



# City of Appleton

100 North Appleton Street  
Appleton, WI 54911-4799  
[www.appleton.org](http://www.appleton.org)

## Meeting Agenda - Final Parks and Recreation Committee

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Monday, November 20, 2017

6:30 PM

Council Chambers, 6th Floor

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1. Call meeting to order

2. Roll call of membership

3. Approval of minutes from previous meeting

[17-1857](#) Minutes of the November 15, 2017 Special Parks & Recreation Committee Meeting

**Attachments:** [Minutes of the 11-15-17 Special P & R Meeting.pdf](#)

4. **Public Hearings/Appearances**

5. **Action Items**

[17-1728](#) Action Item: Approve J Restaurant Patio Premise to Lease Space in Vulcan Heritage Park for 2018-2020

**Attachments:** [2017 Supple Lease Renewal.doc](#)

[17-1855](#) Action Item: Approve Bazil's Pub and Provisions Request to Lease Space in Houdini Plaza for 2018-2022

**Attachments:** [2017 Bazils Lease Renewal.doc](#)

[17-1750](#) Request Approval of the Proposed 2018 Reid Golf Course Rates and Policy

**Attachments:** [2018 Golf Rates Memo.doc](#)  
[2018 Golf Rates Policy-Redline.pdf](#)  
[2018 Golf Rates Policy-Draft.doc](#)

[17-1852](#) Action: Request Approval of Aquatics Special Event Policy

**Attachments:** [2017 Pool Special Event Policy.doc](#)  
[Aquatic Special Event Policy \(11-20-17\).docx](#)

**6. Information Items**[17-1749](#)**Director's Report**

- > Erb Park and Pool Project
- > Miscellaneous Park Projects

[17-1751](#)

Reid Golf Course Participation, Expense & Revenue Report Through October, 2017

**Attachments:** [Reid 2017.10 Revenue Expense Report.pdf](#)

**7. Adjournment**

*Notice is hereby given that a quorum of the Common Council may be present during this meeting, although no Council action will be taken.*

*Reasonable Accommodations for Persons with Disabilities will be made upon Request and if Feasible.*

*For questions on the agenda, contact the Parks, Recreation & Facilities Management Department at 920.832.5514.*



# City of Appleton

100 North Appleton Street  
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## Meeting Minutes - Final Parks and Recreation Committee

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Wednesday, November 15, 2017

6:45 PM

Council Chambers, 6th Floor

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### SPECIAL

1. Call meeting to order

*The meeting was called to order at 6:45 p.m.*

2. Roll call of membership

**Others:** Dean Gazza, Director-Parks, Recreation & Facilities Management  
Department; Attorney Chris Behrens-Legal Services Department

**Present:** 5 - Martin, Spears, Dvorachek, Reed and Siebers

3. Approval of minutes from previous meeting

[17-1727](#)

Minutes of the October 23, 2017 Parks & Recreation Committee Meeting

**Attachments:** [Minutes of the 10-23-17 P & R Meeting \(11-06-17\).pdf](#)

**Aldersperson Siebers moved, seconded by Aldersperson Dvorachek, that the Minutes of the October 23, 2017 Parks & Recreation Committee be approved. Roll Call. Motion carried by the following vote:**

**Aye:** 5 - Martin, Spears, Dvorachek, Reed and Siebers

4. Public Hearings/Appealances

None

5. Action Items

[17-1854](#)

Approve purchase of 1434 E. Northland Ave for \$140,000 and 1424 E. Northland Ave for \$100,000

**Aldersperson Reed moved, seconded by Aldersperson Siebers, that the Report Action Item be recommended for approval. Roll Call. Motion carried by the following vote:**

**Aye:** 5 - Martin, Spears, Dvorachek, Reed and Siebers

**6. Information Items**

**None**

**7. Adjournment**

*The meeting was adjourned at 6:50 p.m.*

**Aldersperson Spears moved, seconded by Aldersperson Dvorachek, that the meeting be adjourned. Roll Call. Motion carried by the following vote:**

**Aye:** 5 - Martin, Spears, Dvorachek, Reed and Siebers



*"...meeting community needs...enhancing quality of life."*

**PARKS, RECREATION & FACILITIES  
MANAGEMENT**

**Dean R. Gazza, Director**

1819 East Witzke Boulevard  
Appleton, Wisconsin 54911-8401  
(920) 832-5572 FAX (920) 993-3103  
Email - [dean.gazza@appleton.org](mailto:dean.gazza@appleton.org)

TO: Parks & Recreation Committee

FROM: Dean R. Gazza, Director of Parks, Recreation and Facilities Management

DATE: 11/6/2017

RE: Action Item: Approve J Restaurant Patio Premise to Lease Space in Vulcan Heritage Park for 2018–2020.

In 2006, the City of Appleton executed a three-year agreement with the Supple Restaurant Group for the use of the patio area at Vulcan Heritage Park. The agreement was renewed for additional three-year terms in 2009, 2012 and 2015. The 2015 agreement expired in October, 2017 and the Supple Restaurant Group has requested renewal of the agreement for use of the Vulcan Heritage Park patio for another three years.

The following identifies the basic components of an agreement reached with the Supple Restaurant Group based on the previous agreements:

- The Supple Restaurant Group will lease the patio area immediately west of Fratello's Riverfront Restaurant for a three-year period, 2018 – 2020.
- The Supple Restaurant Group will lease the area beginning April 1 and ending the last Sunday of October.
- Annual compensation for the lease will be as follows:
  - 2018 - \$3,075 per year.
  - 2019 - \$3,150 per year.
  - 2020 - \$3,225 per year.
- Food and beverage service will be limited to the "patio" area of the leased area only.
- The Supple Restaurant Group will provide food and beverage service that meets all applicable licenses and permits.
- The Supple Restaurant Group will provide trained wait staff during all food service hours.
- The Supple Restaurant Group will allow the general public to use the patio area during regular serving hours.

- The service of the food and beverage will be from 11:00 A.M. to 11:00 P.M. Extension of these hours may be granted by written permission from the Parks, Recreation and Facilities Management Department for special events.
- The Supple Restaurant Group will provide all furniture for the patio. The furniture theme shall be consistent with the current park amenities.
- The Supple Restaurant Group will be solely responsible for the furniture.
- The Supple Restaurant Group will maintain the area immediately surrounding the patio on a daily basis. Immediate surrounding area shall include parking lot, walkways, planters, turf areas, etc. on a daily basis. Maintenance activities shall include waste and litter disposal, walkway cleaning, general site inspection, and daily plant care consistent with standards established by the Parks, Recreation and Facilities Management Department.
- Either party has fifteen (15) days from written notice to correct a violation of the agreement. If the violation is not corrected after fifteen (15) days, either party shall have the right to terminate the agreement.
- All signs shall meet applicable zoning ordinances and cannot promote alcohol and tobacco or contain morally questionable or overly suggestive themes.

The 2015-2017 agreement with the Supple Restaurant Group included annual payments of \$3,000 to the City of Appleton. The proposed 2018-2020 lease agreement includes an increase in the annual payments to \$3,075 and increases \$75.00 each of the following two years.

This request will appear on the Parks and Recreation Committee agenda as an action item on Monday, November 6, 2017.

This lease has been mutually beneficial. The Supple's, in addition to their lease payment, continue to work with the City to continually improve the space and assist with outdoor maintenance tasks. We have found this partnership very positive.

Please contact me at 832-5572 or [dean.gazza@appleton.org](mailto:dean.gazza@appleton.org) with any questions or concerns.



*"...meeting community needs...enhancing quality of life."*

**PARKS, RECREATION & FACILITIES  
MANAGEMENT**

**Dean R. Gazza, Director**

1819 East Witzke Boulevard  
Appleton, Wisconsin 54911-8401  
(920) 832-5572 FAX (920) 993-3103  
Email - [dean.gazza@appleton.org](mailto:dean.gazza@appleton.org)

TO: Parks & Recreation Committee

FROM: Dean R. Gazza, Director of Parks, Recreation and Facilities Management

DATE: 11/20/2017

RE: Action Item: Approve Basil's Pub and Provisions Request to Lease Space in Houdini Plaza for 2018–2022.

In 2005, the Parks and Recreation Committee and City Council approved a lease agreement with Mark Behnke, owner of Basil's Pub and Provisions, to use space in Houdini Plaza for an outdoor seating/serving area. The most recent lease expires on December 31, 2017. Mr. Behnke is requesting to continue this lease for another five year period.

The new lease will be: \$4,100 (2018), \$4,200 (2019), \$4,300 (2020), \$4,400 (2021) and \$4,500 (2022).

Major components of this lease include:

- Food and beverage service shall be limited to the Leased Premise only between 11:00 A.M. and 12:00 A.M. Monday thru Friday and Sunday; and, between 9:00 A.M. and 12:00 a.m. Saturday.
- Basil's Pub and Provisions will provide food and beverage service that meets all applicable licenses and permits.
- Basil's Pub and Provisions will obtain all applicable licenses and approvals for the service of food and beverage in the leased area.
- Basil's Pub and Provisions will provide trained wait staff during all food service hours.
- Basil's Pub and Provisions will provide all furniture for the leased area.
- Basil's Pub and Provisions will be solely responsible for the furniture.
- Basil's Pub and Provisions will provide the fencing necessary to separate the leased area from the remainder of Houdini Plaza.
- Basil's Pub and Provisions will maintain the leased area on a daily basis.
- Basil's Pub and Provisions will address daily maintenance issues in Houdini Plaza directly related to the activities related to the leased area. Maintenance issues shall include, but are not limited to, waste and litter disposal, walkway cleaning, and general site inspection consistent with standards established by the Parks, Recreation and Facilities Management Department.

In addition to additional revenue for the Parks, Recreation and Facilities Management Department, Mr. Behnke has met the requirements of this lease and we experienced no significant issues over these last five years. He has been a great partner in helping us monitor and maintain this area of the plaza. I therefore recommend the renewal of this lease.

Please feel free to contact me at 832-5572 with any questions, or by email at [dean.gazza@appleton.org](mailto:dean.gazza@appleton.org).





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**PARKS, RECREATION & FACILITIES  
MANAGEMENT**

1819 E. Witzke Boulevard  
Appleton, Wisconsin 54911-8401  
(920) 832-3915 FAX (920) 993-3103  
[tom.flick@appleton.org](mailto:tom.flick@appleton.org)

## Memorandum

**To:** Parks and Recreation Committee  
**From:** Tom Flick, Parks, Recreation and Facilities Management Department  
**Date:** November 6, 2017  
**Re:** Proposed 2018 Golf Rates

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Attached is the proposed 2018 Reid Golf Course Rates Policy that outlines the daily fees and pass rates for 2018. The 2018 Reid Golf Course Rates Policy is consistent with the policy adopted by the Committee and Council for 2017, with some minor adjustments in fees and the administration of passes.

The proposed rates show sales tax included along with net increases and decreases. The policy includes the addition of a Junior Associate Pass, reduction in the Adult Annual Pass and Weekend 9-Hole Green Fee, and an increase in the Senior Annual Pass.

The proposed 2018 Reid Golf Course Rate Policy includes an incentive for golfers to purchase a 2019 pass in the fall of 2018 and be able to use the pass for the remainder of 2018 and the entire 2019 golf season. The policy continues to include a Discount Card that provides a 15% discount on daily fees.

The proposed 2018 Reid Golf Course Rates Policy will be presented to the Parks and Recreation Committee as an action item on Monday, November 6, 2017. This policy is being presented for approval at this time to begin planning for the 2018 season.

Please feel free to contact me at (920) 832-3915 or [tom.flick@appleton.org](mailto:tom.flick@appleton.org) if you need additional information or have questions.



CITY OF APPLETON POLICY		TITLE: 201 <del>8</del> 7 REID GOLF COURSE RATES POLICY
ISSUE DATE: Day of Council Adoption	LAST UPDATE: December 2008, October 2009, December 2010, December 2011, September 2012, September 2013, August 2014 October 2015, <del>November 2016</del>	TEXT NAME: <del>K:\Parks\Administration\Policies\Golf Policies-2008-2010\Golf Rates-2010 J:\Department\Administration\Policies\ Golf Course</del>
POLICY SOURCE: Parks and Recreation Department		TOTAL PAGES: <del>53</del>
Reviewed by Attorney's Office Date:	Parks and Recreation Committee Approval Date: <del>November 21,</del> <del>2016</del>	Council Approval Date:

#### **I. PURPOSE:**

The Appleton Parks, Recreation and Facilities Management Department operates Reid Golf Course to maintain open space and provide for the recreational needs of the Community. The adoption of the rates outlined in this policy provides additional recreational opportunities to the members of the public. In addition, these rates shall provide revenues to meet operational, administrative and debt service expenses. The policy also contains procedures regarding refunds and coupon/pass upgrades that will provide additional golf opportunities, secure additional revenues for the City of Appleton and increase customer satisfaction.

#### **II. POLICY:**

It is the policy of the City of Appleton to establish daily green fees, discount cards and annual pass rates to meet changing community and participant interests and secure revenues to meet operational, administrative and debt service needs of the golf course. All daily green fees, discount cards and annual pass rates shall be established by the Parks, Recreation and Facilities Management Department and presented to the Parks and Recreation Committee and Council for annual review and adoption. Special and/or seasonal rates shall be established by the Parks, Recreation and Facilities Management Department to address current market conditions, changing competition, local and national trends, seasonal opportunities, golf course conditions, etc.

#### **III. DEFINITIONS:**

1. Discount Card – Provides discounts on specifically identified rates/services/products
2. Weekday – Monday through Friday
3. Weekend – Saturday, Sunday and holidays
4. Dependent - Child age 18 and under, for family passes only
5. Junior – Age 18 and under
6. ~~Junior Associate – Age 19 to 24 Traditional College Student – Student must provide valid college/university identification and be 24 years of age or younger.~~
7. Associate – Age ~~25~~19 to 40

8. Adult – Age 41 to 61
9. Senior – Age 62 and up
10. Family – All persons currently residing at the same address who are directly related (mother, father, son, daughter), or are foster children. Families are limited to two adults and the dependents and/or foster children.
11. Guest Round – A free round of golf provided to a guest of Annual pass holder.
12. New Pass Holder – individual and/or family who have not purchased an annual pass the previous year.
13. Business Pass – Pass purchased by businesses and companies for use by employees, business guests, etc. The Business Pass includes a foursome for one tee time and two carts per day.

#### **IV. DISCUSSION:**

1. Weekday daily fees will be charged Monday through Friday, except holidays.
2. Weekend daily fees will be charged Saturdays, Sundays and all holidays.
- ~~3. The cost of an additional nine holes will be the difference between the 9 hole and the 18 hole rate after the completion of 9 holes.~~
- ~~4.3.~~ A Weekday Pass:
  - a. Is available for 9-hole or 18-hole play.
  - b. Can be used anytime Monday through Thursday and Fridays from 6:00 am to 11:00 am.
  - c. Can be used for league play Monday through Friday.
  - d. Cannot be used for tournaments, outings and/or special events.
- ~~5.4.~~ An Associate, Junior Associate, Adult, and Family Annual Pass:
  - a. Is available for 9-hole or 18-hole play.
  - b. Can be used anytime Monday through Sunday and holidays based on availability.
  - c. Can be used for league play Monday through Friday.
  - d. Can be used for tournaments, outings and/or special events.
- ~~6.5.~~ A Junior Annual Pass:
  - a. Is available for 9-hole or 18-hole play.
  - b. Can be used anytime Monday through Thursday and Fridays from 6:00 am – 3:00 pm and Friday Twilight.
  - c. Can be used Saturdays, Sundays and holidays after 2:00 PM
  - d. Can be used for tournaments, outings and special events.
- ~~7.6.~~ A ~~Junior Traditional College Student~~ Summer Pass:
  - a. Is available for 9 or 18 hole play.
  - b. Can be used from Memorial Day to Labor Day only. (May ~~28~~<sup>29</sup> to September ~~34~~<sup>30</sup>, 201~~8~~<sup>7</sup>)
  - c. Can be used Monday through Friday from 6:00 am to 3:00 pm.
  - d. Can be used Saturdays, Sundays and holidays after 2:00 PM.
  - e. Cannot be used for tournaments, outings, and/or special events.
- ~~8.7.~~ A New Pass Holder (Weekday or Annual) can purchase a 201~~8~~<sup>7</sup> pass at the end of 201~~8~~<sup>6</sup> and the pass can be used for the remainder of the 201~~8~~<sup>6</sup> golf season and the entire 201~~8~~<sup>7</sup> golf season. The use of the Weekday and/or Annual Pass for the remainder of the 201~~8~~<sup>6</sup> golf season will be consistent with #4, #5 and #6 above.
- ~~9.8.~~ The Discount Card ~~are available for Adults, Seniors, Juniors and College students:~~
  - a. Provides a 15% discount on all regular green fees.
  - b. Cannot be used for tournaments, outings and/or special events.

- ~~10.9.~~ Discount Cards, Special, Weekday and Annual Passes cannot be transferred to another individual.
- ~~11.10.~~ The Family Annual Pass provides the benefits listed in #5 above to the pass holder and family members. An adult family member must accompany a minor child/children when a Family Annual Pass is used.
- ~~12.11.~~ The Business Pass allows the company and/or business to schedule one (1) foursome for one tee time per day during the golf season and also includes two (2) carts. The company and/or business must schedule the tee time for the foursome with the Pro Shop office at least 24 hours before the tee time by the designated business representative(s). The Business Pass cannot be used for league play, outings and tournaments.
- ~~13.12.~~ The Guest Rounds provided to annual pass holders can only be used when the guest is accompanied by the pass holder. Junior guest passes are only redeemable for juniors.
- ~~14.13.~~ The Guest Rounds are good for either 9-hole or 18-hole rounds. All guest passes are redeemable based on which golf pass was purchased, annual vs. weekday. Monday through Friday.
- ~~15.14.~~ All Discount Cards, Coupon Books, Weekday and Annual Passes expire at the end of the season for which they were purchased.
- ~~16.15.~~ Twilight rates allow for unlimited play from the established start time until the course closes.
- ~~17.16.~~ There will be no refunds issued for passes or discount cards. Exceptions may be granted in hardship cases by the Parks and Recreation Committee and City Council.

**REID GOLF COURSE – 2018 Fees**

Daily Fees	2014 Fees	2015 Fees Plus Tax	2016 Fees Tax Included	2017 Fees Tax Included	2018	Net Change
<b>WEEKDAY DAILY FEES</b>	<b>2014</b>	<b>2015</b>	<b>2016</b>	<b>2017</b>	<b>2018</b>	<b>Net</b>
Adult 9	\$16.00	\$16.00	\$17.00	\$17.00	<u>\$17.00</u>	\$0
Adult 18	\$26.50	\$26.50	\$28.00	\$28.00	<u>\$28.00</u>	\$0
Senior 9	\$14.00	\$14.00	\$15.00	\$15.00	<u>\$15.00</u>	\$0
Senior 18	\$23.00	\$23.00	\$24.00	\$24.00	<u>\$24.00</u>	\$0
Junior with restrictions 18 & Under M-F 7-3 Sat & Sun 2-close	-	-	\$10.00	\$10.00	<u>\$10.00</u>	\$0
Additional 9 (Adult)	<u>\$10.50</u>	<u>\$10.50</u>	<u>\$11.00</u>	<u>\$11.00</u>		\$0
Additional 9 (Jr./Sr.)	<u>\$8.50</u>	<u>\$8.50</u>	<u>\$9.00</u>	<u>\$9.00</u>		\$0
<b>WEEKEND DAILY FEES</b>						
Adult/Junior/Senior 9	\$18.50	\$18.50	\$19.50	\$19.50	<u>\$19.00</u>	<del>(\$1.50)</del> \$0
Adult/Junior/Senior 18	\$29.50	\$29.50	\$31.00	\$31.00	<u>\$31.00</u>	\$0
Additional 9 Weekend	<u>\$11.00</u>	<u>\$11.00</u>	<u>\$11.50</u>	<u>\$11.50</u>		\$0
<b>REPLAY RATES</b>						
Walking	-	-	\$15.00	\$15.00	<u>\$15.00</u>	\$0
Riding	-	-	\$25.00	\$25.00	<u>\$25.00</u>	\$0
<b>TWILIGHT (unlimited golf)</b>						
Walking	\$9.00	\$9.00	\$9.50	\$11.00	<u>\$11.00</u>	<del>\$1.50</del>
Riding	-	\$17.00	\$18.50	\$22.00	<u>\$22.00</u>	<del>\$3.50</del>
<b>SUPER TWILIGHT Fri, Sat &amp; Sun 3-5</b>						
9 Holes – walking	-	-	\$15.00	\$15.00	<u>\$15.00</u>	\$0
18 Holes – walking	-	-	\$24.00	\$24.00	<u>\$24.00</u>	\$0
<b>One-Time Purchase Passes, Cards, etc.</b>			<b>5% Sales Tax Not Included</b>	<b>Advertised 5% Sales Tax Included</b>		
<b>DISCOUNT CARDS</b>						
Juniors /College Students	<u>\$15.00</u>	<u>\$15.00</u>	<u>\$15.00</u>	<u>\$15.75</u>		\$0
Adults/Seniors	<u>\$30.00</u>	<u>\$30.00</u>	<u>\$30.00</u>	<u>\$31.50</u>	<u>\$31.50</u>	\$0
<b>SPECIALS</b>						
Junior /College Summer Pass	\$200	\$175	\$150	\$150.00	<u>\$150.00</u>	<del>\$0(\$7.14)</del>
<b>WEEKDAY PASSES (Monday-Friday Only)</b>						
Junior	<u>\$250</u>	<u>\$225</u>	<u>\$175</u>	<u>\$175.00</u>		<del>(\$8.33)</del>
Adult	\$775	\$775	\$775	\$815	<u>\$815</u>	<del>\$01.25</del>
Senior	\$625	\$625	\$625	\$660	<u>\$660</u>	<del>\$03.75</del>
<b>ANNUAL PASSES</b>						
Junior	\$325	\$300	\$200	\$200	<u>\$200</u>	<del>\$0(\$9.52)</del>
Junior Associate	-	-	-	-	<u>\$350</u>	-
Associate	\$700	\$700	\$700	\$735	<u>\$735</u>	\$0
Adult	\$1050	\$1050	\$1050	\$1105	<u>\$1050</u>	<del>(\$65)\$2.50</del>
Senior	\$750	\$750	\$750	\$790	<u>\$800</u>	<del>\$102.50</del>
Family	\$1100	\$1100	\$1100	\$1155	<u>\$1155</u>	\$0
Business	\$2500	\$2500	\$2500	\$2625	<u>\$2625</u>	\$0

**Returning Pass Holder Loyalties**

**2012 Pass Sales**      \*      \$25 discount if purchased before April 1  
                             \*\*      \$50 discount if purchased before April 1  
                             \*\*\*      \$100 discount if purchased before April 1  
                             \*\*\*\*      \$150 discount if purchased before April 1

**2014 Pass Sales**      2013 pass holders received a \$100 discount on a 2014 pass.

**2015 Pass Sales** - New Pass Holders-Purchase 2015 pass in 2014. Good for remainder of 2014 and all of 2015

- Returning Pass Holders from 2014 – Purchase 2015 pass before March 15 and receive three (3) guest passes. Guest pass is good anytime for a 9 hole or 18-hole round.

**2016 Pass Sales** – Same as 2015 promotions

-Sales tax included on all green fees

**2017 Pass Sales**

-Purchase pass in 2016 and play remainder of year with next years pass

-Returning Pass Holders receive 3 free guest passes

-5% off 2 passes, 10% off 3 passes in March

**2018 Pass Sales**

-Returning Pass Holders receive 3 free guest passes and 3 free drink tickets associated with guest passes

-Pass Holders receive packet including merchandise coupons and yardage book

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<b>CITY OF APPLETON POLICY</b>		<b>TITLE: 2018 REID GOLF COURSE RATES POLICY</b>
<b>ISSUE DATE:</b> Day of Council Adoption	<b>LAST UPDATE:</b> December 2008, October 2009, December 2010, December 2011, September 2012, September 2013, August 2014 October 2015, November 2016	<b>TEXT NAME:</b> J:\Department\Administration\Policies\ Golf Course
<b>POLICY SOURCE:</b> Parks and Recreation Department		<b>TOTAL PAGES: 4</b>
<b>Reviewed by Attorney's Office Date:</b>	<b>Parks and Recreation Committee Approval Date:</b>	<b>Council Approval Date:</b>

### **I. PURPOSE:**

The Appleton Parks, Recreation and Facilities Management Department operates Reid Golf Course to maintain open space and provide for the recreational needs of the Community. The adoption of the rates outlined in this policy provides additional recreational opportunities to the members of the public. In addition, these rates shall provide revenues to meet operational, administrative and debt service expenses. The policy also contains procedures regarding refunds and coupon/pass upgrades that will provide additional golf opportunities, secure additional revenues for the City of Appleton and increase customer satisfaction.

### **II. POLICY:**

It is the policy of the City of Appleton to establish daily green fees, discount cards and annual pass rates to meet changing community and participant interests and secure revenues to meet operational, administrative and debt service needs of the golf course. All daily green fees, discount cards and annual pass rates shall be established by the Parks, Recreation and Facilities Management Department and presented to the Parks and Recreation Committee and Council for annual review and adoption. Special and/or seasonal rates shall be established by the Parks, Recreation and Facilities Management Department to address current market conditions, changing competition, local and national trends, seasonal opportunities, golf course conditions, etc.

### **III. DEFINITIONS:**

1. Discount Card – Provides discounts on specifically identified rates/services/products
2. Weekday – Monday through Friday
3. Weekend – Saturday, Sunday and holidays
4. Dependent - Child age 18 and under, for family passes only
5. Junior – Age 18 and under
6. Junior Associate – Age 19 to 24
7. Associate – Age 25 to 40
8. Adult – Age 41 to 61
9. Senior – Age 62 and up



10. Family – All persons currently residing at the same address who are directly related (mother, father, son, daughter), or are foster children. Families are limited to two adults and the dependents and/or foster children.
11. Guest Round – A free round of golf provided to a guest of Annual pass holder.
12. New Pass Holder – individual and/or family who have not purchased an annual pass the previous year.
13. Business Pass – Pass purchased by businesses and companies for use by employees, business guests, etc. The Business Pass includes a foursome for one tee time and two carts per day.

#### **IV. DISCUSSION:**

1. Weekday daily fees will be charged Monday through Friday, except holidays.
2. Weekend daily fees will be charged Saturdays, Sundays and all holidays.
3. A Weekday Pass:
  - a. Is available for 9-hole or 18-hole play.
  - b. Can be used anytime Monday through Thursday and Fridays from 6:00 am to 11:00 am.
  - c. Can be used for league play Monday through Friday.
  - d. Cannot be used for tournaments, outings and/or special events.
4. An Associate, Junior Associate, Adult, and Family Annual Pass:
  - a. Is available for 9-hole or 18-hole play.
  - b. Can be used anytime Monday through Sunday and holidays based on availability.
  - c. Can be used for league play Monday through Friday.
  - d. Can be used for tournaments, outings and/or special events.
5. A Junior Annual Pass:
  - a. Is available for 9-hole or 18-hole play.
  - b. Can be used anytime Monday through Thursday and Fridays from 6:00 am – 3:00 pm and Friday Twilight.
  - c. Can be used Saturdays, Sundays and holidays after 2:00 PM
  - d. Can be used for tournaments, outings and special events.
6. A Junior Summer Pass:
  - a. Is available for 9 or 18 hole play.
  - b. Can be used from Memorial Day to Labor Day only. (May 28 to September 3, 2018)
  - c. Can be used Monday through Friday from 6:00 am to 3:00 pm.
  - d. Can be used Saturdays, Sundays and holidays after 2:00 PM.
  - e. Cannot be used for tournaments, outings, and/or special events.
7. A New Pass Holder (Weekday or Annual) can purchase a 2019 pass at the end of 2018 and the pass can be used for the remainder of the 2018 golf season and the entire 2019 golf season. The use of the Weekday and/or Annual Pass for the remainder of the 2018 golf season will be consistent with #4, #5 and #6 above.
8. The Discount Card is available:
  - a. Provides a 15% discount on all regular green fees.
  - b. Cannot be used for tournaments, outings and/or special events.
9. Discount Cards, Special, Weekday and Annual Passes cannot be transferred to another individual.

10. The Family Annual Pass provides the benefits listed in #5 above to the pass holder and family members. An adult family member must accompany a minor child/children when a Family Annual Pass is used.
11. The Business Pass allows the company and/or business to schedule one (1) foursome for one tee time per day during the golf season and also includes two (2) carts. The company and/or business must schedule the tee time for the foursome with the Pro Shop office at least 24 hours before the tee time by the designated business representative(s). The Business Pass cannot be used for league play, outings and tournaments.
12. The Guest Rounds provided to annual pass holders can only be used when the guest is accompanied by the pass holder. Junior guest passes are only redeemable for juniors.
13. The Guest Rounds are good for either 9-hole or 18-hole rounds. All guest passes are redeemable based on which golf pass was purchased, annual vs. weekday.
14. All Discount Cards, Coupon Books, Weekday and Annual Passes expire at the end of the season for which they were purchased.
15. Twilight rates allow for unlimited play from the established start time until the course closes.
16. There will be no refunds issued for passes or discount cards. Exceptions may be granted in hardship cases by the Parks and Recreation Committee and City Council.

### REID GOLF COURSE – 2018 Proposed Fees

<b>WEEKDAY DAILY FEES</b>	<b>2014</b>	<b>2015</b>	<b>2016</b>	<b>2017</b>	<b>2018</b>	<b>Net</b>
Adult 9	\$16.00	\$16.00	\$17.00	\$17.00	\$17.00	\$0
Adult 18	\$26.50	\$26.50	\$28.00	\$28.00	\$28.00	\$0
Senior 9	\$14.00	\$14.00	\$15.00	\$15.00	\$15.00	\$0
Senior 18	\$23.00	\$23.00	\$24.00	\$24.00	\$24.00	\$0
Junior w/ restrictions	-	-	\$10.00	\$10.00	\$10.00	\$0
<b>WEEKEND DAILY FEES</b>						
Adult/Junior/Senior 9	\$18.50	\$18.50	\$19.50	\$19.50	\$19.00	(\$ .50)
Adult/Junior/Senior 18	\$29.50	\$29.50	\$31.00	\$31.00	\$31.00	\$0
<b>REPLAY RATES</b>						
Walking	-	-	\$15.00	\$15.00	\$15.00	\$0
Riding	-	-	\$25.00	\$25.00	\$25.00	\$0
<b>TWILIGHT (unlimited golf)</b>						
Walking	\$9.00	\$9.00	\$9.50	\$11.00	\$11.00	\$0
Riding	-	\$17.00	\$18.50	\$22.00	\$22.00	\$0
<b>SUPER TWILIGHT Fri, Sat &amp; Sun 3-5</b>						
9 Holes – walking	-	-	\$15.00	\$15.00	\$15.00	\$0
18 Holes – walking	-	-	\$24.00	\$24.00	\$24.00	\$0
<b>DISCOUNT CARDS</b>						
Adults/Seniors	\$30.00	\$30.00	\$30.00	\$31.50	\$31.50	\$0
<b>SPECIALS</b>						
Junior Summer Pass	\$200	\$175	\$150	\$150	\$150	\$0
<b>WEEKDAY PASSES (Monday-Friday Only)</b>						
Junior	\$250	\$225	\$175	\$175	\$175	\$0
Adult	\$775	\$775	\$775	\$815	\$815	\$0
Senior	\$625	\$625	\$625	\$660	\$660	\$0
<b>ANNUAL PASSES</b>						
Junior	\$325	\$300	\$200	\$200	\$200	\$0
Junior Associate	-	-	-	-	\$350	-
Associate	\$700	\$700	\$700	\$735	\$735	\$0
Adult	\$1050	\$1050	\$1050	\$1105	\$1050	(\$65)
Senior	\$750	\$750	\$750	\$790	\$800	\$10
Family	\$1100	\$1100	\$1100	\$1155	\$1155	\$0
Business	\$2500	\$2500	\$2500	\$2625	\$2625	\$0

**\*\*Tax included on daily fees beginning in 2016 and Annual Passes in 2017\*\***

#### **Returning Pass Holder Loyalties**

**2014 Pass Sales** 2013 pass holders received a \$100 discount on a 2014 pass.

**2015 Pass Sales** - New Pass Holders-Purchase 2015 pass in 2014. Good for remainder of 2014 and all of 2015

- Returning Pass Holders from 2014 – Purchase 2015 pass before March 15 and receive three (3) guest passes. Guest pass is good anytime for a 9 hole or 18-hole round.

**2016 Pass Sales** – Same as 2015 promotions

-Sales tax included on all green fees

#### **2017 Pass Sales**

-Purchase pass in 2016 and play remainder of year with next years pass

-Returning Pass Holders receive 3 free guest passes

-5% off 2 passes, 10% off 3 passes in March

#### **2018 Pass Sales**

-Returning Pass Holders receive 3 free guest passes and 3 free drink tickets.

-Pass Holders receive packet including merchandise coupons and yardage book.



*"...meeting community needs...enhancing quality of life."*

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**PARKS, RECREATION & FACILITIES  
MANAGEMENT**

**Dean R. Gazza, Director**

1819 East Witzke Boulevard

Appleton, Wisconsin 54911-8401

(920) 832-5572 FAX (920) 993-3103

Email - [dean.gazza@appleton.org](mailto:dean.gazza@appleton.org)

**To:** Parks and Recreation Committee

**From:** Dean R. Gazza, Director of Parks, Recreation and Facilities Management

**Date:** November 20, 2017

**Re:** Action: Request Approval of the Aquatic Special Event Policy

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Please find attached the proposed policy for Aquatic Special Events.

Currently there is not an approved policy to administer the requests to use Mead and Erb Pools for Special Events. The purpose of this policy is to provide a procedure to equitably regulate space and administer user fees for Special Events at Mead and Erb pools. With the opening of the new Erb Pool, requests have been received to use the facility on multiple weekends and we anticipate more requests. Traditionally, Erb Pool was used for swim meets on two weekends throughout the summer and no requests to use Mead Pool.

The proposed policy regulates rental of pool facilities for Special Events to a maximum of two full day/weekend events and two half-day Special Events. Rental fees include the costs for lifeguards and management staff, City staff set up and take down, miscellaneous supplies, utilities and chemicals, and recovery of lost revenue.

Please feel free to contact me at 832-5572 with any questions, or by email at [dean.gazza@appleton.org](mailto:dean.gazza@appleton.org).

<b>CITY OF APPLETON POLICY</b>		<b>TITLE: AQUATIC SPECIAL EVENT POLICY</b>
ISSUE DATE: Day of Council Adoption	LAST UPDATE: October 31, 2017	TEXT NAME: J:\Recreation\Administration\ Policies\Aquatic Policies
POLICY SOURCE: Appleton Parks, Recreation & Facilities Management Department	AUDIENCE: The Public and Employees	TOTAL PAGES: 7
Reviewed by Legal Services Date: November 8, 2017	Parks and Recreation Committee Approval Date:	Council Approval Date:

## I. PURPOSE

The purpose of this policy is to provide a procedure to equitably regulate space and administer user fees for special events which occur at city owned pool facilities by private and/or non-profit groups or organizations other than the City of Appleton.

## II. POLICY

It is the policy of the city of Appleton to allow for the city's pool facilities to be rented pursuant to the terms of this policy.

## III. DISCUSSION

It is recognized that special events of all sizes often bring benefits to the community. At the same time, the City must have sufficient notice prior to a special event so that the City can evaluate the potential impact the event might have on resources of City departments, City owned properties and facilities, and ultimately on the public. Because events have unique characteristics with different potential impacts on City services, the issuance of a license is considered on a case-by-case basis and in accordance with this policy.

For licensing purposes there are three categories of special events: (i) Small Events, which are events with an anticipated attendance of under 1,000 people, (ii) Large Events, which are events with an anticipated attendance of between 1,000 and 5,000 people, and (iii) Significant Events, which are events with an anticipated attendance of over 5,000 people. Events may take place on one day or for multiple days.

The event category plus the number of days the event will occur will determine (i) the fee for the event, (ii) the license application deadline, and (iii) any other minimum resources required for the event.

#### IV. DEFINITIONS

***Anticipated attendance*** means an objective estimate made by an applicant of the total number of people who will attend a special event.

***Applicant*** means the person applying for the special event license.

***Days*** means calendar days.

***Event category*** means the size of the event, either a Small Event, Large Event or Significant Event.

***Large Event*** means a special event with an anticipated attendance of between 1,000 and 5,000 people.

***License*** means the license issued by the City Clerk to the applicant for the special event.

***Multiple day event*** means a special event that occurs on more than one day, where the days are consecutive or at a consistent interval (e.g., an event occurring on a consecutive Saturday and Sunday or an event occurring every other Tuesday), at the same start and end time and at the same location. One special event license will be issued for a multiple day event.

***Normal and ordinary use*** means the way City owned property should normally and ordinarily be used, as established by the department that of jurisdiction (e.g., a ball diamond complex's normal and ordinary use is for baseball/softball games, a public streets normal and ordinary use is for vehicular traffic, a sidewalks normal and ordinary use is for pedestrian use). Whether an event is considered within the normal and ordinary use of the property is determined by the City department that maintains jurisdiction over the property.

***Significant event*** means a special event with an anticipated attendance of over 5,000 people.

***Single day event*** means a special event that does not meet the definition of a multiple day event.

***Small event*** means a special event with an anticipated attendance of under 1,000 people.

Special event or event means any planned occurrence in the public right-of-way or on public property including, but not limited to, parades, gatherings, festivals and athletic events, which are not within the normal and ordinary use of that place or which, by the nature of the event, may have a greater impact on City services or resources than would have occurred had the event not taken place. Whether the event is considered within the normal and ordinary use of the public facility or property shall be determined by the City department that maintains jurisdiction over the property. A special event may be a single day event or a multiple day event. Special Event License Application Form or application means the application available from the City Clerk that must be approved by the City Clerk on the recommendation of the Special Events Committee in order to obtain a license to hold a special event. Special Events Committee or Committee means the committee comprised of City employees representing the following City departments: Community and Economic Development, Health, Human Resources, Fire, Legal Services, Parks, Recreation and Facility Management, Police, Public Works and Valley Transit.

## V. PROCEDURE

### A. Management of Facilities

1. Erb and Mead Pools shall be managed and maintained by the Appleton Parks, Recreation and Facilities Management Department (“APRFMD”) for the benefit of the citizens of Appleton and the general public. Use shall be governed by the health and safety codes and statutes of the State of Wisconsin.
2. APRFMD reserves the right to deny special events which conflict with existing programs, use of the facilities for an event that the facilities were not intended, or which would cause undue hardship on the facility and/or surrounding area.
3. A maximum of two (2) full day/weekend multiple day special events and two (2) half day multiple day special events that, when scheduled would interfere with regularly scheduled public swimming opportunities at Erb and Mead Pools between June 1 and August 31 may be allowed. Full day and/or half day multiple day special events will not be allowed Monday-Friday due to regular scheduled programming with the exception of a one week break around the 4<sup>th</sup> of July that swim lessons is not held.

### B. Use of Facilities

1. If an event is determined to be a special event by the APRFMD, all applicants must complete a City of Appleton Special Event Application and obtain approval from the City of Appleton Special Event Committee for the event to occur. The applicant is responsible for all required fees during the special event application process.
2. Use of the pool facilities by private individuals or organizations for financial gain must be approved by the Common Council, by way of the Parks and Recreation Committee.
3. The sale of food or beverages will not be allowed within the confines of Erb and Mead Pools. The sale of food and beverages must occur outside of the fenced confines of the pool in an approved area by APRFMD i.e. park pavilions or suitable service area. All pertinent permits must be obtained prior to the sale of food or beverages in any City owned park property.
4. APRFMD will be allowed to sell concessions during any special event from the pool concession stand. This concession stand is not available for rental to any outside group during a special event.
5. Organizations and/or groups shall be responsible for the daily clean-up of pool and park facilities as well as securing any personal or City-owned equipment at the conclusion of each day. Any additional clean-up or special services requested shall be charged to the user for actual cost plus a 15% administrative fee.
6. Organizations and/or groups whom are renting Erb Pool shall have access to the following rooms at the facility: men’s and women’s locker rooms, designated storage area on southwest area of maintenance building, multi-purpose room (oasis) and cabana, and 50-meter pool.

7. The following areas at Erb Pool are **NOT** included in the rental of the facility during Special Events: manager/guard office, concession stand, mechanical room, APRFMD equipment storage rooms, leisure pool and water slides.
8. Organizations and/or groups may sell clothing, souvenirs, sporting goods, etc. within the facility.
9. Organizations and/or groups may not charge for parking within the confinements of the park unless approved by the Common Council by way of the Parks and Recreation Committee.
10. Organizations and/or groups are in charge of maintaining parking lots and informing visitors when lots are full and to direct them to on street parking in approved areas surrounding the park and neighborhood.

C. Rental of Pool Facilities

1. The time of rentals for Special Events must be within the following hours:

Erb Pool: 7:00 a.m. – 10:30 p.m.

Mead Pool: 7:00 a.m. –10:30 p.m.

Rental requests for hours beyond these times require approval from the Common Council by way of the Parks and Recreation Committee. Pursuant to City of Appleton ordinance, all Special Event attendees are required to exit the park by 11:00 p.m.

2. Special Event rentals shall either be a full day or half day rental. Half day rentals shall occur between the hours of 7:00 am and conclude by 1:00 pm. Full day rentals shall occur between the hours of 7:00 am and conclude by 10:30 pm.
3. The special event rental fee shall include the following: All APRFMD personnel (facility managers, lifeguards, facilities management) costs, cleaning and toiletry supplies, utilities, and use of pool. APRFMD will appoint a facility manager who will be responsible for opening the facility and will remain on site for the duration of the rental. All lifeguards supplied by the APRFMD for the special event will be determined by the Department of Agriculture, Trade and Consumer Protection 76.23. Keys for the aquatic facilities will not be given out to renters.
4. Alcoholic beverages are not allowed in any pool facilities.
5. The use of amplified sound must be requested at the time of reservation and approved by the Director of APRFMD or his/her designee. All amplified sound must be shut down by 9:00 p.m. It is the responsibility of the renter to keep the amplified sound at levels that meet the Health Department regulations.
6. Organizations and/or groups shall have a responsible contact person 18 years of age or older on the premises throughout the duration of their event. The renter must agree to replace or pay for the repair/replacement of any items damaged by persons in their party during their event. The renter also agrees to pay for additional maintenance costs associated with more than normal facility maintenance caused by the rental party.



7. The City reserves the right to request a certificate of insurance from the renter of the pool facility.
8. The renter of the pool facility must agree to indemnify, defend and hold harmless the City of Appleton, and its employees, officials, and agents from any and all liability from claims of bodily injury, property damage, or any other nature whatsoever arising out of the use of the pool facility.

D. Facility Reservation and Fees

1. Reservations for the rental of Erb and/or Mead Pool can be made up to 12 months in advance. Renters have thirty (30) days after rental of the facility to reserve any and all facilities associated with the Special Event for the following year. For 2018, renters from 2016 will be given first opportunity to schedule a Special Event since no events were allowed in 2017 due to park and pool construction.
2. All applications for use of an aquatic facility for a special event must be made at least sixty (60) business days prior to the reservation date requested. Applications not made before this time period will be charged an additional \$25.00 for the reservation or may be denied.
3. Organizations/groups that have reserved pool facilities for special events shall have thirty (30) days after the date of the special event to reserve the facility for the next year. After thirty (30) days, APRFMD will make the facility available to other interested parties.
4. A deposit of \$500 must be made at the time of the reservation for each Special Event. Event organizers will be billed upon conclusion of the event and have the \$500 deposit applied to their account balance. Organizers will be billed according to the Special Event Reservation Fees part of this policy.
5. An increase of 3% per hour will occur each consecutive year from the inception of this policy to account for rising costs of personnel, goods, and supplies that the APRFMD incurs.
6. In case of cancellation of the rental by the APRFMD due to inclement weather, mechanical problems, water contamination prior to the event, etc., APRFMD will attempt to reschedule the rental or issue a full refund of all fees paid.

E. Payment Considerations

1. Failure of the renting party to comply with the rental policy will void the rental and result in the loss of all fees, and may result in the renting party being charged back for all services associated with the rental.
2. Non-profit organizations within the city limits of Appleton that host a multiple full-day special event at Erb or Mead Pool shall receive a 50% discount on their event. These events shall be categorized as a large or significant event depending on the anticipated attendance.

F. Miscellaneous Provisions

1. Additional charges will be assessed to the responsible party for any damage or cleaning required after the end of the reservation. Charges assessed will be based on the current APRFMD rate.
2. A violation of this policy or the terms of use attached to the reservation form may result in denial of future reservation requests.
3. No additions, alterations, or changes to park grounds or a pool facility are allowed at any time except with the prior written approval by the Department Director or designee.
4. There is one rental per facility allowed at any given time.

G. Pool Rental Information and Closing Checklist

1. No signs are to be posted at any of the driveways, roads, or entrances to the pools unless otherwise approved by the Director of APRFMD or designee.
2. No wires, ropes, string, cords, ribbons, signs or poles may be strung from any part of the pool.
3. No staples, duct tape, nails, tacks, or screws may be used on any walls within the pool.
4. Tables, chairs and other furniture from the pool reservation areas may not be moved for any reason outside of the designated reservation space.
5. Renters will remove all food, decorations and other items at the conclusion of the rental.
6. Swim equipment (i.e. lane lines, timing devices, etc.) shall be stored in designated areas approved by the Department Director or designee.

**SPECIAL EVENT RENTAL FEES**

<b>FACILITY</b>	<b>All rental fees include the following: Lifeguards and management staff, City of Appleton equipment set-up and take down, and miscellaneous supplies</b>	<b>FULL DAY 7:00 a.m. to 10:30 p.m.</b>	<b>HALF DAY 7:00 a.m. to 1:00 p.m.</b>
SPECIAL EVENT – ERB POOL		<b><i>*\$5,150 Per Full Day</i></b>	<b><i>\$775 Per Half Day</i></b>
SPECIAL EVENT – MEAD POOL		<b><i>*\$2,875 Per Full Day</i></b>	<b><i>\$775 Per Half Day</i></b>
SPECIAL SERVICES	Actual Cost +15%		

*\* Non-profit organizations within the city limits of Appleton that host a multiple full-day special event at Erb or Mead Pool shall receive a 50% discount on their event. These events shall be categorized as a large or significant event depending on the anticipated attendance.*

**City of Appleton - Reid Golf Course**  
**2017 Revenues - October 31, 2017**

	2016		2017	
<u>Green Fees</u>	<u>2016 Y-T-D Rounds</u>	<u>Total Revenue</u>	<u>2017 Y-T-D Rounds</u>	<u>Total Revenue</u>
Weekday-18 Holes	1,949	\$37,860.36	1,900	\$36,598.90
Weekday-9 Holes	11,055	\$160,266.46	10,415	\$151,329.93
Weekend - 18-Holes	1,115	\$32,724.04	1,812	\$48,075.56
Weekend - 9 Holes	1,933	\$34,954.48	3,075	\$48,476.59
Twilight Golf	4,456	\$44,629.20	3,212	\$33,442.38
Passholder Rounds	7,084		8,737	
Promo Rounds				
Coupon Rounds	781	\$1,740.00	559	\$0.00
Outing/Tournament Rounds	264	\$10,963.41	513	\$12,903.04
Other	3,778	\$85,682.36	2,274	\$51,797.59
High School Rounds	554		690	
<b>Sub-Totals</b>	<b>32,969</b>	<b>\$408,820.31</b>	<b>33,187</b>	<b>\$382,623.99</b>
	<u>2016 Y-T-D Sales</u>	<u>Total Revenues</u>	<u>2017 Y-T-D Sales</u>	<u>Total Revenues</u>
<u>Pass/Coupon/Discount Card Sales</u>				
Pass Sales	118	\$52,130.00	124	\$60,355.10
Corporate Pass Sales	4	\$9,875.00	8	\$20,000.00
Coupon Sales	57	\$5,304.90	79	\$6,905.00
Discount Cards	90	\$2,700.00	120	\$3,600.00
	<u>2016 Y-T-D Cart Sales</u>	<u>Total Revenues</u>	<u>2017 Y-T-D Cart Sales</u>	<u>Total Revenues</u>
<u>Cart Revenue</u>				
Cart Fee	10,694	\$105,436.26	10,410	\$107,807.46
Annual Cart Passes	20	\$11,210.00	28	\$13,510.00
	<u>2016 Y-T-D Sales</u>	<u>Total Revenues</u>	<u>2017 Y-T-D Sales</u>	<u>Total Revenues</u>
<u>Practice Range</u>				
Driving Range	3,765	\$22,911.09	3,599	\$21,755.11
Annual Range Pass	14	\$3,562.50	13	\$3,215.00

	2016 Y-T-D	Total	2017 Y-T-D	Total
<u><i>Golf Shop Merchandise</i></u>	<u>Sales</u>	<u>Revenues</u>	<u>Sales</u>	<u>Revenues</u>
Balls/Assessories/Apparel/Misc.		\$18,178.66		\$21,109.16
Gift Cards	202	\$8,794.00	221	\$8,956.56
Lessons*	57	\$1,280.00	177	\$8,150.00
Other Rentals**	752	\$5,482.55	750	\$4,678.15
	2016 Y-T-D	Total	2017 Y-T-D	Total
<u><i>Food and Beverage</i></u>	<u>Sales</u>	<u>Revenues</u>	<u>Sales</u>	<u>Revenues</u>
Food		\$18,459.92		\$16,582.29
Beverage		\$21,820.23		\$19,388.81
Alcohol Sales		\$72,140.23		\$68,910.23
Catering/Banquet			851	\$4,461.75
<u><i>Raincheck Redeemed</i></u>		<b>-\$3,019.37</b>		<b>-\$4,209.66</b>
<b>Total Revenue (All Categories)</b>		<b>\$765,086.28</b>		<b>\$767,798.95</b>

\*Lessons include private, group and juniors

\*\*Other rentals include additional revenue club rentals, pull carts & locker rentals.

**Reid Golf Course Budget October 31st Expense Report**

<b>Description</b>	<b>Budget</b>	<b>End of October Expenses</b>	<b>Available</b>
Regular Salaries	\$161,359	(\$130,335)	\$31,024
Overtime	\$528	(\$572)	(\$44)
Part-Time	\$123,781	(\$111,510)	\$12,271
Fringes	\$80,078	(\$58,313)	\$21,765
Training and Conferences	\$1,000	(\$397)	\$603
Office Supplies	\$600	(\$242)	\$358
Memberships & Licenses	\$1,566	(\$1,554)	\$12
Food & Provisions	\$100	\$0	\$100
Printing & Reproduction	\$2,500	(\$1,504)	\$996
Clothing	\$750	\$0	\$750
Accounting/Audit	\$2,800	(\$2,709)	\$91
Bank Services	\$13,000	(\$9,808)	\$3,192
Consulting Services	\$1,500	\$0	\$1,500
Advertising	\$11,000	(\$9,560)	\$1,440
Insurance	\$7,785	(\$6,488)	\$1,297
Rent	\$27,191	(\$24,054)	\$3,137
Depreciation Expense	\$67,365	(\$56,140)	\$11,225
Facilities Charges	\$32,264	(\$18,519)	\$13,745
CEA Equipment Rental	\$89,151	(\$71,352)	\$17,799
Software Support	\$2,369	(\$2,045)	\$324
Interest Payments	\$13,320	(\$11,100)	\$2,220
General Fund	\$17,900	(\$14,917)	\$2,983
Internal Services	\$0		\$0
Bldg Maintenance/Janitorial	\$3,500	(\$685)	\$2,815
Landscape Supplies	\$36,400	(\$33,209)	\$3,191
Concession Supplies	\$58,500	(\$59,085)	(\$585)
Miscellaneous Supplies	\$3,000	(\$1,700)	\$1,300
Gas Purchases	\$13,000	(\$10,620)	\$2,380
Miscellaneous Equipment	\$3,700	(\$2,486)	\$1,214
Collection Services	\$1,100	(\$805)	\$295
Contractor Fees	\$2,000	(\$20,529)	(\$18,529)
Equipment Repair & Maintenance	\$5,000	(\$3,321)	\$1,679
Other Interfund Charges	\$3,000	\$0	\$3,000
Electric	\$22,233	(\$17,400)	\$4,833
Gas	\$6,500	(\$3,400)	\$3,100
Water	\$2,100	(\$2,466)	(\$366)
Waste Disposal/Collection	\$1,880	(\$1,580)	\$300
Stormwater	\$12,120	(\$8,510)	\$3,610
Telephone	\$2,900	(\$2,752)	\$148
Cellular Telephone	\$904	(\$660)	\$244
Other Utilities (DirecTV)	\$1,700	(\$1,570)	\$130
	<b>\$837,444</b>	<b>(\$701,897)</b>	<b>\$135,547</b>