CITY OF MENASHA
2009 PROGRAM REQUEST - OPERATIONS BUDGET
PROGRAM COMMENTS

FUND	BUDGET NAME	PREPARED BY
General Fund	Resthaven Cemetery O	Robert Huss
FUNCTION	**BUDGET NUMBER**	**DATE**
Health and Human Serv	000-53401-000	10/1/2008

PROGRAM - BUDGET RESPONSIBILITIES	2008 PROGRAM - BUDGET ACCOMPLISHMENTS
Maintain 5.4 acres of Resthaven Cemetery and 1.9 acres of Oak Hill Cemetery. Major duties include grave site openings and closings, lawn cutting, trimming, flower planting and upkeep.	CIMS software was installed and is being used by Park Superintendent.

2009 PROGRAM - BUDGET FUNDING REQUEST	2009 PROGRAM - BUDGET OBJECTIVES

FUNDING SOURCES	2008 FUNDING	2009 FUNDING
TAXES	$0.00	$0.00
SPECIAL ASSESSMENTS	$0.00	$0.00
INTERGOV REVENUE	$0.00	$0.00
LICENSES & PERMITS	$0.00	$0.00
FINES & FORFEITS	$0.00	$0.00
PUBLIC CHARGES	$0.00	$0.00
MISCELLANEOUS	$0.00	$0.00
TOTAL	$0.00	$0.00

POSITION TITLE	2008 # OF FTE'S	2009 # OF FTE'S
Shared Common Laborer	0.25	0.25
1 Sum. Seasonal Laborer	0.27	0.27
TOTAL	0.52	0.52

CITY OF MENASHA
2009 PROGRAM REQUEST - OPERATIONS BUDGET
PROGRAM COMMENTS

FUND	BUDGET NAME	PREPARED BY
General Fund	Recreation Department	Brian Tungate
FUNCTION	**BUDGET NUMBER**	**DATE**
Culture and Recreation	000-55201-000	9/30/2008

PROGRAM - BUDGET RESPONSIBILITIES

To provide a comprehensive variety of safe, affordable and enjoyable year-round recreation programs for residents of all ages. Educate the general public on the positive benefits of regularly engaging in recreational pursuits and how recreation services enhance the quality of live for City residents.

2008 PROGRAM - BUDGET ACCOMPLISHMENTS

-Coed Adult Softball remains very popular.

-Started "Smith Park Summer Scamper" with postive feedback.

-Solid summer recreational program, lead by an experienced supervisor and staff.

-Started "Brain Walk" event collaboratively with Menasha Library Youth Department.

-Established more effective program advertising through schools.

2009 PROGRAM - BUDGET FUNDING REQUEST

2009 PROGRAM - BUDGET OBJECTIVES

-Continue effective promotion of events/programs through schools.

-Improve/expand Smith Park Winter Gala.

-Improve the quality of new events started last summer.

FUNDING SOURCES	2008 FUNDING	2009 FUNDING
TAXES	$0.00	$0.00
SPECIAL ASSESSMENTS	$0.00	$0.00
INTERGOV REVENUE	$0.00	$0.00
LICENSES & PERMITS	$0.00	$0.00
FINES & FORFEITS	$0.00	$0.00
PUBLIC CHARGES	$0.00	$0.00
MISCELLANEOUS	$0.00	$0.00
TOTAL	$0.00	$0.00

POSITION TITLE	2008 # OF FTE'S	2009 # OF FTE'S
Clerk Steno II	0.50	0.50
Director	1.00	1.00
Seasonal/PT Workers	4.75	4.75
TOTAL	6.25	6.25

2009 CITY OF MENASHA BUDGET DETAIL - EXPENSES	BUDGET NAME Recreation Department	PREPARED BY Brian Tungate
	BUDGET NUMBER 000-55201-000	DATE 9/30/2008

SUB ACCT #	SUB ACCOUNT DETAIL		DEPT HEAD REQUEST	MAYOR RECOMMEND
110	Salaries - Straight Time			
	Director of Parks, Recreation, Forestry and Cemeteries		71000.00	71000.00
		TOTAL	**$71,000.00**	**$71,000.00**
120	Wages - Straight Time			

2009 CITY OF MENASHA BUDGET DETAIL - EXPENSES	BUDGET NAME Recreation Department	PREPARED BY Brian Tungate
	BUDGET NUMBER 000-55201-000	DATE 9/30/2008

	Clerk Steno II: Figure indicates one-half of wages, other half realized in Community Development budget: $19,240 Recreation Program Supervisor: Duties include planning and over-seeing Summer Rec. programs and supervising staff: $7,980			102154.00	102154.00
	Program Coordinator and office fill-in wages (Tiny Tots head instructor, exercise class instructor, office assistant as needed. {$9,235 + 3360}): $12,595				
	Wages paid to part-time or seasonal employees including program instructors, coaches, and summer leaders.				
	Summer Programs -				
	Playground Instructors (5): $11,733				
	Gymnastics Insturctors (3): $5,592				
	Baseball/Softball Instructors (3): $7,415				
	Tennis Instructors (3): $8,211				
	Men's/Coed Softball Umpires (8-12): $8,213				
	Scorekeepers (6-7): $1,989				
	Softball Field Supervisor: $1,755				
	Fall/Winter Programs -				
	Flag Football Coordinator (1): $255				
	Tiny Tots Assistant Instructor (1): $4,400				
	Dance Instructors (2) $895				
	Ice Rink Attendants - Hart Park (6): $2,300				
	Skatepark Attendants (3-4):$2,840				
	Men's Basketball Officials (3-4): $1,755				
	Men's Basketball Scorekeepers (3-4): $426				
	Men's Basketball Gym Supervisor (1): $1,075				
	Feel 'n Fit Instructor (1): $939				
	Open Swim Lifeguard (1): $190				
	Open Gym Supervisor (2): $870				
	Fieldtrip/Event Workers: $1,486				
			TOTAL	**$102,154.00**	**$102,154.00**
151	Employer Contrib - Health				
	Director and half of Clerk Steno II			27161.00	27161.00
			TOTAL	**$27,161.00**	**$27,161.00**
152	Employer Contrib - Life				

2009 CITY OF MENASHA BUDGET DETAIL - EXPENSES	BUDGET NAME Recreation Department	PREPARED BY Brian Tungate	
	BUDGET NUMBER 000-55201-000	DATE 9/30/2008	
		160.00	160.00
	TOTAL	**$160.00**	**$160.00**
153 Employer Contrib - Dental			
		1542.00	1542.00
	TOTAL	**$1,542.00**	**$1,542.00**
154 Employer Contrib - Retirement			
		11176.00	11176.00
	TOTAL	**$11,176.00**	**$11,176.00**
155 Employer Contrib - FICA			
		13247.00	13247.00
	TOTAL	**$13,247.00**	**$13,247.00**
157 Employer Contrib - Vision			
		200.00	200.00
	TOTAL	**$200.00**	**$200.00**
161 Employer Contrib - Work Comp			
		5933.00	5933.00
	TOTAL	**$5,933.00**	**$5,933.00**
203 Contract Svcs - Temp Staffing			
Examples include: -Grunski-Runski road race, computerized registration and timing services: $1,200 -Golf classes taught by PGA Professional: $300 -Skateboard Lesson Instruction: $400 -Pacesetters Running Club: $150 for Grunski Runski race set up.		2500.00	2500.00
	TOTAL	**$2,500.00**	**$2,500.00**
205 Contract Svcs - Entertainment			
Bus Trips (transportation and tickets) to places like Noah's Ark, Brewer Game, etc. Costs offset through fees, destinations subject to change: $2,000 Performances in the Park (co-sponsored with Library) and other entertainers: $1,200 Entertainment for Holiday Hayride and other events: $400 Game rentals for special events: $400		4000.00	3000.00

2009 CITY OF MENASHA BUDGET DETAIL - EXPENSES	BUDGET NAME Recreation Department	PREPARED BY Brian Tungate	
	BUDGET NUMBER 000-55201-000	DATE 9/30/2008	
	TOTAL	**$4,000.00**	**$3,000.00**
221 Utility -Telephone Services			
Includes office telephones and cell phones.		1000.00	1000.00
	TOTAL	**$1,000.00**	**$1,000.00**
241 Repair/Maint - Office Equipment			
		150.00	150.00
	TOTAL	**$150.00**	**$150.00**
250 Payments to Other Municipal Entities			
Occasional facility rental or related charges for use of non-city facilities.		100.00	100.00
	TOTAL	**$100.00**	**$100.00**
291 Other Services - Printing			
Spring/Summer Rec. Brochure: $3,500 Fall and Winter Rec. Brochures: $2,500 Grunski Runski Race Flyer: $400 Miscellaneous office forms: $300		6700.00	6700.00
	TOTAL	**$6,700.00**	**$6,700.00**
293 Other Services - Advertising			
One (1) newspaper ad for Grunski Runski: $460		460.00	460.00
	TOTAL	**$460.00**	**$460.00**
295 Other Services - Vehicle/Equip Rental			
Summer car and occasional van use.		2400.00	2256.00
	TOTAL	**$2,400.00**	**$2,256.00**
300 Supplies - Department			
All supplies purchased by Recreation division. Major expenditures include: softballs for adult programs, t-shirts for youth baseball and Grunski-Runski road race, league trophies and awards, athletic supplies, playground games, supplies for many special events and arts and crafts materials. First-aid supplies, including bloodborne pathogen clean-up kits and employee Heptavax vaccines. Budget offset by approximately $2,000-$3,000 in donations for baseball t-shirts.		11500.00	10500.00
	TOTAL	**$11,500.00**	**$10,500.00**
310 Supplies - Office			
Stationary, envelopes and misc. office supplies used by the department, including additional computer supplies and storage cabinet for office.		1000.00	1000.00
	TOTAL	**$1,000.00**	**$1,000.00**
311 Supplies - Postage			

2009 CITY OF MENASHA BUDGET DETAIL - EXPENSES	BUDGET NAME Recreation Department	PREPARED BY Brian Tungate	
	BUDGET NUMBER 000-55201-000	DATE 9/30/2008	
	Major costs are mailing out Summer and Fall/Winter program brochures. Direct mailing has proven to yield higher registration revenue.	5800.00	5800.00
	TOTAL	**$5,800.00**	**$5,800.00**
315	Supplies - Tools & Equip		
	Occasional items needed for a youth recreation or adult sports program.	100.00	100.00
	TOTAL	**$100.00**	**$100.00**
316	Supplies - Promotional		
	Positive Youth Development Grant Program	500.00	500.00
	TOTAL	**$500.00**	**$500.00**
320	Dues/Memberships/Licenses		
	Professional membership in: WI Park & Rec. Association: $200 Nat'l Rec. & Park Association: $200 ASCAP License Fee: $300	700.00	700.00
	TOTAL	**$700.00**	**$700.00**
322	Periodicals/Subscriptions		
		50.00	50.00
	TOTAL	**$50.00**	**$50.00**
331	Travel Expense - Mileage		
	Mileage charges for occasional use of personal vehicle (usually summer).	100.00	100.00
	TOTAL	**$100.00**	**$100.00**
337	Training - Registrations		
	Includes all educational seminars, conferences and classes for PRD staff. WPRA State Conference: $250 WPRA Spring Workshop: $100 WPRA Summer Park Tour: $150 Misc. Schooling/Workshops (Director and Clerk Steno II): $100	600.00	600.00
	TOTAL	**$600.00**	**$600.00**
338	Training - Lodging/Meals		
	Usually related to training in sub-account 337. Includes funds for pizza during evening training put on by CVMIC, December Park Board and Grunski Runski staff meetings.	300.00	300.00
	TOTAL	**$300.00**	**$300.00**
513	Insurance - Property		
		1070.00	1070.00
	TOTAL	**$1,070.00**	**$1,070.00**

CITY OF MENASHA
2009 PROGRAM REQUEST - OPERATIONS BUDGET
PROGRAM COMMENTS

FUND	BUDGET NAME	PREPARED BY
General Fund	Parks Department	Brian Tungate Robert Huss
FUNCTION	**BUDGET NUMBER**	**DATE**
Culture and Recreation	000-55202-000	9/30/2008

PROGRAM - BUDGET RESPONSIBILITIES

The primary goal of this division is to maintain the current park system which consists of 19 parks and other related areas, totaling over 157 acres (excluding Heckrodt Wetland Reserve), which includes the downtown area. New parks, trails and greenspaces have made the task of developing and maintaining these areas more challenging.

2008 PROGRAM - BUDGET ACCOMPLISHMENTS

-Rehabilitated 4 tennis courts at Pleasants Park.

-Installed bike/pedestrian trail access to Barker Farm Park from Carpenter Street.

-Completed several small "target hardening" projects.

-Added late night seasonal position to help curb vandalism.

2009 PROGRAM - BUDGET FUNDING REQUEST

-Continue planning efforts with Town of Harrison, City of Appleton and other interested municipalities on a joint park near Manitowoc Road and Lake Park Road.

-Jefferson Park will be the focus of several small improvement projects.

-Continue planning for a vital public riverside greenspace at the old Gilbert Paper site which may lead to obtaining a Brownfield grant for clearing and/or reuse of some buildings. Begin developing a consensus on what the park will look like and its positive economic visitor impact on the city.

2009 PROGRAM - BUDGET OBJECTIVES

-Draft/approve a resolution of support for joint community park on the city's far east side.

-Time permitting; pursue a trail connection from Natures Way to the Conservancy.

-Engage Menasha School District officials in discussion on upgrading shared athletic facilities.

-Provide list of Capital Improvement projects for future consideration.

FUNDING SOURCES	2008 FUNDING	2009 FUNDING
TAXES	$0.00	$0.00
SPECIAL ASSESSMENTS	$0.00	$0.00
INTERGOV REVENUE	$0.00	$0.00
LICENSES & PERMITS	$0.00	$0.00
FINES & FORFEITS	$0.00	$0.00
PUBLIC CHARGES	$0.00	$0.00
MISCELLANEOUS	$0.00	$0.00
TOTAL	$0.00	$0.00

POSITION TITLE	2008 # OF FTE'S	2009 # OF FTE'S
Admin. Asst. (Garage)	0.20	0.20
Asst. Bldg. & Park Supt.	0.20	0.20
Common Laborer	0.50	0.50
Facility/Pool Tech.	0.90	0.90
Late Night Seasonal (1)	0.27	0.27
Park Caretakers (6)	5.35	5.35
Park Laborer/Custodian	0.60	0.60
Park Superintendent	1.00	1.00
Seasonal Laborers (5)	1.37	1.37
TOTAL	10.39	10.39

2009 CITY OF MENASHA BUDGET DETAIL - EXPENSES	BUDGET NAME Parks Department	PREPARED BY Brian Tungate Robert Huss
	BUDGET NUMBER 000-55202-000	DATE 9/30/2008

SUB ACCT #	SUB ACCOUNT DETAIL		DEPT HEAD REQUEST	MAYOR RECOMMEND
110	Salaries - Straight Time			
	Superindendent of Parks, Forestry and Cemeteries: $62,300		73800.00	73800.00
	Assistant Building & Parks Superintendent (20%): $11,500			
		TOTAL	**$73,800.00**	**$73,800.00**
120	Wages - Straight Time			
	Park Division Employees (1) Facilities/Pool Technician less 10% charged to Marina: $44,404		372134.00	361134.00
	(6) Park Caretakers: (less 10% of three Caretakers charged to Forestry budget): $262,967			
	(1) Common Laborer (.50) Parks Department shares individual with Street Department (less 25% charged to Resthaven budget): $10,020			
	(1) Share of Park Laborer/Custodian Position (60%) (less 10% charged to Marina budget): $19,916			
	(1) Late Night Summer Seasonal position began in 2008. Helped curb vandalism concerns: $5,358			
	(5) Summer Seasonal Laborers (570 hours), one each at Smith, Jefferson, Koslo and two floaters (less one laborer charged to Resthaven budget): $21,432			
	(1) 20% Administrative Assistant at Garage charged to Parks: $8,037			
		TOTAL	**$372,134.00**	**$361,134.00**
121	Wages - Overtime/Doubletime			
	Includes routine weekend park and shelter clean-up. Hours can vary based on number and size of reservations, weddings and park special events. Also for spring grass cutting, pool start-up and tree planting.		23000.00	23000.00
		TOTAL	**$23,000.00**	**$23,000.00**
151	Employer Contrib - Health			
			136969.00	120947.00
		TOTAL	**$136,969.00**	**$120,947.00**
152	Employer Contrib - Life			
			150.00	150.00
		TOTAL	**$150.00**	**$150.00**
153	Employer Contrib - Dental			

2009 CITY OF MENASHA BUDGET DETAIL - EXPENSES	BUDGET NAME Parks Department	PREPARED BY Brian Tungate Robert Huss	
	BUDGET NUMBER 000-55202-000	DATE 9/30/2008	
		8523.00	8523.00
	TOTAL	**$8,523.00**	**$8,523.00**
154 Employer Contrib - Retirement			
		45984.00	45984.00
	TOTAL	**$45,984.00**	**$45,984.00**
155 Employer Contrib - Retirement			
		35874.00	35874.00
	TOTAL	**$35,874.00**	**$35,874.00**
157 Employer Contrib - Vision			
		1091.00	1091.00
	TOTAL	**$1,091.00**	**$1,091.00**
161 Employer Contrib - Work Comp			
		16072.00	16072.00
	TOTAL	**$16,072.00**	**$16,072.00**
204 Contract Svcs - Mechanical Systems			
Includes heating services contract, swim area bouy placement, large equipment rental, etc.		6500.00	6500.00
	TOTAL	**$6,500.00**	**$6,500.00**
206 Contract Svcs - Lawn Care			
Periodic application of fertilizer and weed control on priority areas like Smith Park gardens.		1200.00	1200.00
	TOTAL	**$1,200.00**	**$1,200.00**
209 Contract Svcs - Sanitation			
Portable toilets throughout the park system.		2500.00	2500.00
	TOTAL	**$2,500.00**	**$2,500.00**
212 Professional Svcs - Engineering			
A portion of combined engineering/design services for the Gilbert riverfront park site and shoreline. Additional funding sources will need to be secured. Land appraisal services may also be required at the Gilbert site and for a jointly supported future park site on the city's far east side.		20000.00	15000.00
	TOTAL	**$20,000.00**	**$15,000.00**
216 Professional Svcs - Management			
Lake Park Villas Homeowners Association - charges for city's portion of landscape and trail maintenance.		9000.00	9000.00
	TOTAL	**$9,000.00**	**$9,000.00**
221 Utility -Telephone Services			

2009 CITY OF MENASHA BUDGET DETAIL - EXPENSES	BUDGET NAME Parks Department	PREPARED BY Brian Tungate Robert Huss	
	BUDGET NUMBER 000-55202-000	DATE 9/30/2008	
	Expenses incurred at park maintenance building, Koslo, Memorial Building, Clovis Grove, Hart and Barker Farm parks plus monthly charge for Park Supt. Cellular telephone and maintenance staff cell phones.	3000.00	3000.00
	TOTAL	**$3,000.00**	**$3,000.00**
223	Utility - Electricity		
	Electrical expenses for the entire park system, including lighting at all athletic fields and tennis courts, Koslo and Jefferson ball diamonds, Memorial Building, Isle of Valor and Trestle Trail. Includes light maintenance leases with Menasha Utilities for Koslo Park and Jefferson Park roadway.	39300.00	39300.00
	TOTAL	**$39,300.00**	**$39,300.00**
224	Utility - Heat		
	All park buildings, including Memorial Building.	11000.00	11000.00
	TOTAL	**$11,000.00**	**$11,000.00**
225	Utility - Water/Sewer/Hydrant		
		12100.00	12100.00
	TOTAL	**$12,100.00**	**$12,100.00**
240	Repair/Maint - Buildings		
	All repair and maintenance of park structures, fountains, paint, plumbing, electrical and carpentry supplies, including Memorial Building.	21000.00	21000.00
	TOTAL	**$21,000.00**	**$21,000.00**
242	Repair/Maint - Tools and Equipment		
	Includes repair and maintenance of playground equipment, benches, tables, radios, chainsaws, push-mowers, weedeaters, etc. Street Department mechanics perform repairs.	2600.00	2600.00
	TOTAL	**$2,600.00**	**$2,600.00**
244	Repair/Maint - Small Projects		
	Focus on Jefferson Park. Some highlighted projects include: west diamond spectator fencing, batters box rehab to reduce maintenance time, shoreline seeding, partial funding for these projects will also show up in sub account #300.	4000.00	4000.00
	TOTAL	**$4,000.00**	**$4,000.00**
291	Other Services - Printing		
	Boat launch envelopes, stickers, etc.	2300.00	2300.00
	TOTAL	**$2,300.00**	**$2,300.00**
295	Other Services - Vehicle/Equip Rental		
	Equipment replacement and useage charges from City Equipment Replacement Program. Rate increase expected in 2009.	130000.00	122215.00
	TOTAL	**$130,000.00**	**$122,215.00**

2009 CITY OF MENASHA BUDGET DETAIL - EXPENSES		BUDGET NAME Parks Department	PREPARED BY Brian Tungate Robert Huss
		BUDGET NUMBER 000-55202-000	DATE 9/30/2008

300	Supplies - Department			
	Includes flowers, dirt, signs, woodchips, concrete, lumber, and other landscape supplies. Includes funds to continue conversion to low maintenance rubberized or similar soft playground surfacing.		31000.00	26000.00
		TOTAL	**$31,000.00**	**$26,000.00**
310	Supplies - Office			
			400.00	400.00
		TOTAL	**$400.00**	**$400.00**
311	Supplies - Postage			
			75.00	75.00
		TOTAL	**$75.00**	**$75.00**
313	Supplies - Housekeeping			
	Cleaning supplies - soaps, cleansers, mops, brooms, paper towels, and tissue.		5400.00	5000.00
		TOTAL	**$5,400.00**	**$5,000.00**
315	Supplies - Tools & Equip			
	Hand and power tools, also covers the cost of uniforms and foul weather gear for full-time maintenance staff, park technician's tool allowance, and any increases per union contract. Highlighted items include: concrete saw $850, towable mortar mixer $3,100, small litter vacuum $400 and sod cutter $3,500.		9000.00	9000.00
		TOTAL	**$9,000.00**	**$9,000.00**
320	Dues/Memberships/Licenses			
	WPRA Membership		200.00	200.00
		TOTAL	**$200.00**	**$200.00**
331	Travel Expense - Mileage			
			50.00	50.00
		TOTAL	**$50.00**	**$50.00**
337	Training - Registrations			
	WPRA Conference: $200 Misc. Schooling and Staff Training: $400		600.00	600.00
		TOTAL	**$600.00**	**$600.00**
338	Training - Lodging/Meals			
	Usually related to training in sub-account 337		250.00	250.00
		TOTAL	**$250.00**	**$250.00**
339	Training - Other Expenses			
			50.00	50.00

2009 CITY OF MENASHA BUDGET DETAIL - EXPENSES		BUDGET NAME Parks Department	PREPARED BY Brian Tungate Robert Huss	
		BUDGET NUMBER 000-55202-000	DATE 9/30/2008	
		TOTAL	**$50.00**	**$50.00**
513	Insurance - Property			
			3900.00	3900.00
		TOTAL	**$3,900.00**	**$3,900.00**
805	Capital Outlay - Other Equipment			
	Small play equipment upgrade at Jefferson Park in conjunction with poured in place surfacing. (sub account #822).		5000.00	5000.00
		TOTAL	**$5,000.00**	**$5,000.00**

2009 CITY OF MENASHA BUDGET DETAIL - CAPITAL	BUDGET NAME Parks Department	PREPARED BY Brian Tungate Robert Huss
	BUDGET NUMBER 000-55202-000	DATE

CAPITAL (DETAIL EACH REQUEST (SUB ACCOUNT # 991)	DEPT HEAD REQUEST	MAYOR RECOMMEND
2009		
With a budget focus on Jefferson Park, install poured in place surfacing on approximately half of the chipped area under the parks play equipment. Park Crew has become adept at installing this cost saving, safer, more handicapped accessible surface.	24000.00	24000.00
TOTAL	$24,000.00	$24,000.00
TOTAL CAPITAL & REQUEST/RECOMMEND	$24,000.00	$24,000.00

CITY OF MENASHA
2009 PROGRAM REQUEST - OPERATIONS BUDGET
PROGRAM COMMENTS

FUND	BUDGET NAME	PREPARED BY
General Fund	Swimming Pool	Brian Tungate
FUNCTION	**BUDGET NUMBER**	**DATE**
Culture and Recreation	000-55203-000	10/1/2008

PROGRAM - BUDGET RESPONSIBILITIES

The goal of the Municipal Swimming Pool continues to be to provide safe, affordable and enjoyable aquatic recreation and swim instruction to the residents of the community. Warm temperatures always equate to a better bottom line at the pool. Decisions will need to made on how to address a myriad of maintenance concerns at this aging facility.

2008 PROGRAM - BUDGET ACCOMPLISHMENTS

Pool Number Comparison	2007	2008
Family Passes	292	186
Limited Use Passes	66	56
Adult Morning Swim Passes	22	24
Swimming Lesson Enrollment	641	615
Attendance	25,222	21,486

-Pool code changes went into effect in 2008. One change which added expense was the requirement to have a certified lifeguard on top of the drop slide.

-Pool tank will be sandblasted and repainted in fall 2008.

2009 PROGRAM - BUDGET FUNDING REQUEST

It is the intent to pursue a multiple year phased in approach to tackle the multitude of mechanical, plumbing and structural repairs or upgrades that are needed at the pool. This has and will continue to be done in consultation with Aquatica Design, LLC.

Phase I (2009) solar collection system, boilers(2) and roofing repairs and reconfiguration.

A detailed cost breakdown of this phase is outlined under sub account #822. The City may wish to bond for this work.

This phase will help contain (reduce) future energy costs at the pool. A presentation on the benefits of solar panel pool water heating system will be made by Green Sky Energetics, LLC which performed a thorough site assessment of the pool.

It is proposed that both the boiler that heats the shower water and the larger boiler system that heats the pool water be replaced. Both units, especially the shower water boiler, are old and inefficient.

It is also proposed that the sundeck viewing area, which has proven costly to maintain and is used very little, be eliminated except for a small observation and solar display area on the west end. City crews would re-roof this section in preparation of solar panel installation.

Lastly, the flat roof behind the sundeck is also targeted for solar panel installation. However, before this occurs, the rubber membrane which covers this section needs to be replaced along with creating positive roof drainage.

2009 PROGRAM - BUDGET OBJECTIVES

-Staff has come up with several new ideas on how to cost effectively deal with future mechanical, structural and plumbing repairs at the pool. It is proposed that funds be expended to hire Aquatica Design, LLC to evaluate and recommend a phased in course of action.

-Free Admission day was well received and will be offered earlier in the season. Other promotions to boost attendance will be considered.

CITY OF MENASHA
2009 PROGRAM REQUEST - OPERATIONS BUDGET
PROGRAM COMMENTS

FUND	BUDGET NAME	PREPARED BY
General Fund	Swimming Pool	Brian Tungate
FUNCTION	**BUDGET NUMBER**	**DATE**
Culture and Recreation	000-55203-000	10/1/2008

FUNDING SOURCES	2008 FUNDING	2009 FUNDING
TAXES	$0.00	$0.00
SPECIAL ASSESSMENTS	$0.00	$0.00
INTERGOV REVENUE	$0.00	$0.00
LICENSES & PERMITS	$0.00	$0.00
FINES & FORFEITS	$0.00	$0.00
PUBLIC CHARGES	$0.00	$0.00
MISCELLANEOUS	$0.00	$0.00
TOTAL	$0.00	$0.00

POSITION TITLE	2008 # OF FTE'S	2009 # OF FTE'S
Sesonal Part-Time Staff	3.43	3.43
TOTAL	3.43	3.43

CITY OF MENASHA 2009 BUDGET DETAIL - EXPENSES	BUDGET NAME Swimming Pool	PREPARED BY Brian Tungate
	BUDGET NUMBER 000-55203-000	DATE 10/1/2008

SUB ACCT #	SUB ACCOUNT DETAIL		DEPT HEAD REQUEST	MAYOR RECOMMEND
120	Wages - Straight Time			
	Includes wages for seasonal staff - (1) Pool Manager: $8,000 (3) Assistant Managers: $15,252 (6) Instructors/Guards: $23,460 (8) Lifeguards: $14,415 (8) Attendant/Cashiers: $16,472 (3) Concession Workers: $5,670		83269.00	83269.00
		TOTAL	**$83,269.00**	**$83,269.00**
155	Employer Contrib - FICA			
			6371.00	6371.00
		TOTAL	**$6,371.00**	**$6,371.00**
161	Employer Contrib - Work Comp			
			2854.00	2854.00
		TOTAL	**$2,854.00**	**$2,854.00**
204	Contract Svcs - Mechanical Systems			
			2500.00	2500.00
		TOTAL	**$2,500.00**	**$2,500.00**
212	Professional Svcs - Engineering			
	Extension of 2005 pool study performed by Aquatica Design LLC. This work will consider several new staff ideas and clearly define a phased in approach towards rehabilitating the pool to current standards with an emphasis on reducing or controlling future costs. Phase costs may be inserted into the city' s new Capital Improvement budget.		4800.00	4800.00
		TOTAL	**$4,800.00**	**$4,800.00**
221	Utility -Telephone Services			
	Office and chemical building lines changed.		750.00	750.00
		TOTAL	**$750.00**	**$750.00**
223	Utility - Electricity			
			9300.00	9300.00
		TOTAL	**$9,300.00**	**$9,300.00**
224	Utility - Heat			
	To maintain a comfortable water temperature. Can vary considerably with outside temperatures. Significant rate hike in 2008. Solar water heating system under consideration will keep this line item in check in the future.		28000.00	23000.00
		TOTAL	**$28,000.00**	**$23,000.00**

CITY OF MENASHA 2009 BUDGET DETAIL - EXPENSES	BUDGET NAME Swimming Pool	PREPARED BY Brian Tungate	
	BUDGET NUMBER 000-55203-000	DATE 10/1/2008	
225	Utility - Water/Sewer/Hydrant		
	Can vary due to water loss.	13600.00	13600.00
	TOTAL	**$13,600.00**	**$13,600.00**
240	Repair/Maint - Buildings		
	Funds earmarked for things like painting, replacing pool tiles and light repair.	5700.00	5700.00
	TOTAL	**$5,700.00**	**$5,700.00**
243	Repair/Maint - Specialized Equipment		
	Include repair of all equipment required for pool operation including a new front pump.	6000.00	6000.00
	TOTAL	**$6,000.00**	**$6,000.00**
291	Other Services - Printing		
	Season passes, receipt books, timecards and flyers.	150.00	150.00
	TOTAL	**$150.00**	**$150.00**
293	Other Services - Advertising		
		150.00	150.00
	TOTAL	**$150.00**	**$150.00**
300	Supplies - Department		
	Includes purchase of calcium hypochlorite (Cal-Hypo), muratic acid and other pool chemicals.	21000.00	21000.00
	TOTAL	**$21,000.00**	**$21,000.00**
310	Supplies - Office		
	Lesson supplies, staff uniforms, first-aid equipment and various office supplies.	3200.00	3200.00
	TOTAL	**$3,200.00**	**$3,200.00**
313	Supplies - Housekeeping		
	Cleaning supplies, toilet and hand tissue, soap, brooms, mops, feminine hygiene products.	1800.00	1800.00
	TOTAL	**$1,800.00**	**$1,800.00**
315	Supplies - Tools & Equip		
	6 lounge chairs: $1,650 and other bathhouse/deck equipment.	2500.00	4000.00
	TOTAL	**$2,500.00**	**$4,000.00**
317	Supplies - Concessions		
	Concessions purchased for resale.	13500.00	13500.00
	TOTAL	**$13,500.00**	**$13,500.00**
320	Dues/Memberships/Licenses		

CITY OF MENASHA 2009 BUDGET DETAIL - EXPENSES	BUDGET NAME Swimming Pool	PREPARED BY Brian Tungate	
	BUDGET NUMBER 000-55203-000	DATE 10/1/2008	
	State Emergency Response, Food Permit, Restaurant Licence Fees, Sam's Club Memberships.	650.00	650.00
	TOTAL	**$650.00**	**$650.00**
337	Training - Registrations		
	WSI, PRO-CPR, Aquatic Facility (AFO), certifications costs.	350.00	350.00
	TOTAL	**$350.00**	**$350.00**
338	Training - Lodging/Meals		
	Costs usually related to subaccount 337. Includes $150 for instructor and staff appreciation functions (food included).	200.00	200.00
	TOTAL	**$200.00**	**$200.00**
513	Insurance - Property		
		1680.00	1680.00
	TOTAL	**$1,680.00**	**$1,680.00**
821	Capital Projects - Buildings		

CITY OF MENASHA 2009 BUDGET DETAIL - EXPENSES	BUDGET NAME Swimming Pool	PREPARED BY Brian Tungate	
	BUDGET NUMBER 000-55203-000	DATE 10/1/2008	
Solar Panel System to supplement a new (proposed) natural gas boiler system to heat the pool water - The proposed system will place unglazed solar panels on the bathhouse/concession roof, chemical feed building roof and on top of a City built support structure behind the chemical feed building. 5,100 square feet of panels will be installed and will be capable of supplying an estimated 30% of the energy necessary to heat the pool water to at or near 78 degrees. Had this system been in place for 2008, the City would have realized nearly $9,000 in savings based on a conservative $29,000 natural gas bill. Payback on this system should be less than 10 years. $90,000 High Efficiency (95%) 3-Unit Boiler System (replaces old unit) - 700,000 BTU's per bolier. Considered a "green" design because it has a modulating system whereby each unit can operate separately or together at lower capacity if needed. $68,000 New boiler to heat shower water (replaces old unit) $16,000 Materials needed to replace and re-roof the sundeck viewing area and to construct a support structure to hold solar panels behind the chemical feed building (City crews to perform the work). $8,000 Replace roof 0n north half of bathhouse and concession area. Install .060 ml EPDM membrane and tapered insulation to promote positive drainage. $100,000 If funds were to be bonded for work in 2009, $300,000 is recommended. TOTAL: $282,000		282000.00	16000.00
	TOTAL	**$282,000.00**	**$16,000.00**

CITY OF MENASHA
2009 PROGRAM REQUEST - OPERATIONS BUDGET
PROGRAM COMMENTS

FUND	BUDGET NAME	PREPARED BY
General Fund	Heckrodt Wetland Rese	Brian Tungate
FUNCTION	**BUDGET NUMBER**	**DATE**
Culture and Recreation	000-55209-000	10/1/2008

PROGRAM - BUDGET RESPONSIBILITIES	2008 PROGRAM - BUDGET ACCOMPLISHMENTS
The City will support the Reserve operation by making a lump sum funding contribution to HWR, Inc. HWR land and buildings are owned by the City, but operated by a non-profit organization (HWR, Inc.). This operation agreement has proven mutually beneficial to both entities and to the residents of Menasha.	

2009 PROGRAM - BUDGET FUNDING REQUEST	2009 PROGRAM - BUDGET OBJECTIVES
TOTAL ALLOCATION DIRECTLY TO HWR, INC : $8,800. Amount has remained unchanged for nine years.	Pursue cooperative bike/pedestrian trailside improvements west of Lopas pond. A pond overlook and berm re-landscaping have been suggested. Some form of trail lighting will be a future consideration.

FUNDING SOURCES	2008 FUNDING	2009 FUNDING
TAXES	$0.00	$0.00
SPECIAL ASSESSMENTS	$0.00	$0.00
INTERGOV REVENUE	$0.00	$0.00
LICENSES & PERMITS	$0.00	$0.00
FINES & FORFEITS	$0.00	$0.00
PUBLIC CHARGES	$0.00	$0.00
MISCELLANEOUS	$0.00	$0.00
TOTAL	$0.00	$0.00

POSITION TITLE	2008 # OF FTE'S	2009 # OF FTE'S
Park Caretaker	0.00	0.00
TOTAL	0.00	0.00

CITY OF MENASHA
2009 PROGRAM REQUEST - OPERATIONS BUDGET
PROGRAM COMMENTS

FUND	BUDGET NAME	PREPARED BY
General Fund	Forestry	Brian Tungate Robert Huss
FUNCTION	**BUDGET NUMBER**	**DATE**
Conservation and Devel	000-56101-000	10/1/2008

PROGRAM - BUDGET RESPONSIBILITIES

The services provided in this account include care of the City's urban forest, which is located primarily in parks, terraces and street right-of-ways. This care includes pruning and removal of existing trees, as well as for the purchase of trees for annual tree planting. The majority of this account is for contracted tree services in an effort to address the public trees on a yearly interval.

2008 PROGRAM - BUDGET ACCOMPLISHMENTS

-Recognized by the National Arbor Day Foundation as a "Tree City USA" for the twenty-fifth consecutive year. Arbor Day program held at Jefferson Park and adjacent elementary school.

-Free terrace tree planting program conducted in District 5 & 6.

-Late fall planting targeted for the Appleton Road corridor near ShopKo.

2009 PROGRAM - BUDGET FUNDING REQUEST

-Plant terrace trees where possible from Racine Street, Ninth Street to Fourth Street. Tree selection and location will be challenging.

-Identify additional priority streets within District 7 & 8 for planting. A portion of the planting may be contracted.

2009 PROGRAM - BUDGET OBJECTIVES

-Continue free residential terrace tree program in Districts 7 & 8.

-Objective is to plant at least 150 trees, approximately 50 in Districts 7 & 8 and 100 in other areas.

FUNDING SOURCES	2008 FUNDING	2009 FUNDING
TAXES	$0.00	$0.00
SPECIAL ASSESSMENTS	$0.00	$0.00
INTERGOV REVENUE	$0.00	$0.00
LICENSES & PERMITS	$0.00	$0.00
FINES & FORFEITS	$0.00	$0.00
PUBLIC CHARGES	$0.00	$0.00
MISCELLANEOUS	$0.00	$0.00
TOTAL	$0.00	$0.00

POSITION TITLE	2008 # OF FTE'S	2009 # OF FTE'S
Park Caretaker (3)	0.30	0.30
TOTAL	0.30	0.30

2009 CITY OF MENASHA BUDGET DETAIL - EXPENSES	BUDGET NAME Forestry	PREPARED BY Brian Tungate Robert Huss
	BUDGET NUMBER 000-56101-000	DATE 10/1/2008

SUB ACCT #	SUB ACCOUNT DETAIL		DEPT HEAD REQUEST	MAYOR RECOMMEND
120	Wages - Straight Time			
	10% of 3 Park Caretakers		13841.00	11760.00
		TOTAL	**$13,841.00**	**$11,760.00**
151	Employer Contrib - Health			
			5099.00	4330.00
		TOTAL	**$5,099.00**	**$4,330.00**
152	Employer Contrib - Life			
			32.00	30.00
		TOTAL	**$32.00**	**$30.00**
153	Employer Contrib - Dental			
			315.00	270.00
		TOTAL	**$315.00**	**$270.00**
154	Employer Contrib - Retirement			
			1440.00	1220.00
		TOTAL	**$1,440.00**	**$1,220.00**
155	Employer Contrib - FICA			
			1059.00	900.00
		TOTAL	**$1,059.00**	**$900.00**
157	Employer Contrib - Vision			
			58.00	50.00
		TOTAL	**$58.00**	**$50.00**
161	Employer Contrib - Work Comp			
			475.00	400.00
		TOTAL	**$475.00**	**$400.00**
206	Contract Svcs - Lawn Care			
	Tree trimming contract and stump removal. Some contracted tree planting is anticipated to meet planting goals.		14700.00	12500.00
		TOTAL	**$14,700.00**	**$12,500.00**
295	Other Services - Vehicle/Equip Rental			
			5500.00	4359.00
		TOTAL	**$5,500.00**	**$4,359.00**
300	Supplies - Department			

2009 CITY OF MENASHA BUDGET DETAIL - EXPENSES		BUDGET NAME Forestry	PREPARED BY Brian Tungate Robert Huss	
		BUDGET NUMBER 000-56101-000	DATE 10/1/2008	
	Street and park tree purchase, includes money for other planting supplies such as dirt and mulch. Includes funds for District and identified street tree planting program.		9000.00	7650.00
		TOTAL	**$9,000.00**	**$7,650.00**
513	Insurance - Property			
			10.00	10.00
		TOTAL	**$10.00**	**$10.00**

CITY OF MENASHA
2009 PROGRAM REQUEST - OPERATIONS BUDGET
PROGRAM COMMENTS

FUND	BUDGET NAME	PREPARED BY
Marina Fund	Marina Operations	Brian Tungate
FUNCTION	**BUDGET NUMBER**	**DATE**
Culture and Recreation	007-55205-000	9/30/2008

PROGRAM - BUDGET RESPONSIBILITIES

This budget provides for operation of the Menasha Marina. Primary expenditures in the budget are for contractual management services and gasoline purchased for resale.

2008 PROGRAM - BUDGET ACCOMPLISHMENTS

-Harbormaster Diane Schabach continues to run a successful operation for the city. Her nautical gift shop continues to be popular.

-Her commitment to customer service and passion for the Marina are the main reasons the Marina remains popular.

-PILOT payment returned $2,900 to the city.

2009 PROGRAM - BUDGET FUNDING REQUEST

Re-decking and replacing floats on the long center pier remains a large future expense for the Marina Fund. Budget objective is to build this fund to where it can pay for this project.

At the start of 2008, the Marina fund was at $45,055.

2009 PROGRAM - BUDGET OBJECTIVES

-Re-stain the Harborhouse building.

-Design and install erosion control system along fence line – north side of Marina.

-Investigate methods for enhancing turf/landscape along Main Street – north side of Marina fence.

FUNDING SOURCES	2008 FUNDING	2009 FUNDING
TAXES	$0.00	$0.00
SPECIAL ASSESSMENTS	$0.00	$0.00
INTERGOV REVENUE	$0.00	$0.00
LICENSES & PERMITS	$0.00	$0.00
FINES & FORFEITS	$0.00	$0.00
PUBLIC CHARGES	$0.00	$0.00
MISCELLANEOUS	$0.00	$0.00
TOTAL	$0.00	$0.00

POSITION TITLE	2008 # OF FTE'S	2009 # OF FTE'S
Facility/Pool Tech.	0.10	0.10
Seasonal Park Laborer	0.10	0.10
TOTAL	0.20	0.20

2009 CITY OF MENASHA BUDGET DETAIL - EXPENSES	BUDGET NAME Marina Operations	PREPARED BY Brian Tungate
	BUDGET NUMBER 007-55205-000	DATE 9/30/2008

SUB ACCT #	SUB ACCOUNT DETAIL		DEPT HEAD REQUEST	MAYOR RECOMMEND
120	Wages - Straight Time			
	10% of Facilities/Pool Technician		8917.00	8917.00
	10% Seasonal Park Laborer			
		TOTAL	**$8,917.00**	**$8,917.00**
121	Wages - Overtime/Doubletime			
			0.00	0.00
		TOTAL	**$0.00**	**$0.00**
151	Employer Contrib - Health			
			3400.00	3400.00
		TOTAL	**$3,400.00**	**$3,400.00**
152	Employer Contrib - Life			
			5.00	5.00
		TOTAL	**$5.00**	**$5.00**
153	Employer Contrib - Dental			
			210.00	210.00
		TOTAL	**$210.00**	**$210.00**
154	Employer Contrib - Retirement			
			927.00	927.00
		TOTAL	**$927.00**	**$927.00**
155	Employer Contrib - FICA			
			682.00	682.00
		TOTAL	**$682.00**	**$682.00**
157	Employer Contrib - Vision			
			28.00	28.00
		TOTAL	**$28.00**	**$28.00**
161	Employer Contrib - Work Comp			
			276.00	276.00
		TOTAL	**$276.00**	**$276.00**
216	Professional Svcs - Management			
	Harbormaster Contract		45900.00	45900.00
		TOTAL	**$45,900.00**	**$45,900.00**

2009 CITY OF MENASHA BUDGET DETAIL - EXPENSES		BUDGET NAME Marina Operations	PREPARED BY Brian Tungate	
		BUDGET NUMBER 007-55205-000	DATE 9/30/2008	
223	Utility - Electricity			
	Electrical service charge at the Marina including Harbormaster's office and all pedestals.		9700.00	9700.00
		TOTAL	**$9,700.00**	**$9,700.00**
224	Utility - Heat			
	Gas hot water heater.		850.00	850.00
		TOTAL	**$850.00**	**$850.00**
225	Utility - Water/Sewer/Hydrant			
	Water service charges.		2000.00	2000.00
		TOTAL	**$2,000.00**	**$2,000.00**
240	Repair/Maint - Buildings			
	All electrical, plumbing and related repairs to Harborhouse and docks. Highlighted projects include: re-staining the Harborhouse ($600) and fence area erosion control ($2,000).		5800.00	5800.00
		TOTAL	**$5,800.00**	**$5,800.00**
242	Repair/Maint - Tools and Equipment			
	All hand tools and marina equipment including skimmers, pumps, wastebaskets, tables, chairs, signs, etc.		200.00	200.00
		TOTAL	**$200.00**	**$200.00**
251	Payments to Other Municipal Funds			
	PILOT payment back to City.		2900.00	2900.00
		TOTAL	**$2,900.00**	**$2,900.00**
291	Other Services - Printing			
	Stationery, envelopes, slip renter agreements, parking permits, etc.		700.00	700.00
		TOTAL	**$700.00**	**$700.00**
293	Other Services - Advertising			
	Periodic advertising in local or regional visitor publications.		500.00	500.00
		TOTAL	**$500.00**	**$500.00**
295	Other Services - Vehicle/Equip Rental			
			3000.00	3000.00
		TOTAL	**$3,000.00**	**$3,000.00**
300	Supplies - Department			
	Keys and misc. office supplies.		2200.00	2200.00
		TOTAL	**$2,200.00**	**$2,200.00**
311	Supplies - Postage			

2009 CITY OF MENASHA BUDGET DETAIL - EXPENSES		BUDGET NAME Marina Operations	PREPARED BY Brian Tungate
		BUDGET NUMBER 007-55205-000	DATE 9/30/2008
	Periodic mailings to seasonal renters.	825.00	825.00
	TOTAL	**$825.00**	**$825.00**
313	Supplies - Housekeeping		
	Hand soap, mops, brooms, paper towels, disinfectant and other cleaning supplies.	425.00	425.00
	TOTAL	**$425.00**	**$425.00**
320	Dues/Memberships/Licenses		
	Gas tank and line tightness testing and State Emergency Response fees.	500.00	500.00
	TOTAL	**$500.00**	**$500.00**
381	Motorized Equipment-Fuel		
	Gasoline purchased for resale, average approximately .20-.28 per gallon profit anticipated on 34,000 gallons estimated @ $3.85 (2008 season average).	130900.00	130900.00
	TOTAL	**$130,900.00**	**$130,900.00**
513	Insurance - Property		
		130.00	130.00
	TOTAL	**$130.00**	**$130.00**

CITY OF MENASHA
2009 PROGRAM REQUEST - OPERATIONS BUDGET
PROGRAM COMMENTS

FUND	BUDGET NAME	PREPARED BY
Park Develop Fund	Parks Department	Brian Tungate
FUNCTION	**BUDGET NUMBER**	**DATE**
Culture and Recreation	009-55202-000	10/1/2008

PROGRAM - BUDGET RESPONSIBILITIES

Funds to be used for insuring that adequate parks, trails, open spaces and sites are properly located and preserved. Funds may also be used for planning and development of new parks and recreation facilities.

2008 PROGRAM - BUDGET ACCOMPLISHMENTS

2009 PROGRAM - BUDGET FUNDING REQUEST

Two major park acquisition and development projects are being pursued. The first is a joint community park on the city's far east side. The second is the future developer donated riverfront park at the Old Gilbert paper site. Both projects are important to the future of Menasha. As these projects continue to unfold, funds in this non-levy account will play an important role in securing matching grants and meeting axquisition and planning needs.

At the start of 2008, approximately $80,000 was in this account.

2009 PROGRAM - BUDGET OBJECTIVES

Finalize Park Board recommendation to increase the Park Development fee from $300 to $550 either in late 2008 or 2009.

FUNDING SOURCES	2008 FUNDING	2009 FUNDING
TAXES	$0.00	$0.00
SPECIAL ASSESSMENTS	$0.00	$0.00
INTERGOV REVENUE	$0.00	$0.00
LICENSES & PERMITS	$0.00	$0.00
FINES & FORFEITS	$0.00	$0.00
PUBLIC CHARGES	$0.00	$0.00
MISCELLANEOUS	$0.00	$0.00
TOTAL	$0.00	$0.00