the building, pest control, multi-use nature of the Senior Center, Parks & Recreation programs, & Community Events to private rentals. Repairs are often costly and result in budget overages every year.

Revenue

1. Decrease **COMMUNITY CENTER RENTAL FEES**

based on removal of existing rental groups to after school program and lack of interest based on size capacity, hours availability, and aesthetics of Main Hall. Possible policy change of reducing or eliminating weekend evening events due to wear and tear that is occurring on the building.

Expenses

No notable changes in expense projection for the Community Center budget other than the anticipated increase in staff compensation.

Recreation

Long Term Challenges

Facility Issues

Competition from Senior programs for use of the Community, PTO and other groups for school district facilities, and our own programs will continue to be a challenge of where we house programs, and also where our staff meets, and finds equipment for various programs.

Staffing Issues

The department has grown in staff and scope of services significantly over the past 10 years. We consistently get great reviews for the programs, events, and quality of life investment in Monona. With the addition of an new park and more events and programs, Director Anderson will be recommending additional staff at some point in the future. Our service radius and variety of programs, events, and involvement are on par or surpass all other Dane County suburbs.

The Recreation budget had the most dramatic changes to revenue and expense based on After-School program having a full year of revenue for the After-School program and Summer Camp program. Two new line items were added to track Revenue/Expense for the Summer Camp program and River Front Concessions/Skate Rental/Admissions. Please note there was a very minimal tax levy increase to the Recreation Department based on additional fees through programs and events.

Revenue

1. Decrease in **RECREATION PROGRAM FEES** based on separating out Summer Camp Program into its own account
2. Increase in **AFTER-SCHOOL PROGRAM FEES**, based on 2019 actual and 2020 predicted. Program full in 2019 with 12 kids on the wait list

3. Increase in **ADULT RECREATION FEES** based on 2019 actuals and 2020 additional programs
4. Increase in **SUMMER CAMP FEES** based on actuals from 2019 and 2020 projections. The Full day summer camp averaged 37 kids per week in 2019
5. Increase in **CANOE/KAYAK RENTAL** based on number of spots and increased fees. With 2019 Tonywatha Trl rack, there will 54 spaces available for rental
6. Decrease in **PARK FIELD RENTAL** based on 2019 actuals. With increasing amount of weather events, we have to cancel more field and court rentals at Ahuska Park reducing our revenue

Expense

1. Increase in **ADMINISTRATIVE SALARIES** based on FT Staff allocation
2. Increase in **WAGES – PART-TIME** based on After-School Program & Summer Camp program, and River Front Staff
3. Decrease in **HEALTH INSURANCE** based on great rates for 2020
4. Increase in **PROFESSIONAL DEVELOPMENT** for additional training opportunities for staff
5. Increase in **AFTER-SCHOOL PROGRAM**, based on additional students projected in 2020
6. Increase in **SUMMER CAMP EXPENSES**, removing from Recreation program account to its own account
7. Increase in **RIVER FRONT EXPENSES**, this accounts for concession expenses and program expenses at Below Deck Concession Stand for the whole calendar year
8. Increase in **SPECIAL EVENT EXPENDITURES** based on actuals and revenue collected. The goal of special events is to break even financially

Pool

Long Term Challenges

The Pool will be 30 years on 2023, which historically is the lifespan of an Outdoor Pool. Space for our patrons and staff is the largest challenge at this point. Director Anderson recommends to continue to do a space needs study as the city goes through facility planning over the course of the next several years.

Aquatic Director Missy Kedzorski has done a great job in the operation of the Outdoor Pool and managing 75 seasonal staff each year.

Revenue

1. Increase in **PATCH SALES** based on 2019 actuals with a small price increase. We continue to see strong season pass sales based on hours of operation and cost vs daily admission.
2. Increase in **DAILY ADMISSIONS** based on 2019 actuals
3. Increase in **CONCESSIONS** based on normal operating year
4. Increase in **SWIM LESSONS** based on 2019 actuals with a small price increase. More demand for night lessons and we share space with Swim & Dive. With new Summer Camp program, we may be able to add those kids in during the day and see additional revenue.

Expenses

1. Increase in **ADMINISTRATIVE WAGES**
2. Increase in **OTHER PERSONNEL SERVICES** to allow for trail contract cleaning of locker rooms on weekends.
3. Increase in **WAGES PART-TIME** based on 2018-2019 actuals and 2020 predicted hours
4. Increase in **PROFESSIONAL DEVELOPMENT** based on expected certifications needed for Administrative staff in running the pool
5. Decrease in **POOL OPERATING SUPPLIES** based on putting pool chemicals and water management contract under Building Maint & Repair
6. Increase in **BUILDING MAINT & REPAIR** based on actuals and adding pool chemical and water management contract.

**DEPARTMENT
PROGRAM BUDGET
ACCOUNT**

**Parks & Recreation
Parks
100**

MISSION OF DEPARTMENT:

Parks & Recreation improves the community's quality of life by providing well designed and properly maintained parks and recreational opportunities for all citizens. Services include development and maintenance of parks, the community center, and outdoor pool. The Department also offers a wide variety of group and individual recreation programs, special events, and promotion of healthy active lifestyles.

CHALLENGES AND OPPORTUNITIES AHEAD:

Monona parks have seen many improvements over the last several years, and the challenge ahead will be able to maintain them and keep the parks beautiful for our residents to enjoy and to attract new families to Monona. Staffing levels will need to be evaluated as new additions to the park system are built and priorities are redefined for use of the parks.

LONG-TERM GOALS FOR THE DEPARTMENT:

1. Develop comprehensive management and standard operating procedure plans for the parks. This includes detailed documentation of maintenance and repair work at shelters and playgrounds, mowing operations, and tree inventories.
2. Develop a published priority system and project listing for park improvements, including beach grooming, athletic field maintenance, mowing operations, tree pruning, shelter cleaning/maintenance, playground inspection/repair.
3. Continue to coordinate projects as outlined in the Parks & Open Space Plan for improvements. Achieve efficiency in maintenance operations and provide ongoing education for parks staff.
4. Storage of equipment and a place for the increasing amount of seasonal staff is becoming a challenge. Ideally if the Fire Station was moved, Parks would move into that space, but additional locations for a storage building for trucks, mowers, athletic field maintenance equipment should be explored.

ACCOMPLISHMENTS IN 2019:

1. Coordinated/Oversaw successful completion of the following Capital Projects:
River Front Park & Below Deck Concession Stand. This includes parks staff reducing overall project cost by installation of site furniture, string lights in the park, and all custom woodwork in the concession stand including tray ceiling, tables, and counters
2. Celebrated Arbor Day with Monona After-School Club
3. Assisted setup and cleanup for special events: Candlelit Hike, Easter Egg Hunt, 4th of July, Sawyer Crossen Memorial Triathlon, National Night Out, Food Cart Cinema, Fall Festival, Pop-Up Biergartens, Holiday Lights.
4. Responsible for the startup of and winterization of the following facilities: Dream Park Shelter, Gazebo Irrigation, Fireman's Park Shelter, Schaefer Shelter, Ahuska Park Shelter, Schluter Park Restrooms, Lottes Restroom, Oneida Park Shelter, Monona Community Pool, and bubblers at Frost Woods and Greenway.
5. Completed Colds Springs Ave Lake Viewing area project, removed invasive species as part of the Management Plan for Frost Woods Park, completed a seating area project with new tree planting at the Community Center, worked on turf restoration at Winnequah Park, numerous tree removals from flooding damage, installed new Little Library at Bridge Rd Park, installed donor benches and concrete pads at Schaefer Shelter, Winnequah Park.

2020 SIGNIFICANT PROGRAM CHANGES:

1. Maintenance & Operation of new refrigerated ice skating rink at River Front Park. This will mean additional FT Staff time on nights and weekends
2. Continue to utilize seasonal employees for cleaning/park rounds on weekends from April through October. Additional staff needed for increased usage of parks.
3. Flooding restoration work will be the focus next year, this includes shoreline repairs/plantings, a native planting bed along Winnequah North Lagoon, tree removals & plantings. As no major capital projects are proposed for 2020, there will be a heavy emphasis on maintaining what we have.

**PARKS OPERATIONS
ACCOUNT JUSTIFICATIONS**

<u>ACCOUNT</u>	<u>AMOUNT</u>	<u>DESCRIPTION</u>
100-55-55200-110 PARK SALARIES	\$ 112,072	Two (2) full-time staff persons to perform maintenance of parks, and Public Works time for seasonal mowing of parks, and other park projects. Also includes Outdoor Pool & Monona Bank RiverRink maintenance responsibilities Includes 25% of Director Salary
100-55-55200-119 WAGES, PART-TIME	\$ 60,000	Seasonal employee wages: Summer Parks Maintenance(7) \$45,300 Parks weekend staff (3) \$7,200 Spring/Fall/Winter Parks (3) \$7,500 Ball Diamond Groomer (2) \$3,000
100-55-55200-120 OVERTIME	\$ 3,000	Overtime as required for special events and snow removal of the lagoon for ice skating operations maintenance and Special Event setup/takedown
100-55-55200-130 FICA	\$ 13,393	Social Security at 7.65%
100-55-55200-131 WISCONSIN RETIREMENT	\$ 7,767	Wisconsin Retirement at 6.8%
100-55-55200-132 LIFE & DISABILITY INS.	\$ 200	City share of life/disability insurance
100-55-55200-133 HEALTH INSURANCE	\$ 27,856	Health, dental and vision insurance for FT and DPW staff allocation
100-55-55200-134 PROFESSIONAL DEVELOPMENT	\$ 2,000	Education and training to support park maintenance improvement and portion of Director's professional development.

<u>ACCOUNT</u>	<u>AMOUNT</u>	<u>DESCRIPTION</u>
100-55-55200-220 GAS & ELECTRIC UTILITIES	\$ 25,000	Gas and electric for park lighting and shelters. Based on 2018-2019 averages. Increase to account for River Front park utilities for park & ice rink
100-55-55200-221 TELEPHONE	\$ 7,200	Telephone expense and fire alarm monitoring/inspection services at Fireman's, Lottes, Oneida, and Schluter park shelters. Also includes cell phone for FT parks staff. Increases to account for River Front Park.
100-55-55200-222 WATER & SEWER UTILITIES	\$ 14,000	Utilities for shelters, restrooms, and water fountains. Increases based on past averages and new fixtures at Bridge Rd Park, Schluter, & River Front Park.
100-55-55200-225 STORMWATER UTILITY EXPENSE	\$ 7,000	Charges paid for City park lands to the Stormwater Utility.
100-55-55200-240 OUTSIDE SERVICES	\$ 4,500	\$1,200 – Dane County mosquito spraying program \$750 – MG School to Work program \$650 – Weed spraying \$1,200 – Schluter/Frost Woods beach testing \$700 – Contracted services for planting beds at River Front Park
100-55-55200-312 POSTAGE	\$ -0-	
100-55-55200-340 PARK SUPPLIES	\$ 20,000	Includes paper towels, toilet paper, trash bags, sand, miscellaneous parts, paint, recycling containers for park shelters, etc; staff uniform allowance and personal protective equipment
100-55-55200-350 EQUIPMENT MAINTENANCE & REPAIR	\$ 8,500	Maintenance and repair of park equipment and park maintenance equipment. Includes cost share of equipment maintenance of DPW shared equipment.
100-55-55200-351 FACILITIES MAINTENANCE & REPAIR	\$ 6,000	Maintenance and repair of park shelters, restroom facilities, equipment sheds and park equipment.
100-55-55200-370 FUEL/ADDITIVES	\$ 7,000	Lawn mower and parks truck fuel and oil
100-55-55200-391 ENTRANCE SAILS MAINTENANCE	\$ -0-	
100-55-55200-392 PORTABLE RESTROOMS	\$ -0-	
100-55-55200-395 BIRD CITY	\$ 500	Application fee and related expenses to promote bird city events.
100-55-55200-393 PORTABLE RESTROOMS	\$ 5,000	Portable restrooms at Frost Woods, Maywood, Winnequah, Bridge Road, Arrowhead, and Lottes parks.

**DEPARTMENT
PROGRAM BUDGET
ACCOUNT**

**Community Recreation
Comm. Recreation Services
204**

MISSION OF DEPARTMENT:

Parks & Recreation improves the community's quality of life by providing well-designed and properly maintained parks and recreational opportunities for all citizens. Services include development and maintenance of parks, the community center, and outdoor pool. The Department also offers a wide variety of group and individual recreation programs, special events, and promotion of healthy, active lifestyles.

CHALLENGES AND OPPORTUNITIES AHEAD:

1. To provide recreational opportunities for people of all ages at an affordable price in the City of Monona. Staff will continue to work on relationships with the Monona Grove School District, Cottage Grove Parks & Recreation, and local businesses to run joint programs that will benefit everyone.
2. Meeting the recreational needs of a changing demographic with more young families moving into and around Monona. Keeping programs affordable while maintaining quality by focusing on curriculum and retaining quality staff.

LONG-TERM GOALS FOR THE DEPARTMENT:

1. Develop a private/public partnership for a Community Recreation Center to replace the existing Community Center in order to provide additional program offerings to the community within the next 15 years.
2. Increase participation in core programs (youth dance, flag football, basketball, baseball, and soccer) by 10% annually).

ACCOMPLISHMENTS IN 2019:

1. Implemented a Full-Day Summer Camp program that brought 415 kids over 12 weeks with almost \$100,000 in program fees. Along with a full After-School Program (43 kids), Child-Care has been the largest increase of revenue and community need. We are proud to offer a quality program that utilizes city facilities at a competitive cost for working parents in our changing community
2. Implemented new registration/reservation software system called CivicRec. This huge undertaking will make it easier for people to sign up for programs/events/memberships
3. Offered Full-Day No-School Day events for almost every No-School day during the year.
4. Filled additional Canoe/Kayak rack spots at Lottes, Schluter, & Frost Woods Beach
5. Increased the number of Pop-Up Biergarten's with huge turnouts at each event. This is quickly becoming one of the must attend community events.
6. Continue to be the lead department on newsletter organization.
7. Successfully organized and coordinated special events: Easter Egg Hunt & Breakfast, Sawyer Crossen Memorial Triathlon, Mulligans Fore Monona, National Night Out, Travelin' Biergarten, Food Cart Cinema, Fall Festival, Hoot Hoot Hustle, Halloween Spooktacular, Candlelit Snowshoe Hike, and Breakfast with Santa.

2020 SIGNIFICANT PROGRAM CHANGES:

1. River Front Park will be the focus in 2020. From drop-in exercise programs, special events, coordination with sponsors for large scale community events, to concession stand offerings, the goal is that the new park becomes a hub of daily activity for our residents and visitors
2. Increase Special Events Pop-Up Beer Garden (8 total;)
3. Finalize Special Event Ordinance/Policy for the administration of outside events utilize public spaces

**PARK AND RECREATION DEPARTMENT - RECREATION SERVICES
ACCOUNT JUSTIFICATION**

RECREATION REVENUES

ACCOUNT	AMOUNT	DESCRIPTION
204-46-41110-000 GENERAL PROPERTY TAXES	\$ 81,387	Amount needed to subsidize recreation programs.
204-46-46720-200 YOUTH RECREATION PROGRAM FEES	\$ 58,000	This includes all fees charged for youth recreation programs less After-School Club, Summer Camps, and Youth Sport leagues. Also includes gross concession revenue from Dream Park ice skate rentals.
204-46-46720-201 AFTER SCHOOL PROGRAM FEES	\$132,000	Based on 2019-2020 Actuals and projected 2020-2021 program participation. (Program runs Sept-May so it falls over 2 budgets)
204-46-46720-210 ADULT RECREATION PROGRAM FEES	\$ 15,000	Fees for all adult recreation programs including adult fitness classes, Chicago shopping trip, and sport leagues
204-46-46720-220 YOUTH SPORT FEES	\$ 41,000	Fees and sponsorship money for Youth Sports including Baseball/Softball, Soccer, Flag Football, Basketball, Volleyball.
204-46-46720-230 TENNIS PROGRAM FEES	\$ -0-	Not used
204-46-46720-260 CONTRACTED SERVICES	\$ -0-	Not used
204-46-46720-241 PARK SHELTER ADMINISTRATIVE FEE	\$ 1,700	\$10 administrative fee per park shelter reservation to account for staff time.
204-46-46720-250 CANOE/KAYAK RENTAL	\$ 6,000	Canoe/kayak rental fees from Lottes, Frostwoods Beach, Schluter, Tonywatha Trl Parks. Increase for additional racks and fees at Schluter & Frost Woods Beach, Tonyawatha for a total of 56 spots Proposal fee increase and adding 8 spots at River Front Park
PARK FIELD RENTAL	\$15,000	Athletic Field Rental Fees – \$7,000 Tennis Court Rental Fees – \$5,000 Adult Softball - \$3,000 Includes Facility Use agreements with MG Youth Football & MG Youth Soccer
204-46-46720-252 SPECIAL EVENT REVENUE	\$30,000	Sponsorship and concession revenue for the following special events: Candlit Snowshoe Hike – \$1,000 Pop Up Beer Garden - \$3,000 Movies in the Park - \$3,000

		Easter Egg Hunt/Breakfast – \$2,500 Fall Festival – \$12,000 Halloween Spooktacular – \$500 Hoot Hoot Hustle – \$9,000 Breakfast with Santa – \$2,000
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EXPENDITURES

ACCOUNT	AMOUNT	DESCRIPTION
204-55-55300-110 ADMINISTRATIVE SALARIES	\$ 92,436	25% of Park & Rec. Director 55% of Administrative Assistant 35% of Aquatic Director/Rec. Supervisor 78% of After-School Coordinator
204-55-5530-119 WAGES, PART-TIME	\$ 260,000	Youth Recreation: \$175,800 After School \$60,000 Summer Camp \$76,810 Youth Recreation – \$25,000 Youth Sports– \$11,000 Special Events Staff – \$3,800 Adult Recreation: \$17,400 Yoga – \$6,500 Tai Chi - \$2,000 Zumba – \$1,500 Other Adult Fitness – \$7,400 River Front Staff: \$66,000 Skating Season - \$30,000 Spring/Summer/Fall - \$36,000
204-55-55300-130 FICA	\$26,961	Social Security at 7.65%
204-55-55300-131 WISCONSIN RETIREMENT	\$ 6,239	Wisconsin Retirement at 6.8%
204-55-55300-132 LIFE AND DISABILITY INSURANCE	\$ 50	City share of premiums
204-55-55300-133 HEALTH INSURANCE	\$ 30,900	25% of Park & Rec. Director 55% of Administrative Assistant 35% of Aquatic Director/Rec. Supervisor 78% of After-School Coordinator
204-55-55300-134 PROFESSIONAL DEVELOPMENT	\$2,500	Membership and Training for Full-Time staff
204-55-55300-214 CONTRACTED SERVICES	\$ -0-	Expenses for contracted recreation programs
204-55-55300-312 POSTAGE	\$ -0-	Postage for all recreation programs
204-55-55300-340	\$ 15,000	Summer Program equipment ,supply, marketing

ACCOUNT	AMOUNT	DESCRIPTION
YOUTH RECREATION EXPENSES		costs: \$9,000 Fall/Winter/Spring Program equipment/supply/ marketing costs: \$6,000
204-55-55300-343 AFTER SCHOOL PROGRAM EXPENSE	\$13,000	Program and snack supplies for 2019 calendar year
204-55-55300-341 YOUTH SPORTS PROGRAM EXPENSE	\$ 15,000	Equipment and uniform expense for sport programs Youth Baseball/Softball, Soccer, Flag Football, Basketball, Volleyball
204-55-55300-342 ADULT RECREATION EXPENSES	\$ 2,000	Bus expense for field trips; admission entrance fees; exercise class equipment expense
204-55-55300-343 YOUTH SOCIAL/CULTURAL PROGRAMS	\$-0-	Expense now in Youth Recreation Expenses
204-55-55300-344 TENNIS PROGRAM	\$-0-	Expense now in Youth Recreation Expenses
204-55-55300-345 CANOE/ KAYAK	\$ - 0	Canoe/kayak rack expenses – printing of stickers and replacement of rubber on racks. Expense now under office supplies.
204-55-55300-346 ACTIVE NETWORK FEES	\$ 17,000	Transaction fees for using online registration software CivicRec. This covers transaction fees for revenue collected for Pool, Parks, & Community Center. Increase based on increased revenues
204-55-55300-347 PARK FIELD MAINTENANCE	\$16,000	\$10,000 – topdressing athletic fields \$3,000 – field lining material \$1,000 – baseball diamond mix \$2,000 – grass seed for overseeding
204-55-55300-348 SPECIAL EVENTS EXPENSE	\$30,000	Expenditures to run all special events

**DEPARTMENT
PROGRAM BUDGET
ACCOUNT**

**Community Rec. Services
Community Ctr. Operations
204**

MISSION OF DEPARTMENT:

The Monona Community Center will promote and provide quality activities and services that will contribute to the physical, emotional and social well-being of the community.

CHALLENGES AND OPPORTUNITIES AHEAD:

The challenge of the Monona Community Center is to accommodate the different uses of the building for night and weekend use along with balancing primary use of the Monona Senior Center and increase in their programming along with an increase of programming by the Recreation Department. There are many classes/activities that are scheduled back-to-back, and the layout of the building is not accommodating for people who are waiting for an activity or would like to socialize after a program/event. Facility rentals are on a downward trend and age/appearance of the building, capacity of the Main Hall, and additional services that are not provided are probable reasons for the decline in rental revenue, especially for weekend rentals. A decision regarding the long-term plan for the building should be made as soon as possible.

LONG-TERM GOALS FOR THE DEPARTMENT:

1. Determine how the center is currently being used (i.e., rentals, fee-waiver groups, classes from Recreation Department and Senior Center), and determine the best possible use of the building.
2. Continue to provide excellent customer service, from the reservation of a room to the setup and cleanup of the facility.

ACCOMPLISHMENTS IN 2019:

1. TBD
2. Hosted community Lil' Badger consignment sales, multiple city special events, and non-profit fundraisers and programs.

2020 SIGNIFICANT CHANGES:

1. Update user policies that may limit or eliminate weekend private rentals.

COMMUNITY RECREATION SERVICES - COMMUNITY CENTER

ACCOUNT JUSTIFICATIONS

REVENUES

ACCOUNT	AMOUNT	DESCRIPTION
204-46-41110-000 GENERAL PROPERTY TAXES	\$ 157,025	Amount needed to subsidize Community Center.
204-46-46740-100 COM. CENTER RENTAL FEES	\$ 28,000	Fees based on rental time for ½ day/full day during the week and 3 hour/6 hour time limit on the weekends. Also includes fees for ongoing groups. 2/3 of rental fees comes from On-Going Rental Groups 1/3 of rental fees come from weekend events
204-46-46740-120 CONCESSIONS	\$	Removed soda machine in 2018
204-46-46740-200 COM. CENTER BAR LEASE	\$ 500	Contractual rent paid by lessee for the purpose of managing the Community Center bar. Ten percent (10%) of monthly receipts not to exceed a yearly total of \$3,600.
204-46-46740-300 CC EQUIPMENT RENTAL	\$	Included in rental fees
204-46-48900-000 OTHER REVENUE	\$ -0-	

EXPENDITURES

ACCOUNT	AMOUNT	DESCRIPTION
204-55-55140-110 SALARIES	\$ 82,340	Park and Recreation Director (25%) Administrative Assistant (15%) Maintenance Worker 2 (85%) Lead Maintenance Worker (20%) Aquatic Director/Recreation Supervisor (15%) After-School Coordinator (11%)
204-55-55140-111 PART-TIME WAGES	\$ 0	Onsite Building Manager that will be available to user groups during events to help with coordination of events and cleanup of events
204-55-55140-112 SHIFT DIFFERENTIAL	\$ 800	\$0.50 per hour increase for working nights and weekends for FT Maintenance staff
204-55-55140-117 LONGEVITY	\$ -0-	
204-55-55140-120 OVERTIME	\$ 4,000	Overtime is paid for all hours over 8 hours per day for Maintenance Worker 2 and Lead Maintenance Worker.
204-55-55140-130 FICA	\$ 6,666	Social Security at 7.65%.

ACCOUNT	AMOUNT	DESCRIPTION
204-55-55140-131 WISCONSIN RETIREMENT	\$ 5,882	City share at 6.8%
204-55-55140-132 LIFE AND DISABILITY INSURANCE	\$ 125	City share of premiums.
204-55-55140-133 HEALTH INSURANCE	\$ 29,212	Full coverage for Maintenance Worker 2, and Director, pro-rated share (20%) of coverage for Lead Maintenance Worker.
204-55-55140-134 PROFESSIONAL DEVELOPMENT	\$ 1,200	Prorated coverage fees to attend State conference and membership in professional organization for Director and Aquatic Director/Rec. Supervisor.
204-55-55140-137 UNIFORM ALLOWANCE	\$ 600	Uniforms/clothing allowance for staff.
204-55-55140-220 GAS AND ELECTRIC UTILITIES	\$ 29,000	Gas & Electric based on actual and projected.
204-55-55140-221 TELEPHONE	\$ 3,500	Regular phone lines include Senior Center main phone, Community Center fax machine and 2 lines for the fire alarm system. Also includes cell phones for Director, Aquatic Director/Rec Supervisor, and Maintenance II worker.
204-55-55140-222 WATER AND SEWER UTILITIES	\$ 3,000	Water and sewer charges based on actual and estimated.
204-55-55140-240 SERVICE CONTRACTS	\$ 8,600	\$500 – copier service contract \$1,700 – elevator service \$1,000 – fire and smoke alarm and monitoring \$500 – automatic door openers \$3,300 – HVAC \$600 – state inspections/fire extinguishers \$800 – Pest Control
204-55-55140-310 OFFICE SUPPLIES	\$ 1,400	Includes computer supplies, paper, pens, and miscellaneous office materials
204-55-55140-312 POSTAGE	\$ -0-	Postage for community center operations.
204-55-55140-339 CONCESSION EXPENSE	\$ -0-	Includes gross expenses for community center's sale of soda, coffee, etc.
204-55-55140-344 JANITORIAL SUPPLIES	\$ 4,200	Includes cleaning supplies, paper products, small equipment as needed.
204-55-55140-350 EQUIPMENT MAINT/REPAIR	\$ -0-	Expense moved to Building Maintenance/Repair
204-55-55140-351 BUILDING MAINT/REPAIR	\$ 5,000	Repair and maintenance costs to the community center including grounds.

OUTDOOR SWIMMING POOL

		2019					2020	2020	
		2016	2017	2018	TO DATE	YEAR END	2019	DEPARTMENT	COMMITTEE
		ACTUAL	ACTUAL	ACTUAL	6/30/2019	ESTIMATED	BUDGET	BUDGET	BUDGET
REVENUES									
204-46-41110-000	GENERAL PROPERTY TAXES	83,160	91,807	88,561	113,576	109,215	113,576	123,155	123,156
204-46-46730-100	PATCH SALES	51,065	61,040	60,141	26,715	66,243	65,000	73,000	73,000
204-46-46730-110	DAILY ADMISSIONS	63,886	51,207	56,476	4	73,616	60,000	62,000	62,000
204-46-46730-120	CONCESSIONS	24,916	23,153	21,730	1,149	27,099	24,000	25,000	25,000
204-46-46730-130	POOL RENTALS	20,269	22,359	32,954	2,198	22,208	24,000	25,000	25,000
204-46-46730-140	SWIMMING LESSONS	41,713	40,380	38,313	24,900	40,298	41,000	43,000	43,000
204-46-46730-150	ADVERTISING/PROMOTIONS	850	1,150	250	750	1,000	2,000	2,000	2,000
204-46-49210-000	TRANSFER FROM GENERAL FUND	-	-	-	-	-	-	-	-
		285,858	291,096	298,425	169,291	339,679	329,576	353,155	353,156
EXPENDITURES									
204-55-55420-110	ADMINISTRATIVE SALARIES	48,153	47,662	47,634	29,172	63,880	63,880	67,809	67,809
204-55-55420-111	OTHER PERSONNEL SERVICES	162	-	-	-	-	3,000	3,800	3,800
204-55-55420-118	WAGES, PART-TIME SWIM LESSONS	14,892	13,202	15,025	2,742	15,678	15,000	15,000	15,000
204-55-55420-119	WAGES, PART-TIME	111,798	108,119	119,221	32,673	129,125	118,000	131,238	131,238
204-55-55420-120	OVERTIME	-	-	-	-	2,200	2,200	2,200	2,200
204-55-55420-130	FICA	13,154	12,625	13,814	4,822	15,291	15,291	16,665	16,665
204-55-55420-131	WISCONSIN RETIREMENT	2,756	2,982	3,178	1,911	4,381	4,381	4,834	4,834
204-55-55420-132	LIFE & DISABILITY INSURANCE	6	12	14	7	92	92	92	92
204-55-55420-133	HEALTH INSURANCE	8,236	7,908	28,817	17,221	18,982	18,982	17,968	17,968
204-55-55420-134	PROFESSIONAL DEVELOPMENT	2,391	3,341	1,606	849	4,000	4,000	4,500	4,500
204-55-55420-220	GAS & ELECTRIC UTILITIES	21,365	25,071	20,537	4,682	21,000	21,000	21,000	21,000
204-55-55420-221	TELEPHONE	-	-	45	-	-	250	250	250
204-55-55420-222	WATER & SEWER UTILITIES	12,054	10,974	16,094	3,789	10,000	10,000	10,000	10,000
204-55-55420-310	OFFICE SUPPLIES	1,518	1,083	1,258	116	1,800	2,500	2,500	2,500
204-55-55420-338	POOL OPERATING SUPPLIES	28,797	25,472	34,891	23,730	32,000	28,000	15,300	15,300
204-55-55420-339	CONCESSION EXPENSES	15,606	17,844	15,585	5,195	15,250	16,000	16,000	16,000
204-55-55420-350	EQUIPMENT MAINT & REPAIR	7,572	5,622	12,994	1,955	6,000	7,000	24,000	24,000
204-55-55420-351	BUILDING MAINT & REPAIR	464	968	-	-	-	-	-	-
TOTAL POOL		288,923	282,883	330,710	128,865	339,679	329,576	353,155	353,156
							0%		
							PROPOSED		
							DIFFERENCE		
PERSONNEL				240,826		259,605	7.80%		
NON-PERSONNEL				88,750		93,550	5.41%		
TOTAL				329,576		353,155	7.15%		

**DEPARTMENT
PROGRAM BUDGET
ACCOUNT**

**Community Rec. Services
Outdoor Swimming Pool
204**

MISSION OF DEPARTMENT:

Although the Monona Swimming Pool is only operational three months per year, it is a highly visible and well-used community service. We strive to offer safe and affordable services and programs for all ages, interests, and citizen groups. Uses include, but are not limited to, swim lessons, recreational swimming, water fitness, competition, and social events. Efficient and effective administration of the pool remains a top priority.

CHALLENGES AND OPPORTUNITIES AHEAD:

To continue to offer a first-class experience at a reasonable cost for members of the community. To attract and retain families by offering additional special events and activities focused on family participation.

LONG-TERM GOALS FOR THE DEPARTMENT:

1. Continued focus on preventive maintenance and upkeep of equipment as the pool increases in age.
2. Attract and retain families at the Monona Pool with special events and family activities.
3. Investigate replacement of the existing pool with an aquatic center that will coincide with a new Community/Rec Center that can be all-inclusive of our existing and future community.
4. Be proactive in meeting the recreational needs of the community by providing a high level of customer service through our aquatics programs while maintaining a safe and enjoyable environment.

ACHIEVEMENTS IN 2019:

1. Locker room/bathhouse capital improvements included updated shower fixtures, valves, tankless water heaters, water softeners, counter top and sink/faucet replacements, fixed roof leak in women’s side locker room along with replacing broken skylight.
2. All new LED lights installed in bathhouse, guard offices & concession stand.
3. Installed new bubbler with waterbottle filler on pool deck. Allowed staff and patrons to reduce on-time use water bottles. Concessions no longer sells onetime use plastic bottles to reduce our footprint. Reusable Monona Parks & Recreation water bottles are available for purchase at the concession stand.
4. Updated electrical outlets in concession stand allowed more effective equipment setup.
5. Membership Breakdown:

	Purchased	Visits
Non Resident 10 Pack Punch Pass	54	234
Resident 10 Pack Punch Pass	59	278
Babysitter Passes	23	83
City Staff Family Membership	63	422
Resident Family	285	8851
Non-Resident Family	79	
Family Scholarship	22	277

Resident Individual	35/	405
Resident Senior	83	1153
Non Resident Individuals	27	351
Non Resident Seniors	108	1695

6. Daily Admission Breakdown

	Visits	Total Sales
Youth	8485	\$24,000.29
Senior	1095	\$3,081.03
Resident Adults	2457	\$9,266.38
Non Resident Adults	4205	\$1,9830.00
Group Sales	2972	\$8,706.00

2020 SIGNIFICANT PROGRAM CHANGES:

1. Season pool pass increase due to rising cost of chemicals, supplies, on-going facility maintenance and repair. \$3 increase across the board .
2. Contracted cleaning for 50 days of the season. Child Labor Laws can come into effect with number of hours worked with these additional cleaning duties, and not see some efficiencies of keeping staff more well-rested by not having them cleaning every night.

COMMUNITY RECREATION SERVICES - SWIMMING POOL

ACCOUNT JUSTIFICATIONS

POOL REVENUES

ACCOUNT	AMOUNT	DESCRIPTION
204-46-49210-000 TRANSFER FROM GENERAL FUND	\$ -0-	
204-46-41110-000 GENERAL PROPERTY TAXES	\$ 123,155	Amount needed to subsidize pool operations.
204-46-46730-100 SEASON PASS SALES	\$ 73,000	\$128 – Monona Family (up to 5 members) \$203 – Non-Resident Family (up to 5 members) \$25 – Additional Family Member (\$10) – Family early sign-up discount by May 3rd \$68 – Monona Individual \$98 – Non-Resident Individual \$53 – Monona Senior (62 and older) \$63 – Non-Resident Senior (62 and older) (\$5) – Individual early sign-up discount by May 3rd \$35 – Resident Punch Pass \$45 – Non-Resident Punch Pass **\$3 increase for all levels of passes**
204-46-46730-110 DAILY ADMISSIONS	\$ 62,000	Sale of daily admission to the pool. All pool revenues (except lessons) are net sales tax. Daily Fees for over the age of 1: \$4.00 – Adult Monona Resident \$5.00 – Adult Non-Resident \$3.00 – Youth/Senior \$2.00 – Night Swim (Res & Non-Res), M-F, 7-9 pm
204-46-46730-120 CONCESSIONS	\$ 25,000	Includes revenues for sales in concession stand and cabana rentals during open swim. Indicates an increase in fees for most items.
204-46-46730-130 POOL RENTALS	\$ 25,000	Rental fees of \$150/ hour for Monona residents and \$175/hour for non-residents; extra guard charge \$40/hour; swim team payment of \$60/swimmer
204-46-46730-140 SWIMMING LESSONS	\$ 43,000	Monona residents – \$45.00 Non-residents – \$60.00 Average 800–900 kids in swim lessons Program transfer for trailblazers summer camp
204-46-46730-450 ADVERTISING/PROMOTIONS	\$ 2,000	Provide marking opportunities for local businesses; promote/advertise in locker rooms and exit doors. \$100 for 2 signs (men’s/women’s locker rooms) for 1 pool season. Also provide for no more than 16 signs on the pool deck – \$250 per sign

POOL EXPENDITURES

ACCOUNT	AMOUNT	DESCRIPTION
204-55-55420-110 ADMINISTRATIVE SALARIES	\$ 67,809	25% of Park and Recreation Director Salary 50% of Aquatic Director/Rec Supervisor 30% of Administrative Assistant 15% of Bldg. Grounds Maintenance 11% of After-School/Recreation Coordinator
204-55-55420-111 OTHER PERSONNEL SERVICES	\$ 3,800	Every other day cleaning crew. 2 staff * 2 hours *\$19/hr for 50 days <i>If cleaning crew is not found, hours will be filled by staff members who are 18+.</i>
204-55-55420-112 SHIFT DIFFERENTIAL	\$ -0-	<i>moved to part-time wages</i>
204-55-55420-118 WAGES, PART-TIME Swim Lessons	\$15,000	Swim Lesson Instructors (30) 1,150 Hours x \$13.00 = \$15,000 (2018 – 14,884.72)
204-55-55420-119 WAGES, PART-TIME	\$ 133,633/ \$131,238	Pool Staff Wages: Pool Manager (1) 560 Hours x 20/hr =\$11,200 Head Guards (3) (4) 1000 Hours x \$14.25 avg = \$14,000 1600 =22800 Lifeguards (50) 7,775 Hours x \$10.50 avg = \$81,637.5 Aquatic Attendant Staff (20) 2,600 Hours x \$9.25 avg = \$24,050 Aqua Fitness Instructors (3) 75 hours x \$30 avg =\$2,250 Pool Special Event attendant (4) 50 hours x \$10 avg=\$500
204-55-55420-120 OVERTIME	\$2,200	150 hours overtime allocated per child labor laws. Overtime worked in emergency situations by Parks Staff.
204-55-55420-130 FICA	\$ 16,849	Social Security at 7.65%.
204-55-55420-131 WISCONSIN RETIREMENT	\$ 4,834	Wisconsin Retirement at 6.8%
204-55-55420-132 LIFE AND DISABILITY INSURANCE	\$ 92	City share of premiums
204-55-55420-133 HEALTH INSURANCE	\$ 17,968	25% of Park and Recreation Director Salary 50% of Aquatic Director/Rec Supervisor 30% of Administrative Assistant 15% of Bldg. Grounds Maintenance 11% of After-School/Recreation Coordinator

ACCOUNT	AMOUNT	DESCRIPTION
204-55-55420-134 PROFESSIONAL DEVELOPMENT	\$4,500	Professional development for Director, Aquatic Director/Rec. Supervisor and DPW for pool operation trainings and management training. Includes funding for LGI certification of head lifeguards and recertification for Lifeguards.
204-55-55420-220 GAS AND ELECTRIC UTILITIES	\$ 21,000	Gas pool heater, gas shower heater, and electrical for all pool operations. Based on 2019 actual/projections
204-55-55420-221 TELEPHONE	\$ 250	Pool Facilities- emergency and business phone for pool office. Required by State Code.
204-55-55420-222 WATER AND SEWER UTILITIES	\$ 10,000	Water and sewer charges
204-55-55420-310 OFFICE SUPPLIES	\$ 2,500	General office supplies; swim passes – \$2000 Paper/printing/copies – \$250 Miscellaneous (pens, staples, tape, etc.) – \$249
204-55-55420-312 POSTAGE	\$ -0-	Postage for staff correspondence, mailing information to participants, etc.
204-55-55420-338 POOL OPERATING SUPPLIES	\$ 15,300	Supplies are used for pool operation. Based on current prices: First aid supplies – \$2,500 Janitorial supplies – \$2,500 Pool permits/inspections – \$1,300 Swim lesson supplies – \$500 Staff certifications/uniform – \$8,000 Friday funday - \$500
204-55-55420-339 CONCESSION EXPENSES	\$16,000	Includes gross expenses for pool's concession stand
204-55-55420-342 CASH OVER AND SHORT	\$ -0-	
204-55-55420-350 EQUIPMENT MAINT. AND REPAIR	\$ 24,000	Provides for routine maintenance, repair and replacement of items needed to operate the pool. Pool chemicals/water management – \$17,000
204-55-55420-351 BUILDING MAINT. AND REPAIR	\$ -0-	
204-55-55420-100 TRANSFER TO GENERAL FUND	\$ -0-	

PARK & RECREATION BOARD (Agenda Item 5B)

Meeting Date: September 10, 2019

AGENDA ITEM:

Park Naming Discussion/Recommendation – River Front Park

REQUESTED BY:

Parks & Recreation Director Jake Anderson

POLICY ANALYSIS STATEMENT:

Based on feedback from the Parks & Recreation Board at our August bike tour, we have reopened the process to solicit public input for the naming of the park and included a final four Finalist Definitions

Inland Park - (Park is on Inland Way Rd-Geographic)

Grand Crossing - (Reference to Native American description of location)

City Park - (Reference to the use as public park)

3rd Lake Crossing - (Historical reference to chain of lakes, with 3rd Lake being Lake Monona)

Director Anderson will have printed out suggestions that have come in via email or social media.

As of 9/6 we have received 254 votes with the majority suggesting Grand Crossing or Inland Park

As we near final completion, we would like to have a recommendation for Council to consider by our Grand Opening on October 6th.

FISCAL IMPACT:

Reviewed By City Administrator
_____ Yes _____ No

Action Taken: _____
Approval: _____
Disapproval: _____
Tabled: _____
Committee Meeting Date: _____

1 CITY OF MONONA

2
3 PARK AND FACILITY NAMING POLICY

4
5 I: Purpose

6
7 The purpose of the policy is to establish standard procedures and guidelines for the naming of public
8 parklands, park facilities or features within parks owned by the City of Monona.

9
10 This policy may not be consistent with existing names of City parks, park facilities, or features. No
11 suggestion is made or intended that existing names be changed. This policy is a basis for future
12 decisions.

13
14 II: Authorization

15
16 The naming of sites shall be the function of the Park and Recreation Director and the Park and
17 Recreation Board or a study group named by the Board. Through this group, diversity, balance and
18 creativity will be sought during adoption of names. These names will be recommended to the Monona
19 City Council for consideration

20
21
22 III: Objectives

- 23
24 A. Provide name identification for individual parks, park areas, or park facilities.
25 B. Provide criteria for citizen input into the process of naming parks, park areas, or facilities.
26 C. Insure that the naming of parks, park areas, or park facilities is controlled by the Monona City
27 Council through recommendations from the Parks and Recreation Board with advice from city
28 staff.

29
30 IV: Qualifying Names

31
32 Names submitted for consideration should provide some form of individual identity in relation to one or
33 more of the following:

- 34
35 A. The geographic location of the facility. This includes descriptive names.
36 B. An outstanding feature of the facility.
37 C. An adjoining subdivision, street, or natural feature.
38 D. A commonly recognized historical event, group, organization or individual (living or
39 deceased).
40 E. An individual, organization or corporation that contributed significantly to the acquisition or
41 development of the facility to be named. This can include either a deed or substantial
42 monetary contribution, or contribution toward acquisition and/or development of the park of
43 facility (typically not less than 50 percent of the value of the property or improvements).
44 F. Outstanding accomplishments by an individual for the good of the community. Quality of the
45 contribution should be considered along with the length of service by the individual – this to
46 be fully substantiated by the person making the recommendation.
47 G. An individual who provided an exceptional service in the interest of the park system as a
48 whole.
49 H. Contributions for the ongoing upkeep or maintenance of a park facility shall generally not
50 qualify for a name change. Rather, consideration may be given to indicate “Sponsored by
51 donor” on plaques, markers or memorials located in the park for as long as the donations

52 continue. The amount of the donation shall be significant, and reasonably proportionate to the
53 cost of that park's operation.
54

55
56 **V: Other Naming Alternatives**
57

- 58 A. Parks and facilities that are donated to the City can be named by deed restriction by the
59 donor. The naming and acceptance of land is subject to approval by the City Council.
60 Naming rights are not guaranteed if the donation of parkland is a dedication as required by
61 the City's subdivision ordinance (parkland dedication).
62 B. Facilities or features within a park can be named separately from the park and/or facility in
63 which they are located, subject to the general guidelines outlined in this policy.
64
65

66 **VI: Naming Process – Existing Un-named Facilities**
67
68

- 69 A. Individuals, groups and/or organizations interested in proposing a name for a park area,
70 facility or feature must do so in writing to the City Parks & Recreation Director, for
71 consideration by the Park and Recreation Board.
72 B. A written description of qualifications for the name being considered must be submitted. This
73 should include location of the facility, any outstanding features or the site, detailed
74 biographical information on an individual/organization being recommended for a name and a
75 narrative explaining the justification for the naming of the park, facility or feature. For
76 historically significant individuals, evidence of the person's contributions should be included.
77 C. When the naming proposal is in good order, the Park and Recreation Director will schedule
78 the proposal for a Park and Recreation Board meeting. The Park and Recreation Board will
79 conduct a public meeting on the request and allow 30 days following the public meeting for
80 public comment.
81 D. Following the 30 day comment period, naming proposals for a park, facility or features that
82 are recommended by the Park and Recreation Board will be forwarded to the Monona
83 Common Council for consideration.
84

85 **VII: Naming Process – New Facilities**
86

- 87 A. A temporary name will be designated by city staff for identification during acquisition and/or
88 development of a new park area or facility.
89 B. Individuals, group and/or organization may suggest names for the park.
90 C. The Park and Recreation Board will appoint a study group to make a name recommendation.
91 This group may choose from a variety of means to select a name (citizen contests,
92 recommendations from previous owners, historical review of the site, etc.) but in all cases,
93 citizen involvement is encouraged.
94 D. A written description of qualifications for the name being considered must be submitted at this
95 time. This should include location of the facility, any outstanding features or the site, detailed
96 biographical information on an individual/organization being recommended for a name and a
97 narrative explaining the justification for the naming of the park, facility or feature. For
98 historically significant individuals, evidence of the person's contributions should be included.
99 E. When the naming proposal is in good order, the Park and Recreation Director will schedule
100 the proposal for a Park and Recreation Board meeting. The Park and Recreation Board will
101 conduct a public meeting on the request and allow 30 days following the public meeting for
102 public comment.

- 103 F. Following the 30 day comment period, naming proposals for a park, facility or features that
104 are recommended by the Park and Recreation Board will be forwarded to the Monona
105 Common Council for consideration.
106

107 **VIII: Park Renaming**
108

109 The renaming of parks and facilities will be is strongly discouraged. Critical examination will be
110 conducted to insure that renaming the park will not diminish the original justification for the name or the
111 prior contributors. Renaming will follow the same procedures as “Naming Process – New Facilities, and
112 must also be accompanied by a petition containing the signatures of qualified electors equal to at least
113 25% of the vote cast for the office of President of the United States at the last presidential election
114

- 115 A. Only parks and facilities named for geographic location, outstanding feature or subdivision
116 should be considered for renaming. Parks that have been named by deed restriction shall not
117 be considered for renaming.
118 B. Parks and facilities named for individuals or organizations may be considered for renaming if
119 continued use of their name would not be in the best interest of the City of Monona, as
120 determined by the City Council. The City Council may also waive the requirement for a
121 petition of 25% of the electors in such a park renaming proposal.
122

123
124 **IX: Plaques, Markers, and Memorials**
125

126 The Park and Recreation Board, or its designee must approve any plaques, markers, or memorials. All
127 parties involved must agree upon a written maintenance agreement for each plaque/marker/memorial
128 before they are installed.
129

130 All memorials must be designated to blend with and compliment the existing Parks and Recreation
131 Department signs, plaques, markers, and memorials.
132

133 Requests for Plaques, Marker, and memorials will follow the same procedures as “Naming Process –
134 Unnamed Facilities.
135

136 Plaques, makers and memorials may be removed at the discretion of the City of Monona if the
137 maintenance or appearances do not meet the Park and Recreation Department’s then existing
138 standards.