



MEMORANDUM

TO: Mayor Merkes, Council President Sevenich and the members of the City of Menasha Common Council

FROM: City Comptroller/Treasurer Stoffel *ts*

DATE: 11/17/2011

SUBJECT: Suggested adjustments to 2012 Operations Budget requests

A final review of the 2012 Operations Budget presented to the Common Council revealed some areas where the requested appropriations were less than or not included at all in the budget requests presented. You have already been advised of the changes requested in the Parks and Swimming Pool budgets by Director Tungate. The following are additional increases which Department Heads would offer for the Council's consideration:

Motion to increase Police Department accounts:

100-0801-521-1504-Retirement by	\$30,326
100-0801-521-1903-Clothing Allowance by	\$ 2,815

Motion to increase Senior Center Account:

100-0920-531-8201-Capital Projects-Buildings by	\$15,000
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for roof repairs/replacement

These requested adjustments would increase the property tax levy by \$48,141, moving the total property tax levy to \$9,653,346 or 4.00% over last year's levy of \$9,282,238.



MEMORANDUM

To: Mayor Merkes and Common Council

From: PRD Tungate

Date: November 10, 2011

RE: Pool Information and Request to Reinstate 2012 Budget Funds into Tools & Equipment Accounts

Financial Analysis of Closing the Pool for a Day

<u>*Expense Savings</u>		<u>Potential Decreased Revenues</u>	
		(daily averages for a 75 day season)	
Seasonal Staff Wages	\$ 725.00	Concessions	\$ 225.00
*most utility and chemical costs remain constant whether the pool is open or not		Daily Admissions	<u>\$ 560.00</u>
		Total:	\$ 785.00

Hypothetical additional staff wages allocated to the 2012 Swimming Pool budget. Figures included benefit estimates.

Director of Parks and Recreation (23%)	\$ 24,938.00
Superintendent of Parks, Forestry and Cemeteries (7.2%)	6,815.00
Clerk Steno II, Parks and Recreation (3.8%)	2,448.00
Finance Clerk (1.3%)	899.00
Human Resources Administrative Clerk (0.4%)	275.00

Revised Pool Cost Per Capita using \$66,055 (previously used difference between expenses and revenues) + new wage figures) \$ 5.85
Revised Cost of Pool as Portion of Tax Bill (\$118,300 aver. home) \$ 12.73

Requests to Reinstate Funds to 2012 Budget

1. Page 44, Account #100-553-30-15 (Parks – Tools & Equipment)
Action Needed: Add \$2,870 into this sub-account
2. Page 48, Account #100-552-10-01 (Pool – Wages)
\$5,000 was inadvertently removed from the Pool budget. The Pool budget workbook figure of \$196,555 was not used to calculate the tax levy increase.
Action Needed: Add \$5,000 into this sub-account. If this is not done, further pool service cuts will be required.
3. Page 49, Account #100-552-30-15 (Pool – Tools & Equipment)
Action Needed: Add \$1,460 into this sub-account.