



Parks and Recreation Board Agenda
Wednesday, September 21, 2016 – 6:30 pm
 Cravath Lakefront Conference Room
 2nd Floor, Whitewater Municipal Building
 312 W. Whitewater St. Whitewater, WI 53190

Call to Order and Roll Call

Consent Agenda:

CA-A	Approval of Parks and Recreation Board minutes of August 17 & August 24, 2016
CA-B	Expedited approval of the following items, per staff recommendation: C-4 & C-5

Hearing of Citizen Comments:

No formal action will be taken during this meeting, although issues raised may become part of a future agenda. Participants are allotted a 3 minute speaking period. Specific items listed on the agenda may not be discussed at this time; however, citizens are invited to speak to those issues as designated in the agenda.

Staff Reports:

Aquatic & Fitness Programmer	October 8 th & 9 th Open House; Programming Update
Parks & Recreation Director	Discover Whitewater Series

Considerations:

C-1	Presentation by Kim Adams and Angie Alesci of 640 Stonefield Lane regarding Walton Oaks Park and their adjoining property (No action will be taken on this issue at this meeting)
C-2	Discussion and possible action related to Special Events policy (Assistant City Manager)
C-3	Report from Urban Forestry commission on Minneiska Park to include comments on Skyway & Starin Park (No action will be taken on this issue at this meeting)
C-4*	Approval of request from Jude Christensen for a free 4 hour rental of the Cravath Lakefront Community Center on October 9 th for a fundraiser
C-5*	Approval of pass holder specials for Whitewater Aquatic & Fitness Center
C-6	Discussion and possible action related to a college seasonal pass for Aquatic & Fitness Center (Customer Service Coordinator)
C-7	Presentation related to Aquatic Center financials including <ul style="list-style-type: none"> • August 2016 financial report • pass holder report
C-8	Discussion and possible action related to aquatic center capital equipment and specifically regarding purchase of fitness equipment and HVAC controls software
C-9	Discussion and possible action related to 2017 Parks & Recreation Budget
C-10	Request for future agenda items
C-11	Adjourn

Memo

To: Parks and Recreation Board
From: Matt Amundson, Parks and Recreation Director
Date: September 19, 2016
Re: September 21st Parks & Recreation Board Meeting

C-1 Presentation by Kim Adams and Angie Alesci of 640 Stonefield Lane regarding Walton Oask Park and their adjoining property

As a follow up from action taken by the Board in August, Kim Adams and Angie Alesci have requested an opportunity to present in front of the Board. This will be a presentation (limited to 10 minutes) and opportunity for the Board to ask questions of Kim & Angie. No action will be taken at this meeting regarding this item.

C-2 Discussion and possible action related to Special Events Policy

The Assistant City Manager will be presenting the Special Event Policy and will be asking for a recommendation to Council for approval. The Special Event policy discussion began several years ago following a large event at Cravath Lakefront Park, called End of Summer Days. The idea was to replicate the 4th of July Festival. Staff became concerned about similar requests and the impact on city staff and services.

C-3 Report from Urban Forestry Commission (UFC) on Minneiska Park to include comments on Skyway and Starin Park (No action will be taken on this issue at this meeting)

Karen Coburn has requested an opportunity to present to the Board on recent work of the UFC.

C-4 Approval of request from Jude Christensen for a free 4 hour rental of the Cravath Lakefront Community Center on October 9th for a fundraiser

I am recommending approval of this request and have placed this item on the consent agenda. If a Board member wishes to discuss this, they should request that it be removed from consent prior to the approval of the consent agenda.

C-5 Approval of pass holder specials for Whitewater Aquatic & Fitness Center

I have included a page that lists all of the specials that were discussed at the August 24th meeting by the Board and am asking for approval of this item and have placed on the consent agenda. If a Board member wishes to discuss this, they should request that it be removed from consent prior to the approval of the consent agenda.

C-6 Discussion and possible action related to a college seasonal pass for Aquatic & Fitness Center

Jenna and Debbie are requesting review of this item by the Board. A number of college students have been in the facility and inquiring about pass options.

C-7 Presentation related to Aquatic Center financials including

- **August 2016 financial report**
- **Pass holder report**

I have included both documents in the support materials and would like to highlight the following that explains the \$46,792.38 operating loss.

1. Debbie Oas salary from April through June is included in the financials. The City Manager has previously stated that expense would be paid for outside of this budget and has instructed the Finance Director to make this change for the September report. This will be listed as a transfer into this fund to cover the expense. This amount is \$14,112.24.
2. The report includes \$16,925.72 of capital expenditures that are being covered by the shared capital fund of the City & School District. This \$100,000 annual fund will show these revenues in the September report.

When taking this into account there are \$31,037.96 of charges that shouldn't "count" against the July & August financials which shows a more realistic loss of \$15,754.42 for the two least profitable months of the year. With more profitable months ahead we will need to see improved numbers.

I projected September – December revenue and expenses using August as a baseline number and as you review the budget document and the 2016 Estimated column includes these numbers and projects the facility breaking even.

C-8 Discussion and possible action related to aquatic center capital equipment and specifically regarding purchase of fitness equipment and HVAC controls software

I have updated the 2016-2018 aquatic center capital plan and our two most significant remaining issues include updating the existing fitness equipment and HVAC equipment. I'm looking for feedback from the Board on how to proceed regarding fitness equipment. Staff is starting to receive more negative comments about the fitness equipment (which makes sense as the other repairs have occurred and it is the most pressing visible issue). We have two options in how to proceed:

- **Replace all cardio equipment**

○ 7 treadmills	\$38,269	
○ 2 incline treadmills	\$11,793	
○ 3 elliptical fixed handlebar	\$11,985	
○ 4 elliptical moving handlebar	\$19,180	
○ 3 upright bikes	\$6,717	
○ 3 recumbent bikes	\$7,635	
▪ Installation	\$3,550	
▪ Freight	\$4,850	
Total Cost	\$103,979	\$38,750 (2016) & \$65,229 (2017)

- **Replace only the existing broken cardio equipment**

○ 2 treadmills	\$10,934	
○ 2 incline treadmills	\$11,793	
○ 1 seated elliptical	\$3,995	
○ 1 elliptical	\$4,795	
○ 1 bike	\$2,239	
○ 1 recumbent bike	\$2,545	

▪ Installation	\$1,291
▪ Freight	\$1,764
Total Cost	\$39,356

It is the staff recommendation to replace all of the equipment. Direct Fitness Solutions is willing to let us break the payment over 2 years to assist with our budgeting and allows us to market brand new cardio equipment to existing and potential fitness users.

Staff has worked with vendors to address HVAC concerns and has developed the following list of 5 priorities:

- | | | |
|---|-------------|----------------|
| 1. Variable Frequency Drive replacement | \$7,309.40 | (Pieper Power) |
| 2. HVAC Controls Software (2 options) | | |
| • Restore existing Trane controls | \$6913.80 | (Trane) |
| • Upgrade to Niagara controls | \$32,400.00 | (Pieper Power) |
| 3. Boiler Replacement | \$56,410.00 | (budget #) |
| 4. Replace Duct Work | \$11,700.00 | (budget #) |
| 5. Carrier Rooftop Unit – rebuild fan and balance | \$18,400.00 | (budget #) |

Staff feels that although the upgrade to the Niagara system would be ideal, it does not outweigh the need to update the fitness equipment and is more of a wish list item than a need. Staff is requesting that we replace the VFD's and restore existing Trane controls in 2016 and address the boiler replacement in 2018. Staff feels that the duct work and rooftop unit work can wait until after 2018 to be addressed.

C-9 Discussion and possible action related to 2017 Parks & Recreation Budget

The budget document is included in the support material and will be presented at the meeting.

Your consideration of these matters is greatly appreciated.

Thanks!

Matt Amundson, CPRP
Parks & Recreation Director

**City of Whitewater
Parks and Recreation Board
Minutes**

Wednesday, August 17, 2016 - 6:30 pm

Cravath Lakefront Room – 2nd Floor, Whitewater Municipal Building
312 W. Whitewater St. Whitewater, WI 53190

Call to Order and Roll Call

Bruce Parker, Kori Oberle, Brandon Knedler, Steve Ryan, Ken Kidd, Larry Kachel and Chris Grady
Absent: Nate Jaeger, Jen Kaina, and Rachel Deporter
Staff: Matt Amundson, Debbie Oas, Jenna Stine, and Michelle Dujardin
Guests: Melissa Walton, Ross Walton, Ruth Walton, Karen McCulloch, Rose Mary Leaver, Anne Zasinnia, Karen Coburn, and Sherry Stanek

Consent Agenda:

Approval of Parks and Recreation Board minutes of July 6th, 2016

No items to be removed from consent agenda. Kachel moved to accept the consent agenda. Second by Ryan. Ayes: Ken Kidd, Steve Ryan, Chris Grady, Larry Kachel and Kori Oberle. Noes: None. Abstain: Bruce Parker, Brandon Knedler. Absent: Nate Jaeger, Jen Kaina, Rachel Deporter

Hearing of Citizen Comments:

No formal action will be taken during this meeting, although issues raised may become part of a future agenda. Participants are allotted a 3 minute speaking period. Specific items listed on the agenda may not be discussed at this time; however, citizens are invited to speak to those issues as designated in the agenda.

No Citizen Comments

Nate Jaeger and Jen Kaina arrive at 6:35pm

Staff Reports: Parks & Recreation Director

Amundson introduced the new Whitewater Aquatic Center Customer Service Coordinator Jenna Stine and welcomes her to the Department. Amundson also commented that there was a recent harvest of Cravath Lake which also found a recently large fish kill due to warm water and low oxygen level. The feasibility study is also still currently in the works.

Considerations:

Discussion and possible action related to Urban Forestry Commission plans for Clay Street Nature Park, Minneiska Park and Walton Oaks

Karen Coburn postponed the report on Minneiska Park while reporting that the plantings in Clay Street Nature Park have been delayed due to heat. Plantings for this location are currently scheduled for this Fall in hopes of a higher survival rate. Coburn also reported that Walton Oaks is a very unique location with a large population of birds and rare aging oak trees. Coburn informed the board on her proposed

partnership with Wesley Enterline and the Sustainability Office on the UWW Campus to help provide volunteers to clear invasive species and clean areas within the park.

Knedler moved to accept the offer from Wesley Enterline and the Sustainability Office to provide volunteers to help within Walton Oaks Park. The group must work with Chuck Nass and City Staff to create a plan and proposed projects for the volunteers. Seconded by Kidd. Ayes: Ken Kidd, Steve Ryan, Chris Grady, Larry Kachel, Nate Jaeger, Jen Kaina, Bruce Parker, Brandon Knedler, and Kori Oberle. Noes: None. Abstain: None Absent: Rachel Deporter

Discussion and possible action related to donation by Kim Adams and Angie Alesci to Walton Oaks Park

Amundson introduced the topic and the letter from the home owners included in the packet indicating the donation of the two small perennial gardens that were mistakenly built on City property. The home owners stated in the letter continuance of maintenance of the two gardens.

Amundson introduced a letter from Cameron addressing the subject and an aerial map of the property.

Parker suggested placing posts at the boundaries to visually show the outline of the park

Kachel suggested creating a counter offer to the letter stating that anything outside the boundaries of the home owners' property would become property of the City

Knedler moved to go forward and work with the City Attorney to provide a counter offer to the letter to the home owners. The counter offer would give the home owners the option to retrieve any wanted plantings by a specified date and the remaining items would be become part of the Walton Oaks Park and need to fall within the parks plan. The Board also instructed to have boundary posts installed on the property lines to delineate the park boundaries. Seconded by Oberle. Ayes: Ken Kidd, Steve Ryan, Chris Grady, Larry Kachel, Nate Jaeger, Jen Kaina, Bruce Parker, Brandon Knedler, and Kori Oberle. Noes: None. Abstain: None Absent: Rachel Deporter

Discussion and possible action related to future CIP planning and timeline regarding the future construction of a splash pad and Cravath Lakefront amphitheatre

Amundson introduced that the Capital Improvement Plan of the City includes two large park improvement projects over the next few years and when staff met to review the CIP wanted input on the order of these two projects. Currently the CIP includes \$250,000 in 2017-2018 for the planning and construction of an improved amphitheatre at Cravath Lakefront Park. An additional \$400,000 is included in 2018-2019 for the planning and construction of a splash pad.

Group discussion took place on the necessity of the splash pad over the amphitheatre, location of a splash pad, and positive programming with an improved amphitheatre.

The Board directed Amundson to keep the CIP planning timeline in its current order.

Discussion and feedback regarding additional programming at Starin Park

Amundson introduced the topic regarding non-baseball and softball programming for the fall and winter seasons to be moved or held at Starin Park so that we can continue to utilize the concession building. Amundson asked for ideas/feedback the Parks & Recreation Board has regarding this item.

Amundson discussed a movie night at Treyton's Field on a Saturday in September, moving flag football games from the High School to the outfields of the ball diamonds, holding Start Smart sports programs on Treyton's Field, and possibly the relocation of the ice rink to Starin Park from Big Brick.

Ryan suggested creating a snow track for cross country skiing in the winter months throughout the park.

Amundson asked the Board to send any other ideas to him as they come to mind.

Discussion and presentation related to Aquatic Center financials

Item was tabled

Discussion and possible action related to proposed shut down of the Whitewater Aquatic & Fitness Center from August 28-31 for maintenance purposes

Staff is requesting that the Board consider closing the facility from August 28-31 for the primary reasons of installation of the new carpet and installation of new LED lighting in the lap pool. In addition, staff has developed a long list of tasks that the lifeguards and other staff of the facility will be working to complete during the closure.

Kidd moved to approve the closure. Seconded by Oberle. Ayes: Ken Kidd, Steve Ryan, Chris Grady, Larry Kachel, Nate Jaeger, Jen Kaina, Bruce Parker, Brandon Knedler, and Kori Oberle. Noes: None. Abstain: None Absent: Rachel Deporter

Discussion and possible action related to 2017 Budget Goals

Item was tabled

Discussion and possible action related to location of August 24th work session

The location of the August 24th work session will take place at Starin Park Community Building at 6:30pm

Request for future agenda items

None listed at this time

Adjourn

Grady moved to adjourn at 8:15pm. Second by Parker. Ayes: Ken Kidd, Steve Ryan, Chris Grady, Larry Kachel, Nate Jaeger, Jen Kaina, Bruce Parker, Brandon Knedler, and Kori Oberle. Noes: None. Abstain: None Absent: Rachel Deporter

Respectfully submitted,
Michelle Dujardin

**City of Whitewater
Parks and Recreation Board
Minutes
Wednesday, August 24, 2016 - 6:30 pm
Starin Park Community Building
504 W Starin Road Whitewater, WI 53190**

Call to Order and Roll Call

The meeting was called to order by chairperson Brandon Knedler at 6:34 pm. Bruce Parker, Kori Oberle, Brandon Knedler, Nathan Jaeger, Steve Ryan, Ken Kidd, Chris Grady, Larry Kachel (arrived 6:45)

Absent: Jen Kaina and Rachel Deporter

Staff: Matt Amundson, Debbie Oas, and Jenna Stine

Discussion and presentation related to Aquatic Center financials including July 2016 financial report, pass holder report, and capital budget and projected fitness equipment costs.

The first financial report was shared and July was a break even month.

Discussion and possible action related to 2017 Budget Goals

Amundson reviewed goals generated by staff. The Board suggested including a "lakes health" goal as well as exploring programming for the autistic population.

Work session related to Whitewater Aquatic & Fitness Center

Staff presented a marketing plan and discussed previously offered specials as part of a general discussion about the future of the facility.

Adjourn

Grady moved to adjourn at 8:01pm. Second by Kachel. Ayes: Ken Kidd, Steve Ryan, Chris Grady, Larry Kachel, Nate Jaeger, Bruce Parker, Brandon Knedler, and Kori Oberle. Noes: None. Abstain: None
Absent: Rachel Deporter and Jen Kaina

Respectfully submitted,
Matt Amundson

August 29, 2016

Dear Mr. McDonell,

Please accept this letter as our response to your letter dated August 25, 2016
(Received 8/29/2016).

We are requesting the opportunity to present our viewpoints in front of the Park and Rec Board before we are asked to follow through with either option you outline in your letter.

We were not invited to do so previously—and we were given the wrong date by a City representative for the August meeting.

We have discussed this with Matt Amundson over the phone and via email. He has communicated via email that he has placed us on the Park and Rec Board agenda for September 21, 2016 at 6:00pm.

We ask that no further action be required on our part until after the September meeting has taken place.

Please confirm in writing that you have received our communication and that our request is acceptable as a next appropriate step.

Thank you,



Kim Adams


Angie Alesci

Residents of 640 Stonefield Lane,
Whitewater, WI 53190

c: Matt Amundson,
Park and Recreation Director



Friends of the Park
Walton Oaks Park – Whitewater, WI
Kim Adams and Angie Alesci

Introductions



Kim Adams and Angie Alesci of 640 Stonefield Lane.
Original home owners. Have lived in our home for 10 years (as of Oct. 21, 2006).

Our Purpose

- Tell Our Story / Review History
- Share Photos, Facts, and Observations
- Would like to Ask the Park and Rec Board to Reconsider Their Decision from Aug. 17, 2016
- Would Like to Seek Stephen Covey's Practice of *Habit 4: Think Win-Win Solutions*
- Answer Questions / Address Concerns

Property Line

- For ten years, we have maintained the land in the same manner – this includes the back right garden, which we created in May/June 2007.
- We recognize that we have stepped over property lines and have maintained what was not ours to maintain.
- We know that we signed permit paperwork and filed it with the City so that we could install our pool in July 2007.
- We also know that we did not clearly understand the lines and numbers on the plot diagram.

History... Ten Years Ago

Leftover dirt and weeds from builder's final grade of our home.



2006/2007

History... Ten Years Ago



Back grade and building materials. We have maintained how the final grade was created. We were told – water the seed and grass will grow.

History... Ten Years Ago



Original Park Sign with Flowers

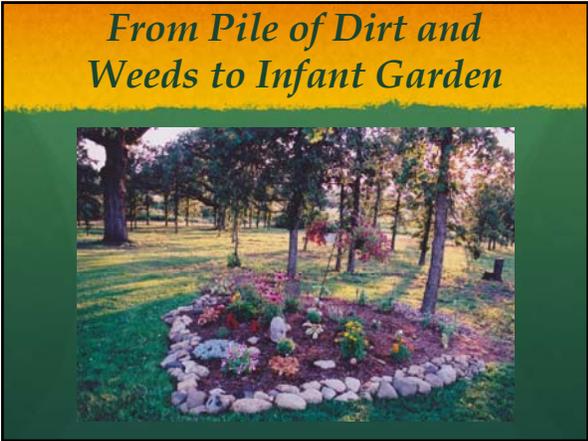


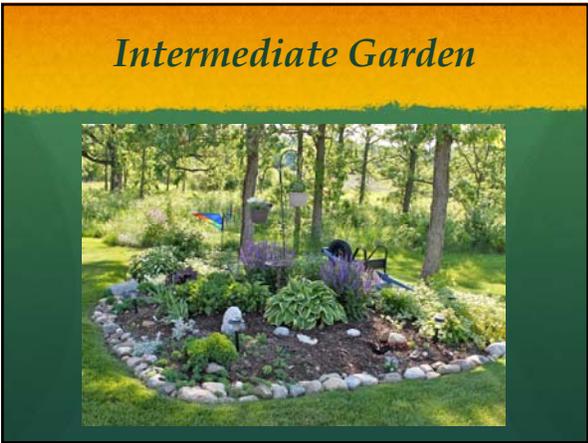
Our Lawn/Park Lawn Today

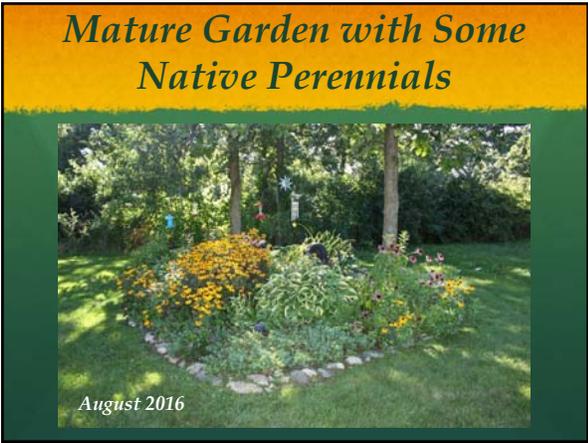


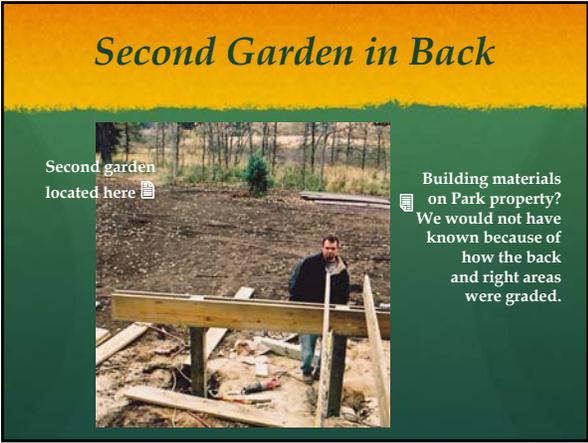


















Birds, Bees and Butterflies...



Birds, Bees and Butterflies...



Birds, Bees and Butterflies...









Birds, Bees and Butterflies...



Birds, Bees and Butterflies...



Birds, Bees and Butterflies...



Birds, Bees and Butterflies...



Birds, Bees and Butterflies...



Birds, Bees and Butterflies...



Would Like to be Partners in Taking Care of the Park



Would Like to be Partners in Taking Care of the Park



Would Like to be Partners in Taking Care of the Park



Would Like to be Partners in Taking Care of the Park



Could there be a write up about the Park on the City web site – and could there be some welcoming flowers again?

Would Like to be Partners in Taking Care of the Park



Would Welcome Discussions About Regular Maintenance



Early May 2016

Would Welcome Discussions About Regular Maintenance



We would be willing to assist with some of the regular maintenance.

Would Welcome Discussions About Regular Maintenance



Path behind our house, looking/walking North (Late July 2016).

Would Welcome Discussions About Regular Maintenance



Path behind our house, looking/walking South (late July 2016)

What Do The Posts Represent?



What Do The Posts Represent?



Could We Seek Win-Win Solution With City?

- Please treat us like partners – and not like adversaries. We did not intend to violate the land, any person, or any creature.
- At a face to face meeting with Chuck Nass on June 27, 2016, he indicated that it seemed reasonable for us to donate the gardens. He also indicated that the Park and Rec Board would then need to give their approval for our potential donations. *Could you please help us to understand what happened? After nine years, why are the gardens an issue? Why does the Park and Rec Board not want to accept a gift?*

Could We Seek Win-Win Solution With City?

- We are willing to continue to water, weed, and maintain the current gardens on Park property (removing all personal yard art and any non-desired plants – and adding other native plants). We believe some of these plants can be contributed to a landscaping project at Lakeview Elementary (which the Optimist Clubs will be helping with in spring 2017).
- We have the support of 15 households in our neighborhood to donate and maintain the gardens – with removing personal yard art and adding approved bird houses/feeders.

Could We Seek Win-Win Solution With City?

- We are willing to work hands on with Wes Enterline, UW-Whitewater students, and members of the Urban Forestry Council in removing invasive and unwanted plants in the four acres of the wooded area of the Park.
- We would be happy to assist with recruiting UW-Whitewater students to help carry out the vision for the Park. We have already spoken with a handful of students who are willing to help carry out the vision for the Park – including a botany intern that Kim supervises at the University Center.

Could We Seek Win-Win Solution With City?

- We are willing to continue watering the Maple Tree on the Street Terrace by the Park.
- We are also willing to continue to take care of snow removal in front of the Park (approximately 30 feet).
- We are willing to continue to do spring clean up of trash/debris in the Park (from winter thaw).
- We are willing to continue to be a good neighbor to the Park and to those who use it. We would like to move forward in a positive and collaborative manner.

Could We Seek Win-Win Solution With City?

- We are interested in knowing the current vision for the Park – and are interested in developing mutually beneficial plans. We would like to sit at the same table for planning purposes – and to possibly involve some of the Park Crest neighbors.
- We are interested in working with the appropriate City members in discussing a consistent care plan for the Park – including mowing, trimming and mulching, clean up, education of visitors, etc.

Could We Seek Win-Win Solution With City?



- We would like to suggest that different bird houses and bird feeders be considered for the area. We are willing to continue supplying bird food from Wild Birds Unlimited and to use our resources to feed the Baltimore Orioles, Hummingbirds, etc. (Here is a possible sample bird house from campus.)

Could We Seek Win-Win Solution With City?

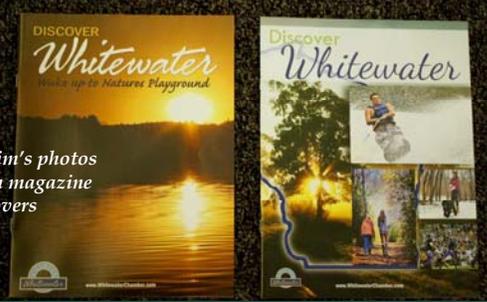


- We would be happy to get the proper training to become Master Gardeners and to assist with the upkeep of the Park.
- We would like to suggest that a picnic table and trash receptacle be added to the Park.
- *Another thought – would it be possible to purchase what we have been maintaining?*

Community Involvement

- The next set of slides is not aimed at bragging or patting ourselves on the back. The only intention is to indicate that we consider ourselves to be Servant Leaders and believe in engaging in our local and global communities. We also want the Park and Rec Board and other City officials to know that we follow through on our commitments. This should also be evidenced by our timely responses to all letters, emails and phone calls from City representatives regarding this topic.

Have a Record of Service in Community/Neighborhood



Kim's photos on magazine covers

Have a Record of Service in Community/Neighborhood



Led a team of 29 Optimists and Whitewater community members to help with Hurricane Katrina clean up in Bay St. Louis, MS—January 2006.

Have a Record of Service in Community/Neighborhood



Have a Record of Service in Community/Neighborhood



Have a Record of Service in Community/Neighborhood



Have a Record of Service in Community/Neighborhood



We have coordinated cleaning up the Park and other initiatives for our neighborhood.

Have a Record of Outreach to Our Neighbors



Helped lead the way for setting up the Park Crest Neighbors Association (PCNA) in 2010.

Have a Record of Outreach to Our Neighbors



We have also coordinated and/or hosted three neighborhood picnics.

Have a Record of Outreach to Our Neighbors



Have a Record of Outreach to Our Neighbors



Have a Record of Outreach to Our Neighbors



*Have Helped Raise \$15,000
for Turtle Mound Park*



Optimist Cub President Kim Adams and Club Board Representatives presenting final \$5,000 check in 2013.

*Have Helped Raise \$89,000 to
Send Ambulance to Africa*



Helped to coordinate fund raising and planning for shipping an ambulance and crate of supplies to Burkina Faso, Africa in August 2014.

*Help Raise Money For Schools
Through Optimist Trivia Night*



A check for \$3,000 was presented to Mareta Hale in March 2016 for a large outdoor mural at Washington Elementary School.

No Malice Intended – Only To Be Good Stewards of the Land



*“What you spend years creating, others could destroy overnight. Create anyway.”
–Mother Teresa*

Questions/Concerns



“Together, there's no problem we can't solve...”



City of Whitewater Council Agenda Item Information Sheet

MEETING DATE: 7/19/2016

ITEM: Special Event Permit Policy

PRESENTER: Assistant City Manager

PREVIOUS ACTION, IF ANY:

July 19, 2016 – City Council deferred action on the policy based on the number of recommended changes proposed by council members.

SUMMARY OF ITEM BEING PRESENTED:

Questions and changes requested at the July 19, 2016, Council Meeting:

1. Changes to the policy

- a. What is the reason for an application fee?
 - i. The application fee was removed completely
- b. The \$800 fence installation fee was removed since council approved a contract to have a permanent fence installed in Cravath Park on both sides of the railroad track.
- c. Facility reservation fee language was changed to “Contact the City Parks & Recreation Department for pricing.”
- d. Request to remove application fee, parking and street closure fee for nonprofit organizations
- e. Concern was raised that the requirement for \$1M insurance liability coverage for events expected to draw 300 – 10,000 people was too wide of a range. It was also noted that events with only 300 people should not be required to carry this insurance requirement.
- f. Liquor Liability language was changed from “If the event holder is selling alcoholic beverages...” to “If a group is selling alcoholic beverages....” And, “Whoever is serving alcohol must have a temporary liquor license,” was added.
- g. There was considerable language in policy that discussed process of review if an application is submitted less than forty-five (45) days prior to an event. This language was removed and replaced with, “If an application is filed with the city less than 45 days prior to the event, the city cannot guarantee there will be sufficient time to review and approve the application.”
- h. Is 45 days enough time for staff to review an application and, if necessary, leave enough time for PD to contact other departments if they need help? The police department has confirmed that the 45 day requirement is acceptable.

2. Changes to the application

- a. Language was added under the sanitation portion of the application that says, “All cleanup efforts must be completed the same day as the event.”
- b. Language referring to a tent permit fee was removed. There is no fee for a tent inspection. However, fire code requires the fire department review and approve tents 400 square feet or larger. The Fire Department does not charge a fee for tent inspection.

Once the above changes were incorporated into the policy and application, a meeting was held with the city staff that had helped develop the policy so they could understand them. Based on this meeting, a number of additional changes were made.

Addition changes based on an August 11, 2016, city staff meeting:

1. Changes to the policy

- a. The application fee was removed completely.**
- b. A new Special Event Permit Fee Waiver, Section II C., was created.**
- c. A new City Review Process, Section II F., was created. All of this language was in the previous version that council reviewed, it was simply reorganized under the same section.**
- d. Under Class B Insurance requirements language was added, “Any event that serves alcohol and is likely to draw more than 300 people will be considered a Class B Event.**
- e. Street/parking lot fee of \$50 removed and replaced with barricade rental fees.**

2. Changes to the application

- a. Under Liquor, the number of checkboxes was reduced to two, and now only includes, “Liquor will not be present at the event,” and “Liquor will be present at the event.” If liquor will be present, the event organizer must contact the City Clerk to discuss.**
- b. An “Approved by: and Date” signature line was added to the last page, which will be signed by the city when the application is approved.**

BOARD, COMMISSION, OR COMMITTEE RECOMMENDATION, IF ANY: None

STAFF RECOMMENDATION: Staff recommends approving the Special Event Permit Policy

RECOMMENDED MOTION: I move to approve the Special Event Permit Policy.

ATTACHMENT(S) INCLUDED (If none, please state that)

Special Event Permit Policy and Application (Clean Copy)

Special Event Permit Policy and Application (Redline Copy)

FOR MORE INFORMATION CONTACT:

Chris McDonell, cmcdonell@whitewater-wi.gov, 262.473.0139

CITY OF WHITEWATER POLICY	TITLE: SPECIAL EVENT PERMIT POLICY
POLICY SOURCE: Police Dept./City Clerk/DPW/Parks & Recreation	Common Council Approval Date: _____

I. DEFINITIONS

Special Event: Any planned occurrence on the public right-of-way or public premises including, but not limited to, parades, concerts, festivals and athletic events which is not within the normal and ordinary use of that public premises or place or which, by 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, ordinary or intended use of public facilities or property shall be determined by the City Manager or his/her designee.

City Co-Sponsored Event: Public event open to anyone, and is designated in the annual City budget or formally supported by the city through labor or materials.

II. REQUIREMENTS, FEES, INSURANCE, and OTHER PROVISIONS

A. Permit Requirements

1. A Special Event Permit Application must be filed with the Recreation and Community Events Programmer a minimum of 45 days prior to the event. If an application is filed with the city less than 45 days prior to the event, the city cannot guarantee there will be sufficient time to review and approve the application.
2. Sponsors of Special Events must comply with all applicable city ordinances, traffic rules, park rules, state health laws, fire codes, and liquor licensing regulations.
3. Special Event permit requirements shall be waived in those cases where the United States Secret Service notifies the City of a proposed event in which it will be assisting with security details. Each event shall have a designated head of security that can be contacted at any time by the Police and Fire Departments. Each event may be required to have city provided and/or city approved security personnel at the rate of one security person for every 300 persons estimated to be present if alcohol is available or for every 600 persons present if alcohol is not available. The police department shall have the right to modify the levels based on the risk or need for heightened security and require the replacement of security personnel with sworn law enforcement personnel. The modification, barring extenuating circumstances, will be made at the time the application is approved.

If law enforcement services are needed, which may include but not limited to crowd control, traffic control or due to a concern for heightened security risk, the costs of reimbursement will be at the expense of the organization hosting the event. Barring extenuating circumstances, the identified costs will be provided at the time the application is approved.

Any exception from security requirements or a request for reduction of the outlined levels must be submitted in writing to the Recreation and Community Events Programmer or designee prior to the approval of the application. The Special Events Committee will review the exception request and make a recommendation to the City Manager.

B. Special Event Permit Fees

1. The amount of services provided will be determined by the city staff by reviewing the previous year's event cost analysis. If this is a first time event, a comparison of like events will be done to set the fee schedule. Fees are set forth on Exhibit A to the Special Events Policy.
2. Charges for park facilities, food sales permits, statutorily required alcohol permits, etc. shall be paid **IN ADDITION** to applicable Special Event Permit fees.
3. Submittal of a Special Event Permit Application does **NOT** reserve a park or include application for any other permits as may be required.

C. Special Event Permit Fee Waivers

1. The City of Whitewater recognizes the value of partnering with other agencies and organizations in providing services that benefit the community and its residents. In an effort to provide support for organizations providing valuable community services that the City would otherwise provide or is unable to provide, and to provide uniform and consistent guidelines for a Fee Waiver Request within the City the following guidelines have been established for determining when permit and facility fees may be waived.

Special event fees may be waived for Parking Lot/Street Closure Barricades and Notification Mailings by the City Manager or his/her designee, if the applicant requests a fee waiver under one of the following categories and the appropriate criteria are met.

- a. Intergovernmental Cooperation - Fees may be waived for events or uses when the applicant is another government agency and is a benefit to residents of Whitewater.
- b. City co-sponsored events - Even though they may meet the definition of a special event, shall not be required to pay parking lot or street closure barricade rental, or notification mailing fees. The City Manager shall determine whether an event is city co-sponsored.
- c. Nonprofit sponsored events – Fees may be waived for events that will benefit the community and Whitewater residents and all of the following criteria are met:
 - i. The organization/agency requesting sponsorship by the City has a 501(C) status;
 - ii. Appropriate recognition as Sponsor or co-Sponsor of the event or program is provided for the City of Whitewater on all promotional materials and at the event or program; and
 - iii. All resources provided by the City in sponsorship of the event (fee waiver or in-kind service) must be provided for within the City's current budget allocations without a reduction or increase of services or costs.

Any city co-sponsored event which is anticipated to exceed expenditures to the City of \$2,500 will require Common Council approval. The waiver of fees does not relieve insurance or security requirements.

All waiver decisions of the City Manager may be appealed to the City Council for review. If the Council finds that the City Manager's interpretation of the fee waiver policies for an appealed request are not consistent with the intent of these guidelines or are not in the best interest of the community the City Council may overturn the decision of the City Manager.

D. Insurance Requirements

1. There are three (3) classes of events, Class A, Class B and Class C. Each class shall be determined by its characteristics. An event does not have to have all the characteristics listed to be in the classification. The City reserves the right to make final determination of an event's classification and the related requirements that will be imposed upon the event organizer.
 - a. **Class A:** Large exposure events including but not limited to, parades, concerts, bike races, auto shows, circuses, or activities that have the potential to draw over 7,000 people or events with amusement devices, pony rides, bleachers used to seat more than 500 people, or fireworks displays.
 - b. **Class B:** Medium exposure events including, but not limited to, parades, concerts, dances, animal shows or any activity that is likely to draw between 750 and 7,000 people. Any event that serves alcohol and is likely to draw more than 300 people will be considered a Class B event.
 - c. **Class C:** Small exposure events including, but not limited to, block parties, small concerts, plays, private gatherings in parks or similar events that are likely to draw less than 750 people. *Event organizers in this class are encouraged to obtain insurance even though it is not required.*
2. Each applicant shall furnish the City a certificate of insurance showing insurance written by a company licensed in the State of Wisconsin and covering any and all liability. (See Exhibit B).

E. Other Requirements

1. Mapped Routes

Routes for special events must be submitted with the permit application, regardless of historical precedent. Proposed routes may be altered at the discretion of the Police Department and the Department of Public Works. In the event that the organizer or sponsor of any special event deviates from the route submitted without the approval of the city, the Police Department will have discretion to shut down the event route and the organizer or sponsor of such special event may be denied a permit for future special events.

2. Event Cancellation

The City Manager, or designee, may cancel an event without prior notice for any condition affecting the public health or safety of the city, or any condition that would place facilities, grounds, or other natural resources at risk of damage or destruction if the event were permitted to take place.

3. Block Party Neighboring Consent Form

For neighborhood block parties that require a street closure, a Neighboring Consent Form (Exhibit C) must be completed, which requires the signature from an adult resident/occupant of at least 75% of all residential and/or non-residential units on the street(s) for which closure is requested.

4. Street and/or Parking Lot Closure Notification Requirement

If a street and/or parking lot will be closed, not related to a neighborhood block party, the applicant is required to notify affected property owners. If requested, city will provide a list of affected addresses and complete the notification mailing. The applicant is responsible to pay the actual cost of the notification mailing, which includes costs for envelopes, paper, and postage.

F. City Review Process

1. Every city department (Police, Park and Recreation, Public Works, City Clerk, and City Manager's Office) receiving a copy of a Special Event Permit Application shall recommend either approving or denying the application and listing any reasons for denial. Each department shall review an application based upon the following criteria:
 - a. Use of department resources
 - b. Costs to the department
 - c. Benefit to the community
 - d. Any perceived public health or safety problems
 - e. Use of city property

For each Special Event Permit Application submitted which requests city services, the Recreation and Community Events Programmer may schedule a meeting if deemed necessary or requested by the event sponsors and/or the affected city departments. The purpose of the meeting shall be to discuss the specific nature of the services requested. It shall be held no later than thirty (30) days before the event.

All Special Event Permit Applications will be reviewed by city staff, with the Recreation and Community Events Programmer issuing the special event permit upon staff approval. If any recommendation for denial is received from one or more departments, the Special Events Committee will meet with the applicant to attempt to resolve concerns. If the final staff recommendation is denial, the application shall be submitted to the Common Council for review and a determination whether to grant the permit.

EXHIBIT A TO SPECIAL EVENTS POLICY
Special Event Fees

<ul style="list-style-type: none"> • Regular Time • Overtime 	<p>ACTUAL COST</p> <p>ACTUAL COST</p>
Parking Lot Repair (\$50/hr)	ACTUAL COST
Clean-Up/Restoration of Site (\$50/hr)	ACTUAL COST
Banner Fees	<p>\$75.00 - \$175.00</p> <p>\$75 to hang banner for one week</p> <p>\$115 to hang banner for two weeks</p> <p>\$60 to rent actual banner.</p>
Facility Reservation Fees	Contact the City Parks & Recreation Department for pricing
*Parking Lot/Street Closure Barricade Rental	<p>Type 1: Small Fold Out - \$7.50/daily</p> <p>Type 2: Medium Fold Out - \$9.00/daily</p> <p>Type 3: Large Barricades - \$12.50/daily</p> <p>6' A-Frame Barricades - \$5.00/daily</p> <p>10' A-Frame Barricades - \$7.50/daily</p>
28" Safety Cones - \$1.00/daily*Street and/or Parking Lot Closure envelopes, paper and postage Notification	<p>ACTUAL COST of</p> <p>Notification Mailing</p>

*Fees waived for events hosted by nonprofit organizations and for city co-sponsored events

EXHIBIT B TO SPECIAL EVENTS POLICY
City of Whitewater Liability Insurance Requirements

It is hereby agreed and understood that the insurance required by the City of Whitewater is **primary coverage** and that any insurance maintained by the City of Whitewater, its officers, council members, agents, employees or authorized volunteers will not contribute to a loss. All

insurance shall be in full force prior to commencing the event and remain in force throughout the entire event, including the cleanup period after the event.

Class A events – Large Exposure – over 7,000 people

The City of Whitewater requires each special event group to provide the City with a copy of their Certificate of Insurance, provided by an Insurance Company licensed to do business in the State of Wisconsin. Said Certificate of Insurance shall:

- 1) Provide a minimum of \$1,000,000 liability coverage
- 2) Provide Umbrella Coverage of \$2,000,000 each occurrence/\$2,000,000 aggregate; and
- 3) Name the City as an Additional Named Insured.

Class B events – Large Exposure – 750 to 7,000 people

The City of Whitewater requires each special event group to provide the City with a copy of their Certificate of Insurance, provided by an Insurance Company licensed to do business in the State of Wisconsin. Any event that serves alcohol and is likely to draw more than 300 people will be considered a Class B event. Said Certificate of Insurance shall:

- 1) Provide a minimum of \$1,000,000 liability coverage; and
- 2) Name the City as an Additional Named Insured.

Class C events – under 750 people

Small exposure events including, but not limited to, block parties, small concerts, plays, private gatherings in parks or similar events that are likely to draw less than 750 people. Event organizers in this class are encouraged to obtain insurance even though it is not required.

Liquor Liability

If a group is selling alcoholic beverages then Liquor Liability with the following limit and coverage must be carried:

- 1) Limits - \$500,000 each occurrence/\$500,000 aggregate.

Whoever is serving alcohol must have a temporary liquor license.

A Certificate of Insurance shall be provided to the City Clerk, 14 days prior to commencement of the special event.

Special Event Permit Application

Purpose: Thank you for choosing the City of Whitewater as the location for your event. The purpose of the application is for the applicant and city staff to discuss the proposed event request and the information that is necessary for city staff to process an application that complies with all rules, regulations and best practices for a safe event.

Submittal: You may submit your application in person at 312 W. Whitewater Street. Please note that there is a \$25.00 nonrefundable submittal fee for the application. All checks shall be payable to “City of Whitewater;” cash and credit cards are also accepted. Please complete all items, attach additional pages as necessary. If you feel a section is not applicable to the event please put N/A.

The amount of services provided will be determined by the city staff by reviewing the previous year’s event cost analysis. If this is a first time event, a comparison of like events will be done to set the fee schedule. Charges for park facilities, food sales permits, statutorily required alcohol permits, etc. shall be paid IN ADDITION to the Application fee. Submittal of a Permit Application does NOT reserve a park or include application for any other permits as may be required.

Scheduling: After this packet has been accepted, a staff member will review and contact the applicant to schedule a meeting with the City within five (5) to fifteen (15) working days from the date of the submittal.

Public Information: Please note the information you provide becomes public information.

CONTACT INFORMATION
Application Name:
Mobile Phone:
E-Mail:
Sponsoring Organization:
Planning contact (Name, Address, Email and Phone):
Date of Application

EVENT INFORMATION

Event Name:

Event Address:

Event Site Contact (Name and Cell Phone#):

Event Head of Security (Name and Cell Phone#)

Event Website (required if available):

Event Description (or attach narrative):

Event Includes Music? Yes No If yes, describe:

EVENT DETAILS DATES AND TIMES

	Date	Event Set Up Start Time	Event Start Time	Event End Time	Event Clean Up Complete Time	Estimate Attendance per Day
Monday						
Tuesday						
Wednesday						
Thursday						
Friday						
Saturday						
Sunday						

Total Anticipated Attendance:

SPECIAL EVENT SITE PLAN

Site Plan: A detailed site plan is required—applications will not be processed without it. Attach separate document(s). Site plans should clearly show the location of the event, areas used for parking, fencing, entry/exit points, tents/canopies (include dimensions), stages (include dimensions), generators, bars, tables/chairs, portable restrooms, signs, etc. A route map is required for distance events such as walks, runs, rides, and parades. Useful mapping resources include (print and draw on map):

CONTACT INFORMATION

Applicant is responsible for ensuring adequate parking for attendees and for minimizing any negative impacts to adjacent areas. Applicant is responsible for obtaining authorized approval for any private parking areas; a copy of the approval must be included with this application. For events using volunteers for traffic control (e.g., course marshals), event volunteers cannot direct traffic in the street. They may provide guidance from the sidewalk, other pedestrian area, or on a closed street.

The event will include the following (check all that apply):

- Existing public parking (city parking lot, city parking garage, on-street parking)
- On-site parking (may require property owner and/or landlord approval)
- Off-site parking (approval from property manager/owner required)
- Shuttle service from off-site parking areas (attach shuttle plan)

STREET CLOSURE/PARADE

Does your event require the closing of a street and/or parking lot, or involve a parade? Yes or No.

If yes, provide details of event (For extended details, use the back of this form and include drawings of proposed event or route):

What: _____

When: _____ Start Time and Duration: _____

Where: _____

Security Measures Being Used: _____

If Parade, Assembly Area: _____

Notification of the street and/or parking lot closure has been given to affected property owners?

- Yes or No

Does your event require fencing to be installed by the City? Yes or No

TENTS and CANOPIES

The Fire Department requires review and approval of Tents 400 square feet or larger (20 feet x 20 feet or larger). Tents shall be shown on the Special Event site plan and have usage labeled.

- There will be tents 400 square feet or larger.

Supplier: _____

Contact person: _____

Phone number: _____

GENERATORS

Location of the generator shall be shown on the Special Event site plan and have usage labeled.

There will be a generator 20kw or larger.

Licensed contractor:

Contact person:

Phone number:

PUBLIC SAFETY

Applicant is responsible for providing a safe and secure event. This includes the event venue, event parking areas, and adjacent areas affected by the event. Applicant must ensure adequate personnel are present to provide general security, maintain order, contain liquor to licensed premises, protect money, provide medical assistance, etc. Depending on the nature of the event, private security personnel and/or off-duty police officers may be required. The Whitewater Fire Department recommends an emergency medical standby when daily attendance exceeds 2,000 people. Occupancy loads must adhere to that which is set by the Fire Department. The event will include the following (check all that apply):

Security Personnel

In-house staff and/or volunteers

Hired security personnel

Company name:

Contact person:

Phone number:

Hired off-duty police officers. Estimated number:

Other agency name:

Contact person: _____

Phone number: _____

Medical Standby

Standby emergency medical staff (paramedics/EMTs)

Company Name: _____

Contact person: _____

Phone number: _____

SIGNS AND BANNERS

Signs and banners are regulated by the Zoning Ordinance and will require a second application. The application can be reviewed as part of this application request. Sign permit applications can be found at

[http://www.whitewater-wi.gov/images/stories/neighborhood_services/other/Sign Permit Application Checklists 2016-0311.pdf](http://www.whitewater-wi.gov/images/stories/neighborhood_services/other/Sign_Permit_Application_Checklists_2016-0311.pdf)

The event will include the following (check all that apply):

Directional signs (show locations on Special Event site plan and/or area map)

Signs or banners visible from outside the venue (show locations on Special Event site plan)

VENDORS					
<p>If vendors (food, retail sales, display/information, games, etc.) will be present at your event, please supply the City with a list of vendors and contact information with this application.</p> <p>The event will include the following categories of vendors (circle all that apply):</p> <p style="text-align: center;"> Food Retail Display/Info Games Other: </p>					

LIQUOR					
<p>If liquor is present at your event, state law requires liquor to be contained within the event venue. A liquor license is required if the event is open to the public, or if there is a fee for admission, food or drink. Anyone serving liquor must be familiar with state liquor laws. Additionally the event needs to provide adequate fencing and security personnel to prevent alcohol from being removed from your liquor licensed premises.</p>					
Check only one:					
<input type="checkbox"/> Liquor will not be present at the event.					
<input type="checkbox"/> Liquor will be present at the event					
If liquor will be present, the event organizer must contact the City Clerk to discuss requirements.					
Organization name serving liquor: _____					

ENTERTAINMENT					
<p>Applicant is required to have an event staff member responsible for monitoring sound levels when sound/music/noise may be audible beyond the event venue. Noise complaints can result in calls for service from the Police Department. A police officer or code enforcement inspector may require the volume to be reduced or ceased based on complaints or unreasonable sound levels.</p> <p>The event will include the following (check all that apply):</p> <p style="margin-left: 40px;"><input type="checkbox"/> Live Band and/or DJ Name of bands/performers: _____</p> <p style="margin-left: 40px;"><input type="checkbox"/> Pre-recorded Music</p>					

EVENT DETAILS AND TIMES						
	Live Band		DJ		Pre-Recorded Music	
	Start Time	End Time	Start Time	End Time	Start Time	End Time
Monday						
Tuesday						
Wednesday						

Thursday						
Friday						
Saturday						
Sunday						

PA System
 Fireworks / Pyrotechnics
 Inflatable(s): Number# _____
 Dunk Tank
 Petting Zoo
 Other: _____
 Sound/music/noise may be audible beyond the event venue; therefore, an event staff member will be assigned to monitor the sound level during the event to ensure sound does not unreasonably disturb the surrounding area.

What type of electrical supply will you be using for your event? _____

Contact person: _____

Phone number: _____

EVENT NOTIFICATION
<p>Notification is required to inform nearby or affected businesses, and property owners within 300 feet at least two weeks prior to the event. Notification is required for events with off-site parking, outdoor amplified sound, street closures, fireworks, or other notable impact to adjacent areas. Notification letters must include a detailed description of the event including setup and teardown times, starting and ending times for outdoor music, estimated attendance, and the event organizer's name and mobile phone number for contact before, during and after the event for all street closures.</p> <p>If applicable, event notification will be made by (circle all that apply):</p> <p>Mail Email Door hangers Fliers In person Other</p> <p>Please note that approval/sign off may be required if your event includes a street closure, sound amplification or other impacts to the surrounding neighbors or businesses.</p>

SANITATION
<p>Applicant is responsible for (a) having a sufficient number of containers to handle all trash generated by the event; (b) removing trash during and after the event; (c) completely cleaning the site and adjacent/affected areas after the event; and (d) providing a sufficient number of restroom facilities (including ADA accessible facilities). All cleanup efforts must be completed the same day as the event. If any portion of the event takes place on city property and city personnel need to perform additional cleaning due to your event, you will be billed by the City of Whitewater for this service.</p>
<p>The event will include the following (check all that apply):</p>
<p><input type="checkbox"/> Garbage dumpsters (show on Special Event site plan)</p>

Sanitation Company: _____
Contact person: _____
Phone number: _____
<input type="checkbox"/> Portable restroom facilities (show on Special Event site plan)
Restroom Company: _____
Contact person: _____
Phone number: _____

LIABILITY INSURANCE REQUIREMENTS

It is hereby agreed and understood that the insurance required by the City of Whitewater is primary coverage and that any insurance maintained by the City of Whitewater, its officers, council members, agents, employees or authorized volunteers will not contribute to a loss. All insurance shall be in full force prior to commencing the event and remain in force throughout the entire event, including the cleanup period after the event.

Class A events – Large Exposure – over 7,000 people

The City of Whitewater requires each special event group to provide the City with a copy of their Certificate of Insurance, provided by an Insurance Company licensed to do business in the State of Wisconsin. Said Certificate of Insurance shall:

- 1) Provide a minimum of \$1,000,000 liability coverage
- 2) Provide Umbrella Coverage of \$2,000,000 each occurrence/\$2,000,000 aggregate; and
- 3) Name the City as an Additional Named Insured.

Class B events – Large Exposure – 750 to 7,000 people

The City of Whitewater requires each special event group to provide the City with a copy of their Certificate of Insurance, provided by an Insurance Company licensed to do business in the State of Wisconsin. Any event that serves alcohol and is likely to draw more than 300 people will be considered a Class B event. Said Certificate of Insurance shall:

- 1) Provide a minimum of \$1,000,000 liability coverage; and
- 2) Name the City as an Additional Named Insured.

Class C events – under 750 people

Small exposure events including, but not limited to, block parties, small concerts, plays, private gatherings in parks or similar events that are likely to draw less than 750 people. Event organizers in this class are encouraged to obtain insurance even though it is not required.

Liquor Liability

If a group is selling alcoholic beverages then Liquor Liability with the following limit and coverage must be carried:

- 1) Limits - \$500,000 each occurrence/\$500,000 aggregate.

Whoever is serving alcohol must have a temporary liquor license.

A Certificate of Insurance shall be provided to the City Clerk, 14 days prior to commencement of the special event.

OTHER INFORMATION

Does your event require any additional city services not listed above? Yes or No
If yes, please explain:

NOTE: The City does not provide tables or equipment for rental

APPLICANT AUTHORIZATION

WARRANTY: Applicant warrants that the information provided in this application is true and accurate to the best of Applicant’s knowledge and belief.

INDEMNIFICATION: To the fullest extent allowed by law, the Applicant agrees to defend, indemnify and hold harmless the City, its officers, officials, representatives, agents, employees and volunteers from and against all allegations, demands, proceedings, suits, actions, claims, damages, losses, expenses, including but not limited to, attorney fees, court costs, the cost of appellate proceedings, and all claim adjusting and handling expenses, arising from or related to any acts or omissions of the permit holder or its agents, contractors and subcontractors related to the Special Event.

SPECIAL EVENT PERMIT CONDITIONS: Other conditions may be imposed.

- State law requires that liquor must be contained within the area permitted by your State license.
- City law prohibits discharges of anything but storm water into the City’s rights-of-way, storm drain system and natural washes.
- Street closures, barricades and event layout shall be as shown on the approved site and barricade plan.
- If the City performs any cleanup due to your event, you will be billed and required to pay for the cleaning.
- If there is damage to City property due to your event, you will be billed and required to pay for its repair.
- You are required to provide a safe and secure environment at your event.
- A city police officer or code enforcement inspector may require the music volume to be reduced or ceased.
- You must comply with the maximum occupancy load set by the Fire Department.
- You must allow for immediate fire lane and other security access at your event.

The Applicant’s signature below authorizes a City representative to inspect a special event on City or private property at any time, including setup.

AUTHORITY: For special events on private property, the Applicant warrants:

1. I am the property owner or the authorized agent of the property owner for this application, excluding City property. If the property has more than one owner, then I am the agent for all owners, and the word “owner” refers to them all.
2. I have written authority from the property owner regarding any and all Special Event regulatory and related matters involving all property identified in this application, excluding City property.

Signature of Applicant-must be the same person listed on page 1.

Date

Printed Name and Title of Applicant

****All Applicants Must Read and Sign the Following Statement****

The submittal of an application for special events permit is an agreement to pay for any additional services associated with the application or petition. The City may apply the charges for these services to the applicant in accordance with this agreement. The City may delay acceptance of an application or petition (considering it incomplete), or may delay final action or approval of the associated proposal, until the applicant pays such fees.

I have read and understand the above statement

Signature of Applicant-must be the same person listed on page 1.

Date

Printed Name and Title of Applicant

Approved by: City of Whitewater

Date

CITY OF WHITEWATER POLICY	TITLE: SPECIAL EVENT PERMIT POLICY
POLICY SOURCE: Police Dept./City Clerk/DPW/Parks & Recreation	Common Council Approval Date: _____

I. DEFINITIONS

Special Event: Any planned occurrence on the public right-of-way or public premises including, but not limited to, parades, concerts, festivals and athletic events which is not within the normal and ordinary use of that public premises or place or which, by 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, ordinary or intended use of public facilities or property shall be determined by the City Manager or his/her designee.

City Co-Sponsored Event: Public event open to anyone, and is designated in the annual City budget or formally supported by the city through labor or materials.

II. REQUIREMENTS, FEES, INSURANCE, and OTHER PROVISIONS

A. Permit Requirements

~~1. A Special Event Permit Application shall must be filed with the Recreation and Community Events Programmer a minimum of 45 days prior to the event. If an application is filed with the city less than 45 days prior to the event, the city cannot guarantee there will be sufficient time to review and approve the application. Permits for events that have been held in the City of Whitewater for at least the immediate past two (2) years which are filed less than forty five (45) days prior to the event may be issued, provided all conditions for such approval are met.~~

~~1. Sponsors of Special Events must comply with all applicable city ordinances, traffic rules, park rules, state health laws, fire codes, and liquor licensing regulations.~~

~~2. Every city department receiving a copy of a Special Event Permit Application shall recommend either approving or denying the application and listing any reasons for denial. Each department shall review an application based upon the following criteria:~~

- ~~a. Use of department resources~~
- ~~b. Costs to the department~~
- ~~c. Benefit to the community~~
- ~~d. Any perceived public health or safety problems~~

~~e. Use of city property~~ For each Special Event Permit Application submitted which requests city services, the Recreation and Community Events Programmer may schedule a meeting if deemed necessary or requested by the event sponsors and/or the affected city departments. The purpose of the meeting shall be to discuss the specific nature of the services requested. It shall be held no later than thirty (30) days before the event.

~~f. 2.~~

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~~3. Special Event permit requirements shall be waived in those cases where the United States Secret Service notifies the City of a proposed event in which it will be assisting with security details.~~

~~4. All Special Event Permit Applications will be reviewed by city staff, with the Recreation and Community Events Programmer issuing the special event permit upon staff approval. If any recommendation for denial is received from one or more departments, the Special Events Committee will meet with the applicant to attempt to resolve concerns. If the final staff recommendation is denial, the application shall be submitted to the Common Council for review and a determination whether to grant the permit.~~

~~5. Where an event application is filed less than forty five days prior to the event, and the event has been held for at least the immediate past two (2) years, but a substantial change to the pending event is indicated (including but not limited to change of location, route, event organizer, etc.) the application shall be sent to Police, Park and Recreation, Public Works, City Clerk, and City Manager's Office for review and final determination.~~

~~6.3 For each Special Event Permit Application submitted which requests city services, the Recreation and Community Events Programmer may schedule a meeting if deemed necessary or requested by the event sponsors and/or the affected city departments. The purpose of the meeting shall be to discuss the specific nature of the services requested. It shall be held no later than thirty (30) days before the event.~~

~~7.4~~ Each event shall have a designated head of security that can be contacted at any time by the Police and Fire Departments. Each event may be required to have city provided and/or city approved security personnel at the rate of one security person for every 300 persons estimated to be present if alcohol is available or for every 600 persons present if alcohol is not available. The police department shall have the right to modify the levels based on the risk or need for heightened security and require the replacement of security personnel with sworn law enforcement personnel. The modification, barring extenuating circumstances, will be made at the time the application is approved.

If law enforcement services are needed, which may include but not limited to crowd control, traffic control or due to a concern for heightened security risk, the costs of reimbursement will be at the expense of the organization hosting the event. Barring extenuating circumstances, the identified costs will be provided at the time the application is approved.

Any exception from security requirements or a request for reduction of the outlined levels must be submitted in writing to the Recreation and Community Events Programmer or designee prior to the approval of the application. The Special Events Committee will review the exception request and make a recommendation to the City Manager.

B. Special Event Permit Fees

~~1. A non-refundable application fee of \$25 will be required.~~

~~2.1~~ The amount of services provided will be determined by the city staff by reviewing the previous year's event cost analysis. If this is a first time event, a comparison of like events will be done to set the fee schedule. Fees are set forth on Exhibit A to the Special Events Policy.

~~3. City co-sponsored events, even though they may meet the definition of a special event, shall not be required to pay a fee. The City Manager shall determine whether an event~~

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~~is city co-sponsored. Any city co-sponsored event which is anticipated to exceed cost expenditures to the City of \$2,500 will require Common Council approval.~~

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~~4.2~~ Charges for park facilities, food sales permits, ~~tent permit fees~~, statutorily required alcohol permits, etc. shall be paid **IN ADDITION** to ~~the applicable~~ Special Event Permit ~~Application~~ fees.

~~5.3~~ Submittal of a Special Event Permit Application does **NOT** reserve a park or include application for any other permits as may be required.

~~6.~~ ~~Non city co-sponsored event fee waiver requests must be approved by the Common Council.~~

C. Special Event Permit Fee Waivers

1. The City of Whitewater recognizes the value of partnering with other agencies and organizations in providing services that benefit the community and its residents. In an effort to provide support for organizations providing valuable community services that the City would otherwise provide or is unable to provide, and to provide uniform and consistent guidelines for a Fee Waiver Request within the City the following guidelines have been established for determining when permit and facility fees may be waived.

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Special event fees may be waived for Parking Lot/Street Closure Barricades and Notification Mailings by the City Manager or his/her designee, if the applicant requests a fee waiver under one of the following categories and the appropriate criteria are met.

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a. Intergovernmental Cooperation - Fees may be waived for events or uses when the applicant is another government agency and is a benefit to residents of Whitewater.

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b. City co-sponsored events - Even though they may meet the definition of a special event, shall not be required to pay parking lot or street closure barricade rental, or notification mailing fees. The City Manager shall determine whether an event is city co-sponsored.

c. Nonprofit sponsored events – Fees may be waived for events that will benefit the community and Whitewater residents and all of the following criteria are met:

i. The organization/agency requesting sponsorship by the City has a 501(C) status;

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ii. Appropriate recognition as Sponsor or co-Sponsor of the event or program is provided for the City of Whitewater on all promotional materials and at the event or program; and

iii. All resources provided by the City in sponsorship of the event (fee waiver or in-kind service) must be provided for within the City's current budget allocations without a reduction or increase of services or costs.

Any city co-sponsored event which is anticipated to exceed expenditures to the City of \$2,500 will require Common Council approval. The waiver of fees does not relieve insurance or security requirements.

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All waiver decisions of the City Manager may be appealed to the City Council for review. If the Council finds that the City Manager's interpretation of the fee waiver policies for an appealed request are not consistent with the intent of these guidelines or are not in the best interest of the community the City Council may overturn the decision of the City Manager.

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C-D. Insurance Requirements

1. There are ~~four~~ three (3) classes of events, Class A, Class B ~~and~~ Class C and Class D. Each class shall be determined by its characteristics. An event does not have to have all the characteristics listed to be in the classification. The City reserves the right to make final determination of an event's classification and the related requirements that will be imposed upon the event organizer.

- ~~a. Class A:~~ Any event whose attendance is anticipated to be over 10,000.
- ~~b-a. Class AB:~~ Large exposure events including but not limited to, parades, concerts, bike races, auto shows, circuses, ~~sidewalk sales,~~ or activities that have the potential to draw ~~between over 7,000-10,000~~ 5,001 and 10,000 people or events with amusement devices, pony rides, bleachers used to seat more than 500 people, or fireworks displays.
- ~~e-b. Class BC:~~ Medium exposure events including, but not limited to, parades, concerts, dances, animal shows or any activity that is likely to draw between ~~300-750~~ 57,000 people. Any event that serves alcohol and is likely to draw more than 300 people will be considered a Class B event.
- ~~d-c. Class CD:~~ Small exposure events including, but not limited to, block parties, small concerts, plays, private gatherings in parks or similar events that are likely to draw less than ~~300-750~~ 300 people. Event organizers in this class are encouraged to obtain insurance even though it is not required.

2. Each applicant shall furnish the City a certificate of insurance showing insurance written by a company licensed in the State of Wisconsin and covering any and all liability. (See Exhibit B).

D-E. Other Requirements

3-1. Mapped Routes

Routes for special events must be submitted with the permit application, regardless of historical precedent. Proposed routes may be altered at the discretion of the Police Department and the Department of Public Works. In the event that the organizer or sponsor of any special event deviates from the route submitted without the approval of the city, the Police Department will have discretion to shut down the event route and the organizer or sponsor of such special event may be denied a permit for future special events.

4-2. Event Cancellation

The City Manager, or designee, may cancel an event without prior notice for any condition affecting the public health or safety of the city, or any condition that would place facilities, grounds, or other natural resources at risk of damage or destruction if the event were permitted to take place.

5-3. Block Party Neighboring Consent Form

For neighborhood block parties that require a street closure, a Neighboring Consent Form (Exhibit C) must be completed, which requires the signature from an adult resident/occupant of at least 75% of all residential and/or non-residential units on the street(s) for which closure is requested.

6-4. Street and/or Parking Lot Closure Notification Requirement

If a street and/or parking lot will be closed, not related to a neighborhood block party, the applicant is required to notify affected property owners. If requested, city will provide a list of affected addresses and complete the notification mailing. The applicant

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is responsible to pay the actual cost of the notification mailing, which includes costs for envelopes, paper, and postage.

F. City Review Process

1. Every city department (Police, Park and Recreation, Public Works, City Clerk, and City Manager's Office) receiving a copy of a Special Event Permit Application shall recommend either approving or denying the application and listing any reasons for denial. Each department shall review an application based upon the following criteria:

- a. Use of department resources
- b. Costs to the department
- c. Benefit to the community
- d. Any perceived public health or safety problems
- e. Use of city property

For each Special Event Permit Application submitted which requests city services, the Recreation and Community Events Programmer may schedule a meeting if deemed necessary or requested by the event sponsors and/or the affected city departments. The purpose of the meeting shall be to discuss the specific nature of the services requested. It shall be held no later than thirty (30) days before the event.

All Special Event Permit Applications will be reviewed by city staff, with the Recreation and Community Events Programmer issuing the special event permit upon staff approval. If any recommendation for denial is received from one or more departments, the Special Events Committee will meet with the applicant to attempt to resolve concerns. If the final staff recommendation is denial, the application shall be submitted to the Common Council for review and a determination whether to grant the permit.

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EXHIBIT A TO SPECIAL EVENTS POLICY
Special Event Fees

Application Fee _____ \$25.00

Police Services

- Regular Time _____ ACTUAL COST
- Overt-Time _____ ACTUAL COST

Parking Lot Repair (\$50/hr) _____ ACTUAL COST

Clean-Up/Restoration of Site (\$50/hr) _____ ACTUAL COST

Fence Installation & Take Down _____ \$800.00 (when Railroad must be fenced off)

*Fencing of Cravath Lakefront railroad track area is required when park property on both sides of track is being used.

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Banner Fees _____ \$75.00 - \$175.00
 _____ \$75 to hang banner for one week
 _____ \$115 to hang banner for two weeks
 _____ \$60 to rent actual banner.

Facility Reservation Fees _____ Contact the City Parks & Recreation Department for pricing

*Parking Lot/Street Closure _____ Type 1: Small Fold Out - \$7.50/daily
Barricade Rental _____ Type 2: Medium Fold Out - \$9.00/daily
 _____ Type 3: Large Barricades - \$12.50/daily
 _____ 6' A-Frame Barricades - \$5.00/daily
 _____ 10' A-Frame Barricades - \$7.50/daily
 _____ 28" Safety Cones - \$1.00/daily \$50.00 per Parking

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Lot

Street Closure _____
 _____ \$50.00 per Street closed
Parking Lot Repair (\$50/hr) _____
 _____ ACTUAL COST

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Clean Up/Restoration of Site (\$50/hr) _____ ACTUAL COST
Banner Fees _____ \$75.00 - \$175.00
 _____ \$75 to hang banner for one week
 _____ \$115 to hang banner for two weeks
 _____ \$60 to rent actual banner.

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*Street and/or Parking Lot Closure _____ ACTUAL COST of envelopes, paper and postage
Notification _____ ACTUAL COST of envelopes, paper and postage _____
Notification Mailing _____

Notification Mailing

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Facility Reservation Fees _____ \$50.00 +

NOTE: Facility must be reserved separately*Fees waived for events hosted by nonprofit organizations and for city co-sponsored events

EXHIBIT B TO SPECIAL EVENTS POLICY
City of Whitewater Liability Insurance Requirements

It is hereby agreed and understood that the insurance required by the City of Whitewater is **primary coverage** and that any insurance maintained by the City of Whitewater, its officers, council members, agents, employees or authorized volunteers will not contribute to a loss. All insurance shall be in full force prior to commencing the event and remain in force throughout the entire event, including the cleanup period after the event.

Class A events – Large Exposure – over 107,000 people

The City of Whitewater requires each special event group to provide the City with a copy of their Certificate of Insurance, provided by an Insurance Company licensed to do business in the State of Wisconsin. Said Certificate of Insurance shall:

- 1) Provide a minimum of \$1,000,000 liability coverage
- 2) Provide Umbrella Coverage of \$2,000,000 each occurrence/\$2,000,000 aggregate; and
- 3) Name the City as an Additional Named Insured.

Class B & C events – Large Exposure – 300-750 to 107,000 people

The City of Whitewater requires each special event group to provide the City with a copy of their Certificate of Insurance, provided by an Insurance Company licensed to do business in the

State of Wisconsin. [Any event that serves alcohol and is likely to draw more than 300 people will considered a Class B event.](#) Said Certificate of Insurance shall:

- 1) Provide a minimum of \$1,000,000 liability coverage; and
- 2) Name the City as an Additional Named Insured.

Class CD events – under 300-750 people

Small exposure events including, but not limited to, block parties, small concerts, plays, private gatherings in parks or similar events that are likely to draw less than [300-750](#) people. Event organizers in this class are encouraged to obtain insurance even though it is not required.

Liquor Liability

~~If the event holder is~~ [If a group is](#) selling alcoholic beverages then Liquor Liability with the following limit and coverage must be carried:

- 1) Limits - \$500,000 each occurrence/\$500,000 aggregate.

[Whoever is serving alcohol must have a temporary liquor license.](#)

A Certificate of Insurance shall be provided to the City Clerk, 14 days prior to commencement of the special event.

Special Event Permit Application

Purpose: Thank you for choosing the City of Whitewater as the location for your event. The purpose of the application is for the applicant and city staff to discuss the proposed event request and the information that is necessary for city staff to process an application that complies with all rules, regulations and best practices for a safe event.

Submittal: You may submit your application in person at 312 W. Whitewater Street. Please note that there is a \$25.00 nonrefundable submittal fee for the application. All checks shall be payable to “City of Whitewater;” cash and credit cards are also accepted. Please complete all items, attach additional pages as necessary. If you feel a section is not applicable to the event please put N/A.

The amount of services provided will be determined by the city staff by reviewing the previous year’s event cost analysis. If this is a first time event, a comparison of like events will be done to set the fee schedule. Charges for park facilities, food sales permits, ~~tent permit fees~~, statutorily required alcohol permits, etc. shall be paid IN ADDITION to the Application fee. Submittal of a Permit Application does NOT reserve a park or include application for any other permits as may be required.

Scheduling: After this packet has been accepted, a staff member will review and contact the applicant to schedule a meeting with the City within five (5) to fifteen (15) working days from the date of the submittal.

Public Information: Please note the information you provide becomes public information.

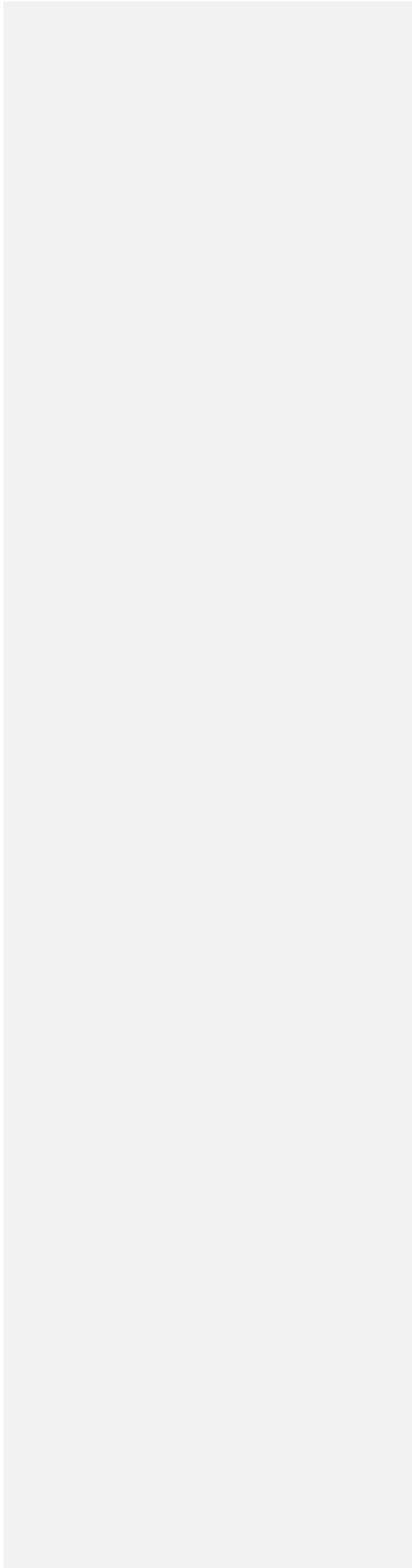
CONTACT INFORMATION
Application Name:
Mobile Phone:
E-Mail:
Sponsoring Organization:
Planning contact (Name, Address, Email and Phone):
Date of Application

EVENT INFORMATION						
Event Name:						
Event Address:						
Event Site Contact (Name and Cell Phone#):						
Event Head of Security (Name and Cell Phone#)						
Event Website (required if available):						
Event Description (or attach narrative):						
Event Includes Music? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, describe:						
EVENT DETAILS DATES AND TIMES						
	Date	Event Set Up Start Time	Event Start Time	Event End Time	Event Clean Up Complete Time	Estimate Attendance per Day
Monday						
Tuesday						
Wednesday						
Thursday						
Friday						
Saturday						
Sunday						
Total Anticipated Attendance:						
SPECIAL EVENT SITE PLAN						
<p>Site Plan: A detailed site plan is required—applications will not be processed without it. Attach separate document(s). Site plans should clearly show the location of the event, areas used for parking, fencing, entry/exit points, tents/canopies (include dimensions), stages (include dimensions), generators, bars, tables/chairs, portable restrooms, signs, etc. A route map is required for distance events such as walks, runs, rides, and parades. Useful mapping resources include (print and draw on map):</p>						

CONTACT INFORMATION
<p>Applicant is responsible for ensuring adequate parking for attendees and for minimizing any negative impacts to adjacent areas. Applicant is responsible for obtaining authorized approval for any private parking areas; a copy of the approval must be included with this application. For events using volunteers for traffic control (e.g., course marshals), event volunteers cannot direct traffic in the street. They may provide guidance from the sidewalk, other pedestrian area, or on a closed street. The event will include the following (check all that apply):</p> <p><input type="checkbox"/> Existing public parking (city parking lot, city parking garage, on-street parking)</p> <p><input type="checkbox"/> On-site parking (may require property owner and/or landlord approval)</p> <p><input type="checkbox"/> Off-site parking (approval from property manager/owner required)</p> <p><input type="checkbox"/> Shuttle service from off-site parking areas (attach shuttle plan)</p>

STREET CLOSURE/PARADE
<p>Does your event require the closing of a street and/or parking lot, or involve a parade? <input type="checkbox"/> Yes or <input type="checkbox"/> No.</p> <p>If yes, provide details of event (For extended details, use the back of this form and include drawings of proposed event or route):</p> <p>What: _____</p> <p>When: _____ Start Time and Duration: _____</p> <p>Where: _____</p> <p>Security Measures Being Used: _____</p> <p>If Parade, Assembly Area: _____</p> <p>Notification of the street and/or parking lot closure has been given to affected property owners?</p> <p><input type="checkbox"/> Yes or <input type="checkbox"/> No</p> <p>Does your event require fencing to be installed by the City? <input type="checkbox"/> Yes or <input type="checkbox"/> No</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>

TENTS and CANOPIES
<p>The Fire Department requires review and approval of Tents 400 square feet or larger (20 feet x 20 feet or larger). Tents shall be shown on the Special Event site plan and have usage labeled.</p> <p><input type="checkbox"/> There will be tents 400 square feet or larger.</p> <p>Supplier: _____</p> <p>Contact person: _____</p> <p>Phone number: _____</p>



GENERATORS

Location of the generator shall be shown on the Special Event site plan and have usage labeled.

There will be a generator 20kw or larger.

Licensed contractor:

Contact person:

Phone number:

PUBLIC SAFETY

Applicant is responsible for providing a safe and secure event. This includes the event venue, event parking areas, and adjacent areas affected by the event. Applicant must ensure adequate personnel are present to provide general security, maintain order, contain liquor to licensed premises, protect money, provide medical assistance, etc. Depending on the nature of the event, private security personnel and/or off-duty police officers may be required. The Whitewater Fire Department recommends an emergency medical standby when daily attendance exceeds 2,000 people. Occupancy loads must adhere to that which is set by the Fire Department. The event will include the following (check all that apply):

Security Personnel

In-house staff and/or volunteers

Hired security personnel

Company name:

Contact person:

Phone number:

Hired off-duty police officers. Estimated number:

Other agency name:

Contact person: _____

Phone number: _____

Medical Standby

Standby emergency medical staff (paramedics/EMTs)

Company Name: _____

Contact person: _____

Phone number: _____

SIGNS AND BANNERS

Signs and banners are regulated by the Zoning Ordinance and will require a second application. The application can be reviewed as part of this application request. Sign permit applications can be found at http://www.whitewater-wi.gov/images/stories/neighborhood_services/other/Sign_Permit_Application_Checklists_2016-0311.pdf

The event will include the following (check all that apply):

Directional signs (show locations on Special Event site plan and/or area map)

Signs or banners visible from outside the venue (show locations on Special Event site plan)

VENDORS					
<p>If vendors (food, retail sales, display/information, games, etc.) will be present at your event, please supply the City with a list of vendors and contact information with this application.</p> <p>The event will include the following categories of vendors (circle all that apply):</p> <p style="text-align: center;"> <input type="checkbox"/> Food <input type="checkbox"/> Retail <input type="checkbox"/> Display/Info <input type="checkbox"/> Games <input type="checkbox"/> Other: </p>					

LIQUOR					
<p>If liquor is present at your event, state law requires liquor to be contained within the event venue. A liquor license is required if the event is open to the public, or if there is a fee for admission, food or drink. Anyone serving liquor must be familiar with state liquor laws. Additionally the event needs to provide adequate fencing and security personnel to prevent alcohol from being removed from your liquor licensed premises.</p> <p>Check only one:</p> <p><input type="checkbox"/> Liquor will <u>not</u> be present at the event.</p> <p><input type="checkbox"/> The event is adjacent to an existing liquor establishment (restaurant or bar) and the establishment will temporarily extend their liquor licensed premises to include an area which does not have a liquor license. Liquor will be present at the event</p> <p><input type="checkbox"/> Liquor will be present and I am making arrangements with a charitable, civic, fraternal, political party/campaign committee, or religious organization for Special Event Liquor License. If liquor will be present, the event organizer must contact the City Clerk to discuss requirements.</p> <p>Organization name <u> serving liquor </u>:</p>					

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ENTERTAINMENT					
<p>Applicant is required to have an event staff member responsible for monitoring sound levels when sound/music/noise may be audible beyond the event venue. Noise complaints can result in calls for service from the Police Department. A police officer or code enforcement inspector may require the volume to be reduced or ceased based on complaints or unreasonable sound levels.</p> <p>The event will include the following (check all that apply):</p> <p><input type="checkbox"/> Live Band and/or DJ Name of bands/performers: _____</p> <p><input type="checkbox"/> Pre-recorded Music</p>					

EVENT DETAILS AND TIMES						
	Live Band		DJ		Pre-Recorded Music	
	Start Time	End Time	Start Time	End Time	Start Time	End Time

Monday						
Tuesday						
Wednesday						
Thursday						
Friday						
Saturday						
Sunday						

PA System
 Fireworks / Pyrotechnics
 Inflatable(s): Number# _____
 Dunk Tank
 Petting Zoo
 Other: _____
 Sound/music/noise may be audible beyond the event venue; therefore, an event staff member will be assigned to monitor the sound level during the event to ensure sound does not unreasonably disturb the surrounding area.

What type of electrical supply will you be using for your event? _____

Contact person: _____

Phone number: _____

EVENT NOTIFICATION

Notification is required to inform nearby or affected businesses, and property owners within 300 feet at least two weeks prior to the event. Notification is required for events with off-site parking, outdoor amplified sound, street closures, fireworks, or other notable impact to adjacent areas. Notification letters must include a detailed description of the event including setup and teardown times, starting and ending times for outdoor music, estimated attendance, and the event organizer's name and mobile phone number for contact before, during and after the event for all street closures.

If applicable, event notification will be made by (circle all that apply):

Mail Email Door hangers Fliers In person Other

Please note that approval/sign off may be required if your event includes a street closure, sound amplification or other impacts to the surrounding neighbors or businesses.

SANITATION

Applicant is responsible for (a) having a sufficient number of containers to handle all trash generated by the event; (b) removing trash during and after the event; (c) completely cleaning the site and adjacent/affected areas after the event; and (d) providing a sufficient number of restroom facilities (including ADA accessible facilities). **All cleanup efforts must be completed the same day as the event.** If

any portion of the event takes place on city property and city personnel need to perform additional cleaning due to your event, you will be billed by the City of Whitewater for this service.
The event will include the following (check all that apply):
<input type="checkbox"/> Garbage dumpsters (show on Special Event site plan)
Sanitation Company: _____
Contact person: _____
Phone number: _____
<input type="checkbox"/> Portable restroom facilities (show on Special Event site plan)
Restroom Company: _____
Contact person: _____
Phone number: _____

LIABILITY INSURANCE REQUIREMENTS

It is hereby agreed and understood that the insurance required by the City of Whitewater is primary coverage and that any insurance maintained by the City of Whitewater, its officers, council members, agents, employees or authorized volunteers will not contribute to a loss. All insurance shall be in full force prior to commencing the event and remain in force throughout the entire event, including the cleanup period after the event.

Class A events – Large Exposure – over 7,000 people

The City of Whitewater requires each special event group to provide the City with a copy of their Certificate of Insurance, provided by an Insurance Company licensed to do business in the State of Wisconsin. Said Certificate of Insurance shall:

- 1) Provide a minimum of \$1,000,000 liability coverage
- 2) Provide Umbrella Coverage of \$2,000,000 each occurrence/\$2,000,000 aggregate; and
- 3) Name the City as an Additional Named Insured.

Class B events – Large Exposure – 750 to 7,000 people

The City of Whitewater requires each special event group to provide the City with a copy of their Certificate of Insurance, provided by an Insurance Company licensed to do business in the State of Wisconsin. Any event that serves alcohol and is likely to draw more than 300 people will be considered a Class B event. Said Certificate of Insurance shall:

- 1) Provide a minimum of \$1,000,000 liability coverage; and
- 2) Name the City as an Additional Named Insured.

Class C events – under 750 people

Small exposure events including, but not limited to, block parties, small concerts, plays, private gatherings in parks or similar events that are likely to draw less than 750 people. Event organizers in this class are encouraged to obtain insurance even though it is not required.

Liquor Liability

If a group is selling alcoholic beverages then Liquor Liability with the following limit and coverage must be carried:

- 1) Limits - \$500,000 each occurrence/\$500,000 aggregate.

Whoever is serving alcohol must have a temporary liquor license.

~~A Certificate of Insurance shall be provided to the City Clerk, 14 days prior to commencement of the special event. It is hereby agreed and understood that the insurance required by the City of Whitewater is primary coverage and that any insurance maintained by the City of Whitewater, its officers, council members, agents, employees or authorized volunteers will not contribute to a loss. All insurance shall be in full force prior to commencing the event and remain in force throughout the entire event, including the cleanup period after the event.~~

~~Class A events — Large Exposure — over 10,000 people~~

~~The City of Whitewater requires each special event group to provide the City with a copy of their Certificate of Insurance, provided by an Insurance Company licensed to do business in the State of Wisconsin. Said Certificate of Insurance shall:~~

- ~~1. Provide a minimum of \$1,000,000 liability coverage~~
- ~~2. Provide Umbrella Coverage of \$2,000,000 each occurrence/\$2,000,000 aggregate; and~~
- ~~3. Name the City as an Additional Named Insured.~~

~~Class B & C events — Large Exposure — 300 to 10,000 people~~

~~The City of Whitewater requires each special event group to provide the City with a copy of their Certificate of Insurance, provided by an Insurance Company licensed to do business in the State of Wisconsin. Said Certificate of Insurance shall:~~

- ~~1. Provide a minimum of \$1,000,000 liability coverage; and~~
- ~~2. Name the City as an Additional Named Insured.~~

~~Class D events — under 300 people~~

~~Small exposure events including, but not limited to, block parties, small concerts, plays, private gatherings in parks or similar events that are likely to draw less than 300 people. Event organizers in this class are encouraged to obtain insurance even though it is not required. Liquor Liability~~

~~If the event holder is selling alcoholic beverages then Liquor Liability with the following limit and coverage must be carried:~~

- ~~1. Limits — \$500,000 each occurrence/\$500,000 aggregate.~~
- ~~2. A Certificate of Insurance shall be provided to the City Clerk, 14 days prior to commencement of the special event.~~

OTHER INFORMATION

Does your event require any additional city services not listed above? Yes or No

If yes, please explain:

From: [Jude Christensen](#)
To: [Matt Amundson](#)
Subject: Re: Fundraiser
Date: Thursday, September 01, 2016 4:36:14 PM

Hello, My name is Jude Christensen. I was a home owner in Whitewater for 19 years, living on Fremont St. for 15 of those years. I am writing to request that fees for a 4 hour rental of the Cravath Lake Community Center be waived for a charity event.

We are planning a fundraiser for Michael E. Kelly on 10-9-16. I have known Michael for 24 years as a responsible member of the recovery family in the area. Michael is a long time resident of Whitewater who is currently in treatment for stage 4 cancer in his colon and liver. He is unsure how long he will be unable to work and meet his basic living expenses. A 55 year old single man, he was assistant director of Sable House for 15 years. While in that position and since then, he continues to be an invaluable member of the recovery community. In addition to hope, he has been known to provide furnishings, food, and clothing to people who are starting over and to help and mentor countless others get sober. He has been tenacious enough to find resources for people and has helped to get them into treatment. His humility and sense of humor make it easy for others to talk to honestly. I know Michael like a brother and have worked with him to help people in recovery. I have been an alcoholism counselor since 1984 and currently do all the OWI Assessments for Jefferson County.

For the fundraiser, we plan a silent auction and raffle of hand made art objects and collectibles. We hope to have up to 100 people there.

Please consider approving this request quickly so we can inform people who are willing to help.

Respectfully,

Jude Christensen

Sent from my iPhone

On Sep 1, 2016, at 2:42 PM, Jude Christensen <gentlehandsjude@me.com> wrote:

As I recall, you said the board doesn't meet to make the decision until 9-29-16. We don't want to make the commitment for 10-9-16 without knowing if the fee will be waived. Does the board ever make a decision on waiving fees outside of that meeting time?

Thanks
Jude Christensen

Sent from my iPhone

On Sep 1, 2016, at 1:31 PM, Matt Amundson <MAmundson@whitewater-wi.gov> wrote:

Hi Jude,

To make the request of waived fees, please submit via email a paragraph explaining the fundraiser, benefit to local community, and any details of the planned event.

Thanks!

Matt Amundson

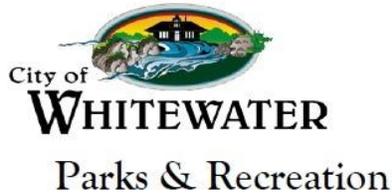
Matt Amundson, CPRP | Parks & Recreation Director

City of Whitewater | 312 W Whitewater | Whitewater, WI 53190

☎ (262) 473-0122 | (262) 903-9507 | ✉ mamundson@whitewater-wi.gov

For online registration and facility reservation, visit <http://wwwparks.org>

♻️ Save money and the environment; think twice before printing this email



Aquatic & Fitness Center Specials

Think Whitewater Buy Local

- Present WW Buy Local Card and receive the rest of the current month free!
- New members only or if they haven't been a member for the past 6 months

Dean or Unity Health Insurance

- Receive the rest of the current month free!
- New members only or if they haven't been a member for the past 6 months

Seasonal Renewals

- Receive 5 day passes if they renew within 30 days of their expiration date

Annual Renewals

- Receive their choice of 1 month free or 5 day passes if they renew within 30 days of their expiration date

Recruitment Special

- A current fitness pass holder who recruits a new pass holder (seasonal or annual) to the facility will receive a free aquatic pass for one month
- A current aquatic member who recruits a new pass holder (seasonal or annual) to the facility will receive a free fitness pass for one month
- A current combo pass holder who recruits a new pass holder (seasonal or annual) to the facility will receive one month free

Day Pass Packs

- 10 pack for \$70
- 20 pack for \$120

College Membership Pass Plan

Combo: Aquatic and Fitness

Need to show school ID to get the deal

9 month membership

Adult \$225.00 = \$25 a month

Friend \$400.00 *Promo to get your friend to join = \$200 a person = \$22.23 a month per person

Pay in full upfront OR set up EFT

EFT would be set up initially like a normal membership EFT but we would set it up to STOP at the end of the school year (May)

-If student is in the area for the summer they will be paying the regular 3 month membership price after the 9 month school year college membership ends

Questions:

1. What if for the Friend membership one person is a student and the other is not, do we still honor it?
2. Do we want to even have a Friend college membership?
3. EFT a good idea to set up for just 9 months? Can we do this in our system? Nervous that the price up front might be too much for the student.
4. Increase in college students in the center? Is this ok for the other members?
5. Are the prices ok? Does it need to be lower?

CITY OF WHITEWATER
REVENUES WITH COMPARISON TO BUDGET
FOR THE 8 MONTHS ENDING AUGUST 31, 2016

AQUATIC CENTER

	PERIOD ACTUAL	YTD ACTUAL	BUDGET AMOUNT	VARIANCE	% OF BUDGET
<u>AQUATIC CTR-MEMBERSHIPS</u>					
247-41000-55 FAMILY MEMBERSHIP REVENUE	20,508.32	33,322.35	.00	(33,322.35)	.0
TOTAL AQUATIC CTR-MEMBERSHIPS	20,508.32	33,322.35	.00	(33,322.35)	.0
<u>AQUATIC CTR-PASSES</u>					
247-42000-55 ADULT DAY PASSES	5,969.07	11,057.17	.00	(11,057.17)	.0
247-42100-55 YOUTH DAY PASSES	5,354.91	8,980.52	.00	(8,980.52)	.0
247-42300-55 GROUP RATES	521.68	617.56	.00	(617.56)	.0
TOTAL AQUATIC CTR-PASSES	11,845.66	20,655.25	.00	(20,655.25)	.0
<u>SOURCE 43</u>					
247-43000-55 SWIM LESSONS	3,717.91	8,897.24	.00	(8,897.24)	.0
247-43200-55 LAND FITNESS CLASSES	1,844.83	1,844.83	.00	(1,844.83)	.0
247-43300-55 WATER CLASSES	290.70	1,727.05	.00	(1,727.05)	.0
TOTAL SOURCE 43	5,853.44	12,469.12	.00	(12,469.12)	.0
<u>AQUATIC CTR-RENTALS</u>					
247-44000-55 MEETING ROOM RENTALS	.00	68.97	.00	(68.97)	.0
247-44200-55 BIRTHDAY PARTIES	642.01	1,265.09	.00	(1,265.09)	.0
TOTAL AQUATIC CTR-RENTALS	642.01	1,334.06	.00	(1,334.06)	.0
<u>SOURCE 45</u>					
247-45400-55 CONCESSIONS STAND	3,064.00	5,253.31	.00	(5,253.31)	.0
247-45500-55 PRO-SHOP INCOME	508.27	815.03	.00	(815.03)	.0
247-45550-55 OVER/SHORT CASH REGISTER	204.44	325.29	.00	(325.29)	.0
TOTAL SOURCE 45	3,776.71	6,393.63	.00	(6,393.63)	.0
TOTAL FUND REVENUE	42,626.14	74,174.41	.00	(74,174.41)	.0

CITY OF WHITEWATER
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 8 MONTHS ENDING AUGUST 31, 2016

AQUATIC CENTER

	<u>PERIOD ACTUAL</u>	<u>YTD ACTUAL</u>	<u>BUDGET AMOUNT</u>	<u>VARIANCE</u>	<u>% OF BUDGET</u>
<u>WAC-MANAGEMENT</u>					
247-55100-111 SALARIES/PERMANENT	6,161.60	20,017.60	.00	(20,017.60)	.0
247-55100-150 MEDICARE TAX/CITY SHARE	86.54	276.22	.00	(276.22)	.0
247-55100-151 SOCIAL SECURITY/CITY SHARE	370.04	1,181.15	.00	(1,181.15)	.0
247-55100-152 RETIREMENT	406.66	1,321.14	.00	(1,321.14)	.0
247-55100-153 HEALTH INSURANCE	1,418.47	7,092.35	.00	(7,092.35)	.0
247-55100-156 LIFE INSURANCE	4.02	14.79	.00	(14.79)	.0
TOTAL WAC-MANAGEMENT	8,447.33	29,903.25	.00	(29,903.25)	.0
<u>WAC-FRONT DESK</u>					
247-55150-113 WAGES/TEMPORARY	4,040.63	6,901.88	.00	(6,901.88)	.0
247-55150-150 MEDICARE TAX/CITY SHARE	58.59	100.08	.00	(100.08)	.0
247-55150-151 SOCIAL SECURITY/CITY SHARE	250.57	427.99	.00	(427.99)	.0
247-55150-155 WORKERS COMPENSATION	177.78	303.67	.00	(303.67)	.0
TOTAL WAC-FRONT DESK	4,527.57	7,733.62	.00	(7,733.62)	.0
<u>WAC-FITNESS</u>					
247-55200-114 WAGES/PART-TIME/PERMANENT	1,598.50	2,009.00	.00	(2,009.00)	.0
247-55200-150 MEDICARE TAX/CITY SHARE	23.19	29.15	.00	(29.15)	.0
247-55200-151 SOCIAL SECURITY/CITY SHARE	99.11	124.56	.00	(124.56)	.0
247-55200-155 WORKERS COMPENSATION	70.34	88.40	.00	(88.40)	.0
TOTAL WAC-FITNESS	1,791.14	2,251.11	.00	(2,251.11)	.0
<u>WAC-AQUATIC</u>					
247-55300-112 WAGES/OVERTIME	1,141.88	1,912.51	.00	(1,912.51)	.0
247-55300-114 WAGES/PART-TIME/PERMANENT	19,292.14	31,890.55	.00	(31,890.55)	.0
247-55300-150 MEDICARE TAX/CITY SHARE	296.29	489.83	.00	(489.83)	.0
247-55300-151 SOCIAL SECURITY/CITY SHARE	1,266.94	2,094.59	.00	(2,094.59)	.0
247-55300-155 WORKERS COMPENSATION	899.11	1,486.50	.00	(1,486.50)	.0
TOTAL WAC-AQUATIC	22,896.36	37,873.98	.00	(37,873.98)	.0
<u>WAC-MAINTENANCE</u>					
247-55400-114 WAGES/PART-TIME/PERMANENT	.00	46.75	.00	(46.75)	.0
247-55400-150 MEDICARE TAX/CITY SHARE	.00	.68	.00	(.68)	.0
247-55400-151 SOCIAL SECURITY/CITY SHARE	.00	2.90	.00	(2.90)	.0
247-55400-155 WORKERS COMPENSATION	.00	2.06	.00	(2.06)	.0
TOTAL WAC-MAINTENANCE	.00	52.39	.00	(52.39)	.0

CITY OF WHITEWATER
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 8 MONTHS ENDING AUGUST 31, 2016

AQUATIC CENTER

	<u>PERIOD ACTUAL</u>	<u>YTD ACTUAL</u>	<u>BUDGET AMOUNT</u>	<u>VARIANCE</u>	<u>% OF BUDGET</u>
WAC-ADMIN EXPENSES					
247-55500-225 TELEPHONE	33.38	53.86	.00	(53.86)	.0
247-55500-246 CLEANING & SUPPLIES	782.60	782.60	.00	(782.60)	.0
247-55500-310 OFFICE SUPPLIES	781.64	997.64	.00	(997.64)	.0
247-55500-320 CHAMBER DUES & EXPENSES	.00	255.00	.00	(255.00)	.0
247-55500-340 FITNESS CLASS SUPPLIES	805.63	805.63	.00	(805.63)	.0
247-55500-654 PERMITS & FEES	.00	655.00	.00	(655.00)	.0
TOTAL WAC-ADMIN EXPENSES	2,403.25	3,549.73	.00	(3,549.73)	.0
WAC-POOL EXPENSES					
247-55600-340 LIFEGUARD SUPPLIES	264.67	264.67	.00	(264.67)	.0
247-55600-346 GENERAL POOL MAINTENANCE	105.68	1,190.68	.00	(1,190.68)	.0
247-55600-350 POOL CHEMICALS	59.00	3,059.00	.00	(3,059.00)	.0
TOTAL WAC-POOL EXPENSES	429.35	4,514.35	.00	(4,514.35)	.0
WAC-UTILITIES/HVAC					
247-55700-221 WATER/SEWER UTILITIES	1,754.66	1,754.66	.00	(1,754.66)	.0
247-55700-222 ELECTRIC UTILITIES	9,266.51	10,758.97	.00	(10,758.97)	.0
247-55700-224 GAS UTILITIES	1,212.44	1,212.44	.00	(1,212.44)	.0
247-55700-244 HVAC SUPPLIES	850.84	850.84	.00	(850.84)	.0
247-55700-355 REPAIR/MAINT SUPPLIES	125.56	125.56	.00	(125.56)	.0
TOTAL WAC-UTILITIES/HVAC	13,210.01	14,702.47	.00	(14,702.47)	.0
WAC-OTHER EXPENSES					
247-55800-324 MARKETING	374.99	374.99	.00	(374.99)	.0
247-55800-342 CONCESSION SUPPLIES	1,982.50	3,085.18	.00	(3,085.18)	.0
247-55800-810 CAPITAL EQUIPMENT	15,484.26	15,484.26	.00	(15,484.26)	.0
247-55800-820 CAPITAL IMPROVEMENTS	1,441.46	1,441.46	.00	(1,441.46)	.0
TOTAL WAC-OTHER EXPENSES	19,283.21	20,385.89	.00	(20,385.89)	.0
TOTAL FUND EXPENDITURES	72,988.22	120,966.79	.00	(120,966.79)	.0
NET REVENUE OVER EXPENDITURES	(30,362.08)	(46,792.38)	.00	46,792.38	.0

Whitewater Aquatic & Fitness Center
Pass Holder Report - August 2016

Pass Holder Accounts	Aug 16	Aug 15	Aug 14
Aquatic Annual	325		
Aquatic Seasonal	199		
Combo Annual	649		
Combo Seasonal	141		
Fitness Annual	57		
Fitness Seasonal	12		
	1383		

Jan 2016	Feb 2016	Mar 2016	April 2016	May 2016	June 2016	July 2016
						336
						192
						649
						138
						58
						12
2074	2142	2157	1910	1959		1385

Monthly Attendance	Aug 16	Aug 15	Aug 14
Resident 10 pk	8	5	10
Non Resident 10 pk	8	5	3
Adult Resident Day Pass	248	275	288
Adult Non Resident Day Pass	305	291	391
Youth Resident Day Pass	270	289	442
Youth Non Resident Day Pass	346	413	471
Group Rate Attendees	356	494	131
Pass Holder Checkins	3562	4094	4174
Birthday Party Attendees	83	184	51
Silver Sneakers	487	354	206
Free Pass Use			
Renewal Passes	37	-	-
Complimentary Pass	16	-	-
Middle School Pass	0	-	-
Family Connections Pass	2	-	-
DLK Pass	5	-	-
Tourney (Free Child)	0	-	-
Total Traffic	5733	6404	6167

Jan 2016	Feb 2016	Mar 2016	April 2016	May 2016	June 2016	July 2016
16	6	5	3	8		5
10	8	9	10	8		3
325	339	374	354	291		314
641	631	791	544	384		433
194	275	343	186	139		238
555	561	971	501	278		374
501	469	266	511	802		228
4850	4634	4718	4462	3778		3733
338	411	513	377	187		50
499	512	522	519	466		495
-	-	-	-	-		51
-	-	-	-	-		11
-	-	-	-	-		3
-	-	-	-	-		4
-	-	-	-	-		7
-	-	-	-	-		4
7929	7846	8512	7467	6341	6985	5953

Item	2016 Budget	2016 Actual	2017 Budget	2017 Proposed	2018 Budget	2018 Proposed	Note
Portable Chair Lift	\$6,000	\$5,898.70					
Variable Frequency Drive (VFD) replacement	\$1,500	\$7,309.40					
Inflatable	\$2,000	\$0.00					Friends Group
Fitness Center 27-32" Television	\$1,500	\$2,532.45					
Fitness Equipment	\$46,000	\$38,750.00	\$29,000.00	\$65,229.00	\$24,800.00	\$0.00	1 purchase, split payments in 2016 & 2017
General Pump Replacement	\$5,000	\$0.00	\$5,000.00		\$5,000.00		
Carpet	\$8,000	\$12,495.75					
Directions outdoor signs	\$1,000	\$0.00					marketing
Entrance Sign	\$2,000	\$0.00					marketing
Clothes Washer & Dryer	\$3,000	\$2,028.92					
Tables	\$500	\$0.00					delay past 3 years or use from other city facilities
Folding Chairs	\$1,800	\$0.00					delay past 3 years or use from other city facilities
Lobby Television	\$700	\$647.99					
CPR Supplies & Mannequins	\$1,000	\$0.00					received from Deb Weberpal
Boiler Cleaning	\$4,000	\$0.00	\$4,000.00		\$4,000.00		
Automated Pool Vacuum	\$9,000	\$3,800.00					
Sump Pumps	\$1,000	\$0.00	\$1,000.00		\$1,000.00		
Pump replacements	\$3,000	\$0.00	\$3,000.00		\$3,000.00		
Control Valves	\$1,000	\$0.00	\$1,000.00		\$1,000.00		
Rebuild Motor	\$2,000	\$0.00	\$2,000.00		\$2,000.00		
LED Lighting Conversion (Lobby & Lap Pool)		\$4,396.50					
IT Upgrades		\$1,491.41					
Front Desk Monitors		\$661.72					
Water Bottle Filler & Drinking Fountain		\$2,041.00					
Security Cameras		\$7,929.66					
HVAC Repairs / Pump Replacement		\$1,725.00		\$20,000.00		\$20,000.00	
Fitness Studio Floor		\$369.43					
DPW Repairs (railing, hole LG Storage)		\$604.42					
Plumbing Access Doors - Bilco			\$6,000.00	\$3,271.00			use DPW staff
Slide resurfacing			\$10,000			\$10,000.00	
Sand replacement for whirlpool filter			\$1,000.00				completed in early 2016
Pizza Ovens			\$200.00		\$200.00		concession operation expense
Indoor directional signs			\$750				operational expense
AED Trainer			\$300				operational expense
Computer			\$500		\$0	\$0.00	not needed
Air Handler Supply Pump			\$10,000	\$10,000			
Boiler					\$35,000	\$40,250.00	
Building operation software		\$6,913.80			\$9,000		
Surge tank float valves			\$1,500	\$1,500			
Heat exchanger replacements					\$5,000	\$5,000.00	
Filter Pumps			\$5,000		\$5,000		
Strainer Baskets with lids			\$4,500			\$4,500.00	
Filter Sand Replacement					\$5,000	\$5,000.00	
Suit Extractor-Family			\$750			\$750.00	
Suit Extractor-Women's			\$750			\$750.00	
Suit Extractor-Men's			\$750			\$750.00	
Flooring Replacement			\$10,000			\$10,000.00	
Ceiling Rail Replacement			\$3,000			\$3,000.00	
	\$100,000.00	\$99,596.15	\$100,000.00	\$100,000.00	\$100,000.00	\$100,000.00	



2017 Budget General Fund Summary Parks & Recreation

FISCAL RESOURCES		2014 ACTUAL	2015 ACTUAL	2016 BUDGET	2016 YTD-AUG	2016 ACT-EST	2017 BUDGET
FACILITY MAINTENANCE							
100	Personnel Services	110,967	129,468	115,783	84,592	121,845	125,565
200-300	Commodities & Other Expenditures	275,098	265,306	252,050	163,555	254,900	257,100
700-900	Grant Exp & Capital Exp	81,493	-	-	-	-	-
51600	Total	467,558	394,773	367,833	248,148	376,745	382,665
PARKS ADMINISTRATION							
100	Personnel Services	37,717	41,691	41,891	27,410	41,891	42,495
200-300	Commodities & Other Expenditures	(4,921)	83	7,500	825	-	-
800	Capital Improvements	0	-	0	-	-	-
55200	Total	32,796	41,774	49,391	28,235	41,891	42,495
PARKS MAINTENANCE							
100	Personnel Services	186,293	221,853	210,770	167,399	210,497	211,275
200-300	Commodities & Other Expenditures	106,414	98,495	94,000	72,259	91,626	102,231
53270	Total	292,708	320,348	304,770	239,657	302,123	313,506
RECREATION ADMINISTRATION							
100	Personnel Services	120,120	149,509	170,181	97,366	148,658	165,362
200-300	Commodities & Other Expenditures	12,535	13,776	16,400	8,203	16,400	16,400
600-700	Fees & Awards	4,528	3,206	5,500	672	5,600	5,600
55210	Total	137,183	166,491	192,081	106,241	170,658	187,362
RECREATION PROGRAMS							
100	Personnel Services	63,582	9,925	7,069	2,098	7,069	7,038
200-300	Commodities & Other Expenditures	65,627	801	0	233	203	350
600-700	Fees & Awards	0	0	0	0	0	0
56120	Total	129,209	10,727	7,069	2,331	7,272	7,388
SENIORS PROGRAMS							
100	Personnel Services	45,753	46,698	44,604	29,868	45,772	46,928
200-300	Commodities & Other Expenditures	3,818	4,344	3,660	2,164	3,302	3,800
55310	Total	49,571	51,042	48,264	32,031	49,074	50,728
COMMUNITY EVENTS							
700	Community Events	14,460	19,145	13,300	12,811	13,300	13,300
55320	Total	14,460	19,145	13,300	12,811	13,300	13,300
COMMUNITY BASED COOP PROJECTS							
760	Aquatic Center	78,000	78,000	78,000	78,000	78,000	78,000
55330	Total	78,000	78,000	78,000	78,000	78,000	78,000
GRAND TOTAL		1,072,276	1,071,573	1,053,639	745,123	1,031,791	1,068,056



2017 Budget Performance Measures Parks & Recreation

PERFORMANCE MEASURES:

PARKS & FACILITIES	2015 Actual	2016 Projected	2017 Budget
Number of Parks	21	21	21
Total Acreage	239.8	239.8	239.8
Active Recreation	90.7	90.7	90.7
Passive Recreation	149.1	149.1	149.1
Trees Planted	140	155	180
Trees Removed	75	60	60
Bicycle & Pedestrian Network	12.07	12.39	12.39
Miles of Multi-Use Path	8.57	8.57	8.57
Miles of On-Street Bikeways (bike lanes)	3.5	3.8	3.8
Facilities Maintained	9	11	11
Total Number of visits to Aquatic Center	0	33,047	78,127
Class 3 (Full Price) Facility Reservations	61	60	60
RECREATION	2015 Actual	2016 Projected	2017 Budget
Special Events Programs	13	12	12
Participants in Special Events Programs	2,459	1950	2000
Recreation Programs	58	60	64
Participants in Recreation Programs	557	578	625
Sports Programs	41	41	45
Participants in Sports	843	891	950
Older Adult Programs	62	65	70
Participants in Older Adult Programs	14,311	15,000	16,000
Tournaments held in Starin Park	18	21	24
Teams attending tournaments	121	104	125
After School Participants (3 sites)	95	86	90
Total Aquatic & Fitness Programs	0	60	120
Participants in Aquatic & Fitness Programs	0	317	700
Total Programs & Events	192	259	335
Total Participants in Programs & Events	19,717	20,070	21,865

REVIEWING THE YEAR: 2015 MAJOR ACCOMPLISHMENTS

GOALS	STATUS
Complete ADA audit and review of all recreation programs and policies. Recreation Accessibility Consultants hired to complete work.	In progress.
Expand recreation programming with a minimum of 3 new youth instruction programs and 4 new adult instruction programs per brochure.	New programs include Fit 4 Fun, Sewing Workshop, flag rugby, softball camp, Sectional Pitch, Hit, & Run Host, Take Your Brain for a Walk, Zentangle, Freeze Fest Mission Impossible, Expanded Kids Escape, and Before & After School programming.
Assist in the delivery of the Discover Whitewater Series event with a goal of increasing participation and exploration of holding cycling event by October 1, 2014.	Staff continues their involvement in the planning and support of the event.
Review fee structure and expenses associated with youth baseball and softball to bring program to the expected revenue goals by January 31, 2014.	Completed with changes to fee structure and operation of program.
Review youth basketball programming and make recommendations for improving the program and participation by June 1, 2014.	Partnership furthered with Whitewater Traveling Basketball Club in providing additional requested opportunities this summer and moving forward.

LOOKING FORWARD: 2016 MAJOR OBJECTIVES

RECREATION ADMINISTRATION & PROGRAMS

Increase coaches training for all youth sports programs. Each sport will be expected to hold coaches education training and a skills based teaching clinic utilizing either past recreation coaches, high school coaches or university coaches in 2017.

Identify and develop 3 more training opportunities to the After School Program Staff and complete by October 1, 2017.

Increase gymnastics offerings and opportunities by adding 2 new programs by December 1, 2017

Increase Concerts in the Park & Family Fun Night Attendance and create a more welcome atmosphere to the park.

- explore Tuesday night events after fencing is installed, have additional picnic tables or benches placed in the park for seating, and start creating excitement for a new structure.

Review lead lifeguard duties, cleaning and safety procedure updates for all staff via in-service training by January 31, 2017.

Increase program participation by 20% for both aquatic and fitness classes by adding program offerings in fitness and aquatics with adequately trained/certified staff and increased program marketing by April 1, 2017.

Develop marketing plan for corporate pass holders and complete 5 site visits to possible corporate sites in Whitewater by June 1, 2017.

Promote group use of Aquatic & Fitness Center, specifically room rental & pool usage for groups that have not previously (or recently) rented here by increasing group revenue by 15% in 2017.

Start process of becoming a dementia friendly community by creating a coalition to educate, inform, and provide a safe and respectful community for individuals with dementia and their families.

FACILITIES

	DESCRIPTION	2014 ACTUAL	2015 ACTUAL	2016 BUDGET	2016 YTD-AUG	2016 ACT-EST	2017 BUDGET
100-51600-111	Wages & Salaries/Permanent	68,468	82,300	78,251	47,795	78,251	78,544
100-51600-112	Overtime	644	135	1,008	176	400	1,008
100-51600-113	Wages/Temporary	6,114	7,840	4,800	6,843	4,800	4,800
100-51600-114	Wages/Part-Time	4,996	-	-	-	-	-
100-51600-117	Longevity Pay	820	820	820	410	820	820
100-51600-118	Uniform Allowances	227	405	405	263	405	405
100-51600-150	Medicare Tax/City Share	1,130	1,373	1,321	793	1,300	1,297
100-51600-151	Social Security/City Share	4,833	5,871	5,648	3,388	5,600	5,544
100-51600-152	Retirement	4,881	5,878	5,273	3,197	5,200	5,453
100-51600-153	Health Insurance	16,087	20,657	13,561	13,866	20,350	20,440
100-51600-155	Workers Compensation	2,734	3,213	3,775	2,236	3,775	3,305
100-51600-156	Life Insurance	33	43	21	31	44	45
100-51600-158	Unemployment Compensation	-	935	900	582	900	900
100-51600-211	Professional Development	1,687	400	1,000	226	600	600
100-51600-221	Municipal Utilities	11,146	13,212	11,000	8,812	12,500	12,500
100-51600-222	Electricity	87,031	79,303	78,000	51,156	75,000	75,000
100-51600-224	Natural Gas	37,192	21,579	30,000	11,839	25,000	25,000
100-51600-244	HVAC-Maintenance	24,158	21,174	10,000	15,795	20,000	20,000
100-51600-245	Building Repair Maint	12,741	14,583	15,000	9,266	15,000	15,000
100-51600-246	Janitorial Services	70,185	84,471	82,000	49,471	82,000	82,000
100-51600-250	Rental Property Expenses	716	-	250	-	-	-
100-51600-340	Operating Supplies	11,557	13,420	9,000	5,793	9,000	9,000
100-51600-351	Fuel Expenses	367	1,573	800	669	800	800
100-51600-355	Bldg Mtn Repr Supp	18,318	15,591	15,000	7,823	15,000	15,000
100-51600-820	Capital Outlay	-	-	-	-	-	-
100-51600-840	Capital Lease Payment-Honeywell	81,493	-	-	-	-	-
51600	Total Facilities Maintenance	467,558	394,773	367,833	240,428	376,745	377,461

PARKS ADMINISTRATION

	DESCRIPTION	2014 ACTUAL	2015 ACTUAL	2016 BUDGET	2016 YTD-AUG	2016 ACT-EST	2017 BUDGET
100-55200-111	Wages & Salaries/Permanent	29,722	31,440	30,329	18,672	30,329	30,580
100-55200-150	Medicare Tax/City Share	435	445	440	255	440	443
100-55200-151	Social Security/City Share	1,857	1,902	1,880	1,092	1,880	1,896
100-55200-152	Retirement	2,030	2,089	1,954	1,203	1,954	2,031
100-55200-153	Health Insurance	3,596	5,738	7,218	4,812	7,218	7,218
100-55200-155	Workers Compensation	77	78	70	46	70	70
100-55200-157	L-T Disability Insure/City Share	-	-	-	-	-	-
100-55200-219	Other Professional Services	(4,921)	83	7,500	-	1,000	1,000
100-55200-310	Office Supplies	-	-	-	825	1,200	1,200
100-55200-820	Capital Outlay	-	-	-	-	-	-
55200	Total Parks Administration	32,796	41,774	49,391	26,904	44,091	44,438

PARKS MAINTENANCE

	DESCRIPTION	2014 ACTUAL	2015 ACTUAL	2016 BUDGET	2016 YTD-AUG	2016 ACT-EST	2017 BUDGET
100-53270-111	Wages & Salaries/Permanent	85,296	102,301	106,462	68,133	106,462	106,454
100-53270-112	Overtime	-	151	287	-	-	293
100-53270-113	Wages/Temporary	48,872	57,726	40,995	42,965	40,995	40,995
100-53270-117	Longevity Pay	2,000	2,000	2,000	1,000	2,000	2,000
100-53270-118	Uniform Allowances	500	681	500	319	500	500
100-53270-150	Medicare Tax/City Share	1,830	2,286	2,179	1,517	2,179	2,179
100-53270-151	Social Security/City Share	7,825	9,776	9,315	6,486	9,315	9,315
100-53270-152	Retirement	5,886	7,371	7,177	4,571	7,177	7,395
100-53270-153	Health Insurance	28,635	32,753	35,066	26,391	35,066	35,066
100-53270-155	Workers Compensation	4,876	5,290	6,761	4,931	6,761	6,040
100-53270-156	Life Insurance	28	36	28	25	42	43
100-53270-157	L-T Disability Insure/City Share	-	-	-	-	-	-
100-53270-158	Unemployment Compensation	547	1,483	-	-	-	-
100-53270-160	125 Plan Contribution-City	-	-	-	-	-	-
100-53270-211	Professional Development	960	2,887	2,500	4,105	4,105	4,200
100-53270-213	Park/Terrace Tree Maintenance	662	1,415	10,710	801	5,000	10,710
100-53270-221	Municipal Utilities	8,972	10,181	8,800	6,569	10,000	10,000
100-53270-222	Electricity	16,118	19,299	14,000	11,038	14,000	14,000
100-53270-224	Natural Gas	4,586	2,522	4,000	1,767	3,000	3,000
100-53270-225	Communication	-	-	-	-	-	-
100-53270-242	Repair Maint Equipment	13,813	6,526	7,140	5,045	6,500	7,000
100-53270-245	Building Repair Maint	9,308	6,198	5,100	3,741	4,000	4,000
100-53270-295	Maintenance-Trees/Landscaping	23,557	25,424	18,750	29,597	26,921	26,921
100-53270-310	Office Supplies	181	14	500	-	100	100
100-53270-340	Operating Supplies	8,952	9,997	8,000	6,799	8,000	8,000
100-53270-351	Fuel Expenses	12,640	9,386	8,000	3,422	7,500	7,500
100-53270-359	Other Repr/Mtn Supp	6,665	4,643	6,500	1,834	2,500	3,000
53270	Total Parks Maintenance	292,708	320,348	304,770	231,058	302,123	308,710

RECREATION ADMINISTRATION

	DESCRIPTION	2014 ACTUAL	2015 ACTUAL	2016 BUDGET	2016 YTD-AUG	2016 ACT-EST	2017 BUDGET
100-55210-111	Wages & Salaries/Permanent	82,702	108,570	118,630	68,227	108,000	121,102
100-55210-112	Overtime	189	-	-	-	-	-
100-55210-113	Wages/Temporary	-	280	-	-	-	-
100-55210-114	Wages/Part-Time	14,972	751	-	-	-	-
100-55210-117	Longevity Pay	-	-	-	-	-	-
100-55210-150	Medicare Tax/City Share	1,381	1,663	1,790	1,007	1,750	1,860
100-55210-151	Social Security/City Share	5,905	7,112	7,653	4,307	7,600	7,955
100-55210-152	Retirement	5,245	7,354	7,782	4,473	7,700	8,186
100-55210-153	Health Insurance	7,796	21,544	30,061	12,044	21,000	21,672
100-55210-155	Workers Compensation	1,923	2,226	4,259	1,841	2,600	3,999
100-55210-156	Life Insurance	8	9	6	6	8	9
100-55210-157	L-T Disability Insure/City Share	-	-	-	-	-	-
100-55210-160	125 Plan Contribution-City	-	-	-	-	-	-
100-55210-211	Professional Development	3,006	3,138	2,500	165	1,000	1,000
100-55210-213	Intern Program	-	-	-	-	-	-
100-55210-225	Communication	1,645	2,223	1,400	1,352	1,400	1,400
100-55210-310	Office Supplies	3,253	1,597	3,000	1,178	1,800	1,800
100-55210-320	Subscriptions & Dues	4,429	6,025	7,000	4,085	6,000	6,000
100-55210-324	Promotions/Advertising	203	792	1,500	760	800	800
100-55210-343	Postage	-	-	1,000	-	-	-
100-55210-650	Transaction Fees	2,981	2,980	3,000	-	-	-
100-55210-790	Volunteer Training	1,546	226	2,500	672	1,000	1,000
55210	Total Recreation Administration	137,183	166,491	192,081	100,117	160,658	176,784

RECREATION PROGRAMS

	DESCRIPTION	2014 ACTUAL	2015 ACTUAL	2016 BUDGET	2016 YTD-AUG	2016 ACT-EST	2017 BUDGET
100-55300-113	Wages & Salaries/Permanent	57,500	8,817	6,303	1,873	6,303	6,303
100-55300-150	Medicare Tax/City Share	832	127	91	27	91	91
100-55300-151	Social Security/City Share	3,559	544	391	116	391	391
100-55300-155	Workers Compensation	1,691	438	284	82	284	253
100-55300-341	Program Supplies	52,311	801	-	203	203	350
100-55210-342	Concession Supplies	1,468	-	-	-	-	-
100-55300-344	Contractual-Gymnastics	5,473	-	-	-	-	-
100-55300-347	Contractual-Zumba	6,375	-	-	-	-	-
100-55300-790	Program Assistance	-	-	-	-	-	-
56120	Total Park & Rec Special Rev	129,209	10,727	7,069	2,301	7,272	7,388

PERFORMANCE MEASURES:

PARKS & FACILITIES	2011 Actual	2012 Actual	2013 Actual	2014 Actual*	2015 Budget
Number of Parks	20	21	21	21	21
Total Acreage	239.8	239.8	239.8	239.8	239.8
Active Recreation	90.7	90.7	90.7	90.7	90.7
Passive Recreation	149.1	149.1	149.1	149.1	149.1
Trees Planted	-	240	365	182	180
Trees Removed	-	25	125	27	30
Bicycle & Pedestrian Network	7.35	10.15	10.85	11.91	12.07
Miles of Multi-Use Path	5.3	7.25	7.55	8.57	8.57
Miles of On-Street Bikeways (bike lanes)	2.05	2.9	3.3	3.34	3.5
Facilities Maintained	-	8	8	8	8
Facility Rental Permits Issued	238	325	271	290	300
*2014 Actual figures are estimates based on data from 9/1/13-8/31/14					
RECREATION	2011 Actual	2012 Actual	2013 Actual	2014 Actual*	2015 Budget
Contractual Programs	Note: contractual were classified		35	71	70
Participants in Contractual Programs	as recreation		349	592	600
Special Events Programs	10	20	14	13	13
Participants in Special Events Programs	5,626	3,044	3,646	3,802	3,800
Recreation Programs	107	71	67	56	60
Participants in Recreation Programs	2,777	1,750	1,154	2,512	2,600
Sports Programs	15	27	31	33	40
Participants in Sports	821	1,067	935	894	2,200
Senior Programs	70	86	86	81	80
Participants in Senior Programs	11,311	12,400	14,282	14,151	14,000
Total Programs	202	204	233	254	263
Total Participants in Programs	20,535	18,261	20,366	21,951	23,200
*2014 Actual figures are estimates based on data from 6/1/13-5/31/14					



Tax Incremental District 9



2017 Budget
General Fund
Facilities

FACILITIES

	DESCRIPTION	2014 ACTUAL	2015 ACTUAL	2016 BUDGET	2016 YTD-AUG	2016 ACT-EST	2017 BUDGET
100-51600-111	Wages & Salaries/Permanent	68,468	82,300	78,251	50,693	78,251	78,544
100-51600-112	Overtime	644	135	1,008	176	400	1,008
100-51600-113	Wages/Temporary	6,114	7,840	4,800	8,055	4,800	6,960
100-51600-114	Wages/Part-Time	4,996	-	-	-	-	-
100-51600-117	Longevity Pay	820	820	820	410	820	820
100-51600-118	Uniform Allowances	227	405	405	263	405	405
100-51600-150	Medicare Tax/City Share	1,130	1,373	1,321	858	1,300	1,328
100-51600-151	Social Security/City Share	4,833	5,871	5,648	3,666	5,600	5,678
100-51600-152	Retirement	4,881	5,878	5,273	3,411	5,200	5,453
100-51600-153	Health Insurance	16,087	20,657	13,561	14,026	20,350	21,032
100-51600-155	Workers Compensation	2,734	3,213	3,775	2,420	3,775	3,392
100-51600-156	Life Insurance	33	43	21	31	44	45
100-51600-158	Unemployment Compensation	-	935	900	582	900	900
100-51600-211	Professional Development	1,687	400	1,000	226	1,000	1,000
100-51600-221	Municipal Utilities	11,146	13,212	11,000	8,812	12,500	12,500
100-51600-222	Electricity	87,031	79,303	78,000	51,156	75,000	75,000
100-51600-224	Natural Gas	37,192	21,579	30,000	11,839	25,000	25,000
100-51600-244	HVAC-Maintenance	24,158	21,174	10,000	18,847	20,000	21,800
100-51600-245	Building Repair Maint	12,741	14,583	15,000	8,491	15,000	15,000
100-51600-246	Janitorial Services	70,185	84,471	82,000	49,471	82,000	82,000
100-51600-250	Rental Property Expenses	716	-	250	-	-	-
100-51600-340	Operating Supplies	11,557	13,420	9,000	6,019	9,000	9,000
100-51600-351	Fuel Expenses	367	1,573	800	870	800	800
100-51600-355	Bldg Mtn Repr Supp	18,318	15,591	15,000	7,825	15,000	15,000
100-51600-820	Capital Outlay	-	-	-	-	-	-
100-51600-840	Capital Lease Payment-Honeywell	81,493	-	-	-	-	-
51600	Total Facilities Maintenance	467,558	394,773	367,833	248,148	377,145	382,665



PARKS ADMINISTRATION

	DESCRIPTION	2014 ACTUAL	2015 ACTUAL	2016 BUDGET	2016 YTD-AUG	2016 ACT-EST	2017 BUDGET
100-55200-111	Wages & Salaries/Permanent	29,722	31,440	30,329	19,841	30,329	30,580
100-55200-150	Medicare Tax/City Share	435	445	440	271	440	443
100-55200-151	Social Security/City Share	1,857	1,902	1,880	1,160	1,880	1,896
100-55200-152	Retirement	2,030	2,089	1,954	1,278	1,954	2,031
100-55200-153	Health Insurance	3,596	5,738	7,218	4,812	7,218	7,475
100-55200-155	Workers Compensation	77	78	70	48	70	70
100-55200-157	L-T Disability Insure/City Share	-	-	-	-	-	-
100-55200-219	Other Professional Services	(4,921)	83	7,500	-	-	-
100-55200-310	Office Supplies	-	-	-	825	-	-
100-55200-820	Capital Outlay	-	-	-	-	-	-
55200	Total Parks Administration	32,796	41,774	49,391	28,236	41,891	42,495

PARKS MAINTENANCE

	DESCRIPTION	2014 ACTUAL	2015 ACTUAL	2016 BUDGET	2016 YTD-AUG	2016 ACT-EST	2017 BUDGET
100-53270-111	Wages & Salaries/Permanent	85,296	102,301	106,462	72,484	106,462	106,454
100-53270-112	Overtime	-	151	287	-	-	293
100-53270-113	Wages/Temporary	48,872	57,726	40,995	48,225	40,995	40,995
100-53270-117	Longevity Pay	2,000	2,000	2,000	1,000	2,000	2,000
100-53270-118	Uniform Allowances	500	681	500	319	500	500
100-53270-150	Medicare Tax/City Share	1,830	2,286	2,179	1,654	2,179	2,179
100-53270-151	Social Security/City Share	7,825	9,776	9,315	7,074	9,315	9,315
100-53270-152	Retirement	5,886	7,371	7,177	4,858	7,177	7,395
100-53270-153	Health Insurance	28,635	32,753	35,066	26,391	35,066	36,061
100-53270-155	Workers Compensation	4,876	5,290	6,761	5,368	6,761	6,040
100-53270-156	Life Insurance	28	36	28	25	42	43
100-53270-157	L-T Disability Insure/City Share	-	-	-	-	-	-
100-53270-158	Unemployment Compensation	547	1,483	-	-	-	-
100-53270-160	125 Plan Contribution-City	-	-	-	-	-	-
100-53270-211	Professional Development	960	2,887	2,500	4,105	4,105	2,500
100-53270-213	Park/Terrace Tree Maintenance	662	1,415	10,710	1,124	5,000	10,710
100-53270-221	Municipal Utilities	8,972	10,181	8,800	6,569	10,000	10,000
100-53270-222	Electricity	16,118	19,299	14,000	11,038	14,000	14,000
100-53270-224	Natural Gas	4,586	2,522	4,000	1,767	3,000	3,000
100-53270-225	Communication	-	-	-	-	-	-
100-53270-242	Repair Maint Equipment	13,813	6,526	7,140	10,117	6,500	7,000
100-53270-245	Building Repair Maint	9,308	6,198	5,100	3,894	4,000	5,100
100-53270-295	Maintenance-Trees/Landscaping	23,557	25,424	18,750	20,129	26,921	26,921
100-53270-310	Office Supplies	181	14	500	-	100	500
100-53270-340	Operating Supplies	8,952	9,997	8,000	6,799	8,000	8,000
100-53270-351	Fuel Expenses	12,640	9,386	8,000	4,883	7,500	8,000
100-53270-359	Other Repr/Mtn Supp	6,665	4,643	6,500	1,834	2,500	6,500
53270	Total Parks Maintenance	292,708	320,348	304,770	239,657	302,123	313,505



RECREATION ADMINISTRATION

	DESCRIPTION	2014 ACTUAL	2015 ACTUAL	2016 BUDGET	2016 YTD-AUG	2016 ACT-EST	2017 BUDGET
100-55210-111	Wages & Salaries/Permanent	82,702	108,570	118,630	72,698	108,000	121,102
100-55210-112	Overtime	189	-	-	-	-	-
100-55210-113	Wages/Temporary	-	280	-	-	-	-
100-55210-114	Wages/Part-Time	14,972	751	-	-	-	-
100-55210-117	Longevity Pay	-	-	-	-	-	-
100-55210-150	Medicare Tax/City Share	1,381	1,663	1,790	1,073	1,750	1,860
100-55210-151	Social Security/City Share	5,905	7,112	7,653	4,589	7,600	7,955
100-55210-152	Retirement	5,245	7,354	7,782	4,767	7,700	8,186
100-55210-153	Health Insurance	7,796	21,544	30,061	12,244	21,000	22,251
100-55210-155	Workers Compensation	1,923	2,226	4,259	1,990	2,600	3,999
100-55210-156	Life Insurance	8	9	6	6	8	9
100-55210-157	L-T Disability Insure/City Share	-	-	-	-	-	-
100-55210-160	125 Plan Contribution-City	-	-	-	-	-	-
100-55210-211	Professional Development	3,006	3,138	2,500	165	2,500	2,500
100-55210-213	Intern Program	-	-	-	-	-	-
100-55210-225	Communication	1,645	2,223	1,400	1,352	1,400	1,400
100-55210-310	Office Supplies	3,253	1,597	3,000	1,178	3,000	3,000
100-55210-320	Subscriptions & Dues	4,429	6,025	7,000	4,085	7,000	7,000
100-55210-324	Promotions/Advertising	203	792	1,500	1,423	1,500	1,500
100-55210-343	Postage	-	-	1,000	-	1,000	1,000
100-55210-650	Transaction Fees	2,981	2,980	3,000	-	3,100	3,100
100-55210-790	Volunteer Training	1,546	226	2,500	672	2,500	2,500
55210	Total Recreation Administration	137,183	166,491	192,081	106,241	170,658	187,363

RECREATION PROGRAMS

	DESCRIPTION	2014 ACTUAL	2015 ACTUAL	2016 BUDGET	2016 YTD-AUG	2016 ACT-EST	2017 BUDGET
100-55300-113	Wages & Salaries/Permanent	57,500	8,817	6,303	1,873	6,303	6,303
100-55300-150	Medicare Tax/City Share	832	127	91	27	91	91
100-55300-151	Social Security/City Share	3,559	544	391	116	391	391
100-55300-155	Workers Compensation	1,691	438	284	82	284	253
100-55300-341	Program Supplies	52,311	801	-	233	203	350
100-55210-342	Concession Supplies	1,468	-	-	-	-	-
100-55300-344	Contractual-Gymnastics	5,473	-	-	-	-	-
100-55300-347	Contractual-Zumba	6,375	-	-	-	-	-
100-55300-790	Program Assistance	-	-	-	-	-	-
56120	Total Park & Rec Special Rev	129,209	10,727	7,069	2,331	7,272	7,388



SENIOR CITIZEN'S PROGRAMS

	DESCRIPTION	2014 ACTUAL	2015 ACTUAL	2016 BUDGET	2016 YTD-AUG	2016 ACT-EST	2017 BUDGET
100-55310-111	Wages & Salaries/Permanent	-	-	-	-	-	-
100-55310-112	Overtime	-	-	-	-	-	-
100-55310-114	Wages/Part-Time	32,381	34,544	32,599	21,741	32,599	33,873
100-55310-117	Longevity Pay	500	500	1,000	500	1,000	500
100-55310-150	Medicare Tax/City Share	573	471	487	295	487	498
100-55310-151	Social Security/City Share	2,452	1,962	2,083	1,262	2,083	2,131
100-55310-152	Retirement	2,764	2,383	2,352	1,468	2,352	2,337
100-55310-153	Health Insurance	5,485	5,510	4,860	4,016	6,028	6,206
100-55310-155	Workers Compensation	1,596	1,327	1,223	585	1,223	1,382
100-55310-156	Life Insurance	1	-	-	-	-	-
100-55310-157	L-T Disability Insure/City Share	-	-	-	-	-	-
100-55310-160	125 Plan Contribution-City	-	-	-	-	-	-
100-55310-211	Professional Development	832	881	800	219	800	800
100-55310-225	Communication	38	7	360	2	2	-
100-55310-320	Subscriptions & Dues	419	419	500	234	500	500
100-55310-340	Operating Supplies	2,530	3,037	2,000	1,709	2,000	2,500
55310	Total Senior Citizen's Program	49,571	51,042	48,264	32,031	49,074	50,728

COMMUNITY EVENTS

	DESCRIPTION	2014 ACTUAL	2015 ACTUAL	2016 BUDGET	2016 YTD-AUG	2016 ACT-EST	2017 BUDGET
100-55320-720	4th of July Corp	9,500	9,500	9,500	9,500	9,500	9,500
100-55320-790	Community Events	4,960	9,645	3,800	3,311	3,800	3,800
55320	Total Community Events	14,460	19,145	13,300	12,811	13,300	13,300

COMM. BASED-COOPERATIVE PROJECTS

	DESCRIPTION	2014 ACTUAL	2015 ACTUAL	2016 BUDGET	2016 YTD-AUG	2016 ACT-EST	2017 BUDGET
100-55330-760	Aquatic Center Contribution	78,000	78,000	78,000	78,000	78,000	78,000
55330	Total Comm. Based-Coop Project	78,000	78,000	78,000	78,000	78,000	78,000



2017 Budget
Treyton's Field of Dreams Fund-246
Revenues & Expenses

REVENUES

	DESCRIPTION	2014 ACTUAL	2015 ACTUAL	2016 BUDGET	2016 YTD-AUG	2016 ACT-EST	2017 BUDGET
MISC REVENUE							
246-48100-55	INTEREST INCOME	-	-	-	-	-	-
246-48525-55	REC BUSINESS SPONSORSHIP	-	-	-	-	-	-
246-48610-55	FIELD OF DREAMS REVENUE	-	-	-	-	-	-
	Total:	-	-	-	-	-	-
OTHER FINANCIAL SOURCES							
246-49250-55	TOURNAMENT ENTRY FEES	-	-	-	23,177	23,177	25,000
246-49251-55	TFOD CONCESSION REVENUE	-	-	-	20,595	23,000	25,000
246-49252-55	FIELD OF DREAMS RENTAL	-	-	-	585	785	800
246-49300-55	FUND BALANCE APPLIED	-	-	-	-	-	-
	Total:	-	-	-	44,357	46,962	50,800
	246 - TFOD:	-	-	-	44,357	46,962	50,800

EXPENSES

	DESCRIPTION	2014 ACTUAL	2015 ACTUAL	2016 BUDGET	2016 YTD-AUG	2016 ACT-EST	2017 BUDGET
246-55110-114	WAGES/PART-TIME/PERMANENT	-	-	-	17,037	17,037	17,425
246-55110-150	MEDICARE TAX/CITY SHARE	-	-	-	247	247	253
246-55110-151	SOCIAL SECURITY/CITY SHARE	-	-	-	1,054	1,054	1,080
246-55110-155	WORKERS COMPENSATION	-	-	-	748	748	700
246-55110-212	PROFESSIONAL SERVICES	-	-	-	-	-	-
246-55110-310	OFFICE SUPPLIES	-	-	-	-	-	-
246-55110-320	SUBSCRIPTIONS/DUES	-	-	-	-	-	-
246-55110-324	PROMOTIONS/ADS	-	-	-	-	-	-
246-55110-330	TRAVEL EXPENSES	-	-	-	-	-	-
246-55110-340	OPERATING SUPPLIES	-	-	-	(907)	-	-
246-55110-346	CONCESSION SUPPLY EXPENSE	-	-	-	12,375	14,000	15,000
246-55110-350	FIELD & BUILDING MAINT/REPAIRS	-	-	-	8,319	-	-
246-55110-810	CAPIAL IMPROVEMENTS	-	-	-	-	-	-
246-55110-913	GENERAL FUND TRANSFER	-	-	-	-	-	-
	Total TFOD:	-	-	-	38,872	33,086	34,459

EST. ENDING FUND BAL. @ 12/31/16= \$13,876

EST. ENDING FUND BAL. @ 12/31/17= \$30,218



2017 Budget
Aquatic Center Special Revenue Fund-247
Revenues & Expenses

REVENUES

	DESCRIPTION	2014 ACTUAL	2015 ACTUAL	2016 BUDGET	2016 YTD-AUG	2016 ACT-EST	2017 BUDGET
AQUATIC CTR-MEMBERSHIPS							
247-41000-55	Family Membership Revenue	-	-	-	-		
247-41100-55	Adult Membership Revenue	-	-	-	-		
247-41200-55	Youth Membership Revenue	-	-	-	-		
247-41300-55	Senior Membership Revenue	-	-	-	-		
247-41400-55	Couple Memebership Revenue	-	-	-	-		
247-41500-55	Healthways-Silver Sneak	-	-	-	-		
	Total:	-	-	243,931	33,322	124,000	268,324
AQUATIC CTR-PASSES							
247-42000-55	Adult Day Passes	-	-	-	11,057	38,057	
247-42100-55	Youth Day Passes	-	-	-	8,981	33,980	
247-42200-55	Senior Day Passes	-	-	-	-		
247-42300-55	Group Rates	-	-	-	618	2,704	
	Total:	-	-	150,162	20,655	74,741	165,178
AQUATIC CTR-CLASSES							
247-43000-55	Swim Lessons	-	-	-	8,897	23,769	
247-43100-55	Summer School Swim Lessons	-	-	-	-		
247-43200-55	Land Fitness Classes	-	-	-	1,845	9,224	
247-43300-55	Water Classes	-	-	-	1,727	2,890	
	Total:	-	-	84,214	12,469	35,883	96,846
AQUATIC CTR-RENTALS							
247-44000-55	Meeting Room Rentals	-	-	-	69	750	
247-44100-55	Whitewater School Dist Rental	-	-	-	-		
247-44200-55	Birthday Parties	-	-	-	1,265	3,833	
	Total:	-	-	29,805	1,334	4,583	30,000
AQUATIC CTR-OTHER INCOME							
247-45000-55	Family Partnership	-	-	2,000	-	2,000	2,000
247-45100-55	Other	-	-	1,555	-	1,555	1,555
247-45200-55	Sponsorship	-	-	5,000	-	5,000	5,000
247-45300-55	Personal Training Revenue	-	-	1,690	-	1,690	2,000
247-45400-55	Concessions Stand	-	-	47,947	5,253	17,509	48,000
247-45500-55	Pro-Shop Revenue	-	-	8,938	815	2,848	9,000
247-45600-55	Interest Income	-	-	-	-		
247-45700-55	State Sales Tax-Payable	-	-	-	-		
247-45800-55	County Sales Tax-Payable	-	-	-	-		
	Total:	-	-	67,130	6,068	30,602	67,555
AQUATIC CTR-OTHER FIN SOURCES							
247-49280-55	WUSD Contribution	-	-	78,000	-	78,000	78,000
247-49285-55	WUSD Capital Improve Cont	-	-	50,000	-	50,000	50,000
247-49290-55	General Fund Transfer	-	-	78,000	-	-	78,000
247-49295-55	General Fund Cap Improve Cor	-	-	50,000	-	50,000	50,000
247-49300-55	Fund Balance Applied	-	-	-	-		
	Total:	-	-	256,000	-	178,000	256,000
	247 - AQUATIC CTR	-	-	831,242	73,849	447,809	883,903

EXPENSES

	DESCRIPTION	2014 ACTUAL	2015 ACTUAL	2016 BUDGET	2016 YTD-AUG	2016 ACT-EST	2017 BUDGET
WAC- MANAGEMENT							
247-55100-111	SALARIES/PERMANENT	-	-	77,667	20,018	44,664	86,424
247-55100-112	WAGES/OVERTIME	-	-	-	-	-	-
247-55100-113	WAGES/TEMPORARY	-	-	-	-	-	-
247-55100-114	WAGES/PART-TIME/PERMANENT	-	-	-	-	-	-
247-55100-150	MEDICARE TAX/CITY SHARE	-	-	5,942	276	622	1,323
247-55100-151	SOCIAL SECURITY/CITY SHARE	-	-	-	1,181	2,661	5,656
247-55100-152	RETIREMENT	-	-	5,126	1,321	1,724	5,877
247-55100-153	HEALTH INSURANCE	-	-	36,088	7,092	12,766	22,174
247-55100-155	WORKERS COMPENSATION	-	-	1,572	-	-	3,667
247-55100-156	LIFE INSURANCE	-	-	-	15	31	43
247-55100-157	L-T DISABILITY INSURANCE	-	-	-	-	-	-
247-55100-159	OTHER EMPLOYER CONTRIBUTIONS	-	-	-	-	-	-
	Total:	-	-	126,395	29,903	62,469	125,164
WAC-FRONT DESK							
247-55150-111	SALARIES/PERMANENT	-	-	-	-	-	-
247-55150-112	WAGES/OVERTIME	-	-	-	-	-	-
247-55150-113	WAGES/TEMPORARY	-	-	49,140	6,902	23,064	62,544
247-55150-150	MEDICARE TAX/CITY SHARE	-	-	-	100	334	907
247-55150-151	SOCIAL SECURITY/CITY SHARE	-	-	-	428	1,430	3,878
247-55150-152	RETIREMENT	-	-	-	-	-	-
247-55150-153	HEALTH INSURANCE	-	-	-	-	-	-
247-55150-155	WORKERS COMPENSATION	-	-	-	304	1,015	2,514
247-55150-156	LIFE INSURANCE	-	-	-	-	-	-
247-55150-157	L-T DISABILITY INSURANCE	-	-	-	-	-	-
247-55150-159	OTHER EMPLOYER CONTRIBUTIONS	-	-	-	-	-	-
	Total:	-	-	49,140	7,734	25,844	69,843
WAC-FITNESS							
247-55200-111	SALARIES/PERMANENT	-	-	-	-	-	-
247-55200-112	WAGES/OVERTIME	-	-	-	-	-	-
247-55200-113	WAGES/TEMPORARY	-	-	-	-	-	-
247-55200-114	WAGES/PART-TIME/PERMANENT	-	-	13,000	2,009	8,403	22,480
247-55200-150	MEDICARE TAX/CITY SHARE	-	-	-	29	122	326
247-55200-151	SOCIAL SECURITY/CITY SHARE	-	-	-	125	521	1,394
247-55200-152	RETIREMENT	-	-	-	-	-	-
247-55200-153	HEALTH INSURANCE	-	-	-	-	-	-
247-55200-155	WORKERS COMPENSATION	-	-	-	88	370	904
247-55200-156	LIFE INSURANCE	-	-	-	-	-	-
247-55200-157	L-T DISABILITY INSURANCE	-	-	-	-	-	-
247-55200-159	OTHER EMPLOYER CONTRIBUTIONS	-	-	-	-	-	-
	Total:	-	-	13,000	2,251	9,416	25,103
WAC-AQUATIC							
247-55300-111	SALARIES/PERMANENT	-	-	-	-	-	-
247-55300-112	WAGES/OVERTIME	-	-	-	1,913	2,000	-
247-55300-113	WAGES/TEMPORARY	-	-	-	-	-	-
247-55300-114	WAGES/PART-TIME/PERMANENT	-	-	191,000	31,891	109,059	221,430
247-55300-150	MEDICARE TAX/CITY SHARE	-	-	-	490	1,675	2,875
247-55300-151	SOCIAL SECURITY/CITY SHARE	-	-	19,364	2,095	7,162	12,294
247-55300-152	RETIREMENT	-	-	-	-	-	-
247-55300-153	HEALTH INSURANCE	-	-	-	-	-	-
247-55300-155	WORKERS COMPENSATION	-	-	11,390	1,487	5,083	7,971
247-55300-156	LIFE INSURANCE	-	-	-	-	-	-
247-55300-157	L-T DISABILITY INSURANCE	-	-	-	-	-	-
247-55300-159	OTHER EMPLOYER CONTRIBUTIONS	-	-	-	-	-	-
	Total:	-	-	221,754	37,874	124,979	244,571

WAC-MAINTENANCE						
247-55400-111	SALARIES/PERMANENT	-	-	-	-	-
247-55400-112	WAGES/OVERTIME	-	-	-	-	-
247-55400-113	WAGES/TEMPORARY	-	-	-	-	-
247-55400-114	WAGES/PART-TIME/PERMANENT	-	-	-	47	100
247-55400-150	MEDICARE TAX/CITY SHARE	-	-	-	1	2
247-55400-151	SOCIAL SECURITY/CITY SHARE	-	-	-	3	5
247-55400-152	RETIREMENT	-	-	-	-	-
247-55400-153	HEALTH INSURANCE	-	-	-	-	-
247-55400-155	WORKERS COMPENSATION	-	-	-	2	4
247-55400-156	LIFE INSURANCE	-	-	-	-	-
247-55400-157	L-T DISABILITY INSURANCE	-	-	-	-	-
247-55400-159	OTHER EMPLOYER CONTRIBUTIONS	-	-	-	-	-
	Total:	-	-	-	52	111
WAC-ADMIN EXPENSES						
247-55400-250	CONTRACTED SERVICES	-	-	-	-	-
247-55500-220	INSURANCE	-	-	19,716	-	-
247-55500-225	TELEPHONE	-	-	-	54	54
247-55500-246	CLEANING & SUPPLIES	-	-	10,000	783	5,000
247-55500-310	OFFICE SUPPLIES	-	-	1,500	998	1,500
247-55500-312	SUPPLIES-CHECKS	-	-	-	-	-
247-55500-320	CHAMBER DUES & EXPENSES	-	-	-	255	255
247-55500-340	FITNESS CLASS SUPPLIES	-	-	-	806	1,000
247-55500-341	COMPUTER TECH SUPPORT	-	-	-	-	-
247-55500-343	POSTAGE	-	-	600	-	300
247-55500-650	CREDIT CARD PROCESSING FEES	-	-	3,000	-	-
247-55500-652	BANK CHARGES	-	-	-	-	-
247-55500-654	PERMITS & FEES	-	-	709	655	655
247-55500-656	MEMBER KEY TAGS	-	-	600	-	300
247-55500-658	FAMILY PARTNERSHIP PAYOUTS	-	-	2,000	-	-
	Total:	-	-	38,125	3,550	9,064
WAC-POOL EXPENSES						
247-55600-340	LIFEGUARD SUPPLIES	-	-	600	265	300
247-55600-342	WSI CLASS EXPENSE	-	-	1,500	-	750
247-55600-344	LIFEGUARD CLASS EXPENSE	-	-	4,000	-	2,000
247-55600-346	GENERAL POOL MAINTENANCE	-	-	4,000	1,191	1,500
247-55600-348	POOL EQUIPMENT	-	-	500	-	250
247-55600-350	POOL CHEMICALS	-	-	11,000	3,059	5,500
	Total:	-	-	21,600	4,514	10,300
WAC-UTILITIES/HVAC						
247-55700-221	WATER/SEWER UTILITIES	-	-	21,000	1,755	8,773
247-55700-222	ELECTRIC UTILITIES	-	-	103,312	10,759	47,825
247-55700-224	GAS UTILITIES	-	-	62,923	1,212	23,000
247-55700-244	HVAC SUPPLIES	-	-	-	851	1,000
	Total:	-	-	187,235	14,577	80,598
WAC-OTHER EXPENSES						
247-55800-324	MARKETING	-	-	30,000	375	10,000
247-55800-342	CONCESSION SUPPLIES	-	-	40,709	3,085	12,998
247-55800-344	LAND FITNESS SPECIAL EVENTS	-	-	-	-	-
247-55800-346	PRO-SHOP INVENTORY	-	-	3,284	-	1,500
247-55800-810	CAPITAL EQUIPMENT	-	-	-	15,484	-
247-55800-820	CAPITAL IMPROVEMENTS	-	-	100,000	1,441	100,000
247-55800-913	GENERAL FUND TRANSFER	-	-	-	-	-
850-48100-52	INTEREST INCOME	-	-	-	(3)	-
	Total:	-	-	173,993	20,383	124,498
	Total Aquatic Ctr:	-	-	831,242	120,839	447,279
		-	-			868,225



2017 Budget
Park and Rec Special Revenue Fund-248
Revenues & Expenses

REVENUES

	DESCRIPTION	2014 ACTUAL	2015 ACTUAL	2016 BUDGET	2016 YTD-AUG	2016 ACT-EST	2017 BUDGET
PUBLIC CHARGES FOR SERVICE							
248-46732-55	After School Program	6,434	70,035	70,000	39,995	70,000	71,000
248-46733-55	Summer Camp	-	4,501	10,000	16,778	16,778	16,000
248-46734-55	Dance	933	9,102	11,750	5,466	8,000	9,000
248-46736-55	Instruction	93	2,493	2,934	2,088	2,900	2,900
248-46738-55	Sports	104	54,305	45,310	39,523	59,284	60,000
248-46740-55	Gymnastics	619	4,978	6,600	3,015	6,600	6,000
248-46742-55	Contractual-Zumba	155	2,114	-	-	-	-
	Total Public Charges for Service	8,338	147,528	146,594	106,865	163,562	164,900
SPONSORSHIP & DONATIONS							
248-48100-55	Interest Income	-	-	-	-	-	-
248-48525-55	Rec Business Sponsorship	-	5,462	8,500	8,400	8,400	8,500
248-48600-55	Misc Revenue Sponsorship	-	1,950	-	-	-	-
248-48610-55	Field of Dreams Revenue	-	563	-	-	-	-
	Total Sponsorships & Donations	-	7,975	8,500	8,400	8,400	8,500
TOURNAMENT & CONCESSION OPERATION							
248-49250-55	Tournament Entry Fees	-	18,941	36,700	-	-	-
248-49251-55	Concessions	-	24,010	30,000	-	-	-
248-49252-55	TFOD Rental	-	1,685	1,800	-	-	-
248-49300-55	Fund Balance Applied	-	-	-	-	-	-
	Total Sponsorships & Donations	-	44,636	68,500	-	-	-
	248 - Park & Rec Spec Rev	8,338	200,139	223,594	115,265	171,962	173,400

EXPENSES

	DESCRIPTION	2014 ACTUAL	2015 ACTUAL	2016 BUDGET	2016 YTD-AUG	2016 ACT-EST	2017 BUDGET
248-55110-114	Wages & Salaries/Permanent	-	85,010	99,506	40,260	70,000	83,763
248-55110-150	Medicare Tax/City Share	-	1,232	1,443	583	1,000	1,214
248-55110-151	Social Security/City Share	-	5,269	6,169	2,493	4,500	5,194
248-55110-155	Workers Compensation	-	2,999	4,478	1,769	4,000	3,368
248-55110-342	Program Supplies	-	64,204	47,306	-	-	-
248-55110-344	Contractual-Gymnastics	-	-	-	-	-	-
248-55110-346	Concession Supplies	-	11,231	11,668	-	-	-
248-55110-347	Contractual-Zumba	-	625	-	-	-	-
248-55110-370	Pymt-WCF Field of Dreams	-	-	-	-	-	-
248-55110-410	Supplies - Club Basketball	-	-	-	8,419	8,419	8,400
248-55110-415	Supplies - Golf Instruction	-	-	-	1,450	1,450	1,450
248-55110-420	Supplies - Tournament Teams	-	-	-	3,340	3,340	3,400
248-55110-425	Supplies - Youth Baseball & Softball	-	-	-	8,280	8,280	8,000
248-55110-435	Supplies - Flag Football	-	-	-	701	7,013	1,000
248-55110-440	Supplies - Tackle Football	-	-	-	6,378	9,500	9,500
248-55110-450	Supplies - Dance	-	-	-	591	1,091	1,100
248-55110-455	Supplies - Tae Kwon Do	-	-	-	35	35	100
248-55110-460	Supplies - Gymnastics	-	-	-	1,084	1,184	1,200
248-55110-470	Supplies - Summer Camp	-	-	-	2,670	2,670	2,500
248-55110-475	Supplies - After School	-	-	-	7,058	11,763	12,000
248-55110-485	Supplies - Tennis	-	-	-	1,060	1,060	1,100
248-55110-790	Program Assistance	-	-	600	-	600	600
248-55110-810	Capital Improvements (Sponsorship)	-	1,179	7,000	5,845	7,000	-
248-55110-913	General Fund Transfer	-	19,345	29,017	-	29,017	29,017
	Total Park & Rec Special Rev	-	191,094	207,187	92,015	171,922	172,906