

CITY OF MENASHA 2010 PROGRAM REQUEST - OPERATIONS BUDGET PROGRAM COMMENTS	FUND	BUDGET NAME	PREPARED BY		
	General Fund	Resthaven Cemetery O	Brian Tungate Vince Maas		
	FUNCTION	BUDGET NUMBER	DATE		
	Health and Human Serv	100-0701-533	9/30/2009		
<u>PROGRAM - BUDGET RESPONSIBILITIES</u>	<u>2009 PROGRAM - BUDGET ACCOMPLISHMENTS</u>				
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.					
<u>2010 PROGRAM - BUDGET FUNDING REQUEST</u>	<u>2010 PROGRAM - BUDGET OBJECTIVES</u>				
Summer Seasonal (0.03) - \$667 Park Caretaker (.25) - \$11,853 TOTAL: \$12,520	Improve use of cemetery data management and recordkeeping software with Finance Department assistance.				
<u>FUNDING SOURCES</u>	<u>2009 FUNDING</u>	<u>2010 FUNDING</u>	<u>POSITION TITLE</u>	<u>2009 # OF FTE'S</u>	<u>2010 # OF FTE'S</u>
TAXES	\$0.00	\$0.00	Sum. Seasonal Laborer	0.27	0.03
SPECIAL ASSESSMENTS	\$0.00	\$0.00	Park Caretaker	0.25	0.25
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	TOTAL	0.52	0.28

CITY OF MENASHA 2010 PROGRAM REQUEST - OPERATIONS BUDGET PROGRAM COMMENTS	FUND	BUDGET NAME	PREPARED BY
	General Fund	Recreation Department	Brian Tungate
	FUNCTION	BUDGET NUMBER	DATE
	Culture and Recreation	100-0702-552	9/24/2009

<u>PROGRAM - BUDGET RESPONSIBILITIES</u>	<u>2009 PROGRAM - BUDGET ACCOMPLISHMENTS</u>
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.	-Summer program participant satisfaction remains good, although registration numbers were lower. Slow economy may have been a factor. -Youth Archery (new) was very popular and covered total expense costs.

<u>2010 PROGRAM - BUDGET FUNDING REQUEST</u>	<u>2010 PROGRAM - BUDGET OBJECTIVES</u>
	-Establish partnership with Neenah/Menasha YMCA for Grunski Runski. Secure sponsorship funding for event. -Where feasible, increase cost recovery on youth programs.

<u>FUNDING SOURCES</u>	<u>2009 FUNDING</u>	<u>2010 FUNDING</u>	<u>POSITION TITLE</u>	<u>2009 # OF FTE'S</u>	<u>2010 # OF FTE'S</u>
TAXES	\$0.00	\$0.00	Clerk Steno II	0.50	0.50
SPECIAL ASSESSMENTS	\$0.00	\$0.00	Director	1.00	1.00
INTERGOV REVENUE	\$0.00	\$0.00	Seasonal/PT Workers	4.75	4.60
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	TOTAL	6.25	6.10

CITY OF MENASHA 2010 BUDGET DETAIL - EXPENSES		BUDGET NAME	PREPARED BY
		Recreation Department	Brian Tungate
		BUDGET NUMBER	DATE
		100-0702-552	9/24/2009
<u>SUB ACCT #</u>	<u>SUB ACCOUNT DETAIL</u>	<u>DEPT HEAD REQUEST</u>	<u>MAYOR RECOMMEND</u>
10-01	Wages - Straight Time		
	Clerk Steno II: Figure indicates one-half of wages, other half realized in Community Development budget: \$18,233	90632.00	88727.00
	Program Coordinator and office fill-in wages (Tiny Tots head instructor, exercise class instructor, office assistant as needed: \$13,000 Decrease \$1,000 to put into program marketing.		
	Wages paid to seasonal and part-time employees including program instructors, umpires, referees, scorekeepers, ice rink and skatepark attendants: \$58,400.		
	TOTAL	\$90,632.00	\$88,727.00
10-02	Salaries - Straight Time		
	Director of Parks, Recreation, Forestry and Cemeteries	72315.00	72315.00
	TOTAL	\$72,315.00	\$72,315.00
20-03	Contract Svcs - Temp Staffing		
	Examples include: -Grunski-Runski road race, computerized registration and timing services, start/finish line set up, golf and skateboard lesson instruction.	3000.00	3000.00
	TOTAL	\$3,000.00	\$3,000.00
20-05	Contract Svcs - Entertainment		
	Bus trips (transportation and tickets) to places like Noah's Arc and Brewers game - destinations subject to change. Costs offset through fees. Also includes entertainment for program events like the Holiday Hayride and Performances in the Park.	3000.00	3000.00
	TOTAL	\$3,000.00	\$3,000.00
29-01	Other Services - Printing		
	All program brochures, Grunski Runski race flyer, occasional events flyers and office forms as needed.	6800.00	6800.00
	TOTAL	\$6,800.00	\$6,800.00
29-03	Other Services - Advertising		
	Initiate marketing program to increase registration.	0.00	1000.00
	TOTAL	\$0.00	\$1,000.00
30-16	Supplies - Promotional		
	Positive Youth Development Grant Program	250.00	250.00
	TOTAL	\$250.00	\$250.00
30-18	Supplies - Department		

CITY OF MENASHA 2010 BUDGET DETAIL - EXPENSES		BUDGET NAME	PREPARED BY	
		Recreation Department	Brian Tungate	
		BUDGET NUMBER	DATE	
		100-0702-552	9/24/2009	
	All supplies purchased by Recreation division. Significant examples 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 \$1,000-\$2,000 in donations for baseball t-shirts.		10000.00	9500.00
		TOTAL	\$10,000.00	\$9,500.00
32-01	Dues/Memberships/Licenses			
	Professional membership examples include: State and National associations and ASCAP license fee.		675.00	675.00
		TOTAL	\$675.00	\$675.00
34-02	Training - Registrations			
	Includes all educational seminars, WPRA State conference and classes for Director and support staff.		600.00	600.00
		TOTAL	\$600.00	\$600.00
34-03	Training - Lodging/Meals			
	Expenses related to training in sub-account 34-02. Other examples include: pizza during staff training, after December Park Board meeting and summer staff breakfast meeting prior to Grunski Runski.		300.00	300.00
		TOTAL	\$300.00	\$300.00

CITY OF MENASHA 2010 PROGRAM REQUEST - OPERATIONS BUDGET PROGRAM COMMENTS	FUND	BUDGET NAME	PREPARED BY
	General Fund	Parks Department	Brian Tungate
	FUNCTION	BUDGET NUMBER	DATE
	Culture and Recreation	100-0703-553	9/30/2009

<u>PROGRAM - BUDGET RESPONSIBILITIES</u>	<u>2009 PROGRAM - BUDGET ACCOMPLISHMENTS</u>
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.	-Hired a new Superintendent of Parks, Forestry and Cemeteries. -Initiated multiple discussions with hardball and softball field users about obtaining sponsorship funding.

<u>2010 PROGRAM - BUDGET FUNDING REQUEST</u>	<u>2010 PROGRAM - BUDGET OBJECTIVES</u>
-Continue planning efforts with Town of Harrison, City of Appleton and other interested municipalities on a regional park near Manitowoc Road and Lake Park Road. -Jefferson Park will be the focus of several small improvement projects. -Continue site planning, including public use of the old Gilbert Paper site. If time allows, submit a DNR Stewardship development grant for shoreline improvements and trail.	-Continue joint park planning with Appleton and Town of Harrison with the goal of submitting a DNR Stewardship land acquisition grant by May. -Work with DNR to begin the process to acquire property for the Friendship Trail between Oneida Street and Lake Park Road. -Continue discussions with Menasha School District, field users and supporting organizations about obtaining sponsorship funding to supplement diamond operation expenses and upgrading shared athletic facilities at Jefferson and Koslo parks.

<u>FUNDING SOURCES</u>	<u>2009 FUNDING</u>	<u>2010 FUNDING</u>	<u>POSITION TITLE</u>	<u>2009 # OF FTE'S</u>	<u>2010 # OF FTE'S</u>
TAXES	\$0.00	\$0.00	Admin. Asst. (Garage)	0.20	0.20
SPECIAL ASSESSMENTS	\$0.00	\$0.00	Asst. Bldg. & Park Supt.	0.20	0.20
INTERGOV REVENUE	\$0.00	\$0.00	Common Laborer(Streets)	0.50	0.15
LICENSES & PERMITS	\$0.00	\$0.00	Facility/Pool Tech.	0.90	0.65
FINES & FORFEITS	\$0.00	\$0.00	Late Night Seasonal (1)	0.27	0.00
PUBLIC CHARGES	\$0.00	\$0.00	Park Caretakers (6)	5.35	5.25
MISCELLANEOUS	\$0.00	\$0.00	Park Laborer/Custodian	0.60	0.50
			Park Superintendent	1.00	1.00
			Seasonal Laborers(5 to 4)	1.37	1.02
TOTAL	\$0.00	\$0.00	TOTAL	10.39	8.97

**2010
CITY OF MENASHA
BUDGET DETAIL - EXPENSES**

BUDGET NAME

Parks Department

PREPARED BY

Brian Tungate
Vince Maas

BUDGET NUMBER

100-0703-553

DATE

9/30/2009

<u>SUB ACCT #</u>	<u>SUB ACCOUNT DETAIL</u>	<u>DEPT HEAD REQUEST</u>	<u>MAYOR RECOMMEND</u>
10-01	<p>Wages - Straight Time</p> <p>Park Division Employees (1) Facilities/Pool Technician (65%) - see Pool and Marina for other wages. \$32,968</p> <p>(6) Park Caretakers (4 @ 100%, 1 @ 85%, 1 @ 40%) - see Forestry, Cemetery and Marina for other wages. \$248,952</p> <p>(1) Common Laborer (15%) Parks Department arrangement with Street Department. Part of plan to save on overtime expense. \$6,970</p> <p>(1) Park Laborer/Custodian Position (50%) - see City Garage, Building Services and Marina for other wages. \$20,472</p> <p>(4) Summer Seasonal Laborers (75%) - see Cemetery and Forestry for other wages. \$20,098</p> <p style="text-align: right;">TOTAL</p>	<p>329460.00</p> <p>\$329,460.00</p>	<p>324025.00</p> <p>\$324,025.00</p>
10-02	<p>Salaries - Straight Time</p> <p>Superintendent of Parks, Forestry and Cemeteries - \$61,401</p> <p>Assistant Building & Parks Superintendent (20%) - 11,828</p> <p>(1) 20% Administrative Assistant at Garage charged to Parks. \$8,468</p> <p style="text-align: right;">TOTAL</p>	<p>81697.00</p> <p>\$81,697.00</p>	<p>81697.00</p> <p>\$81,697.00</p>
10-03	<p>Wages - Overtime/Doubletime</p> <p>A plan to significantly reduce weekend overtime has been developed. It relies on utilizing Summer Seasonal Laborers for some weekend duty. It also anticipates use of a Street Department Common Laborer in the spring.</p> <p style="text-align: right;">TOTAL</p>	<p>7000.00</p> <p>\$7,000.00</p>	<p>7000.00</p> <p>\$7,000.00</p>
20-04	<p>Contract Svcs - Mechanical Systems</p> <p>Heating services contract has been reduced for 2010.</p> <p style="text-align: right;">TOTAL</p>	<p>5000.00</p> <p>\$5,000.00</p>	<p>5000.00</p> <p>\$5,000.00</p>
21-02	<p>Professional Svcs - Engineering</p> <p>Examples of anticipated expenses include: Friendship Trail property appraisal, wetland determination, regional park and other greenspace planning/landscaping design.</p> <p style="text-align: right;">TOTAL</p>	<p>5000.00</p> <p>\$5,000.00</p>	<p>5000.00</p> <p>\$5,000.00</p>
21-06	<p>Professional Svcs - Management</p>		

2010 CITY OF MENASHA BUDGET DETAIL - EXPENSES		BUDGET NAME	PREPARED BY	
		Parks Department	Brian Tungate Vince Maas	
		BUDGET NUMBER	DATE	
		100-0703-553	9/30/2009	
	Lake Park Villas Homeowners Association - charges for city's portion of landscape and trail maintenance. 58% of anticipated expenses for 2010.		13300.00	13300.00
	TOTAL		\$13,300.00	\$13,300.00
22-03	Utility - Electricity			
	Electrical expenses for the entire park system, including lighting at all athletic fields and tennis courts. Planning is underway to replace inefficient park building light/fixtures, add light motion sensors and vent timers to shelter restrooms.		42000.00	44000.00
	TOTAL		\$42,000.00	\$44,000.00
24-01	Repair/Maint - Buildings			
	All repair and maintenance of park structures, fountains, painting, plumbing, electrical and carpentry supplies, including Memorial Building.		21000.00	21000.00
	TOTAL		\$21,000.00	\$21,000.00
24-05	Repair/Maint - Small Projects			
	Focus on Jefferson and Koslo Parks. Recent discussions seem to indicate a desire by field users, including the School District, to take an active role towards initiating a sponsorship program to support diamond maintenance and improvements. Some funds in this account may assist in this effort.		4000.00	4000.00
	TOTAL		\$4,000.00	\$4,000.00
30-15	Supplies - Tools & Equip			
	Purchase examples include: snow blower, ball diamond/walkway edger, padlocks with new cores and small hand and power tools.		5500.00	5500.00
	TOTAL		\$5,500.00	\$5,500.00
30-18	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.		26000.00	26000.00
	TOTAL		\$26,000.00	\$26,000.00
34-02	Training - Registrations			
	Park Superintendent is a WPRA Park Section Board Member. Attendance at the WPRA Conference, Spring Workshop and Summer Park Tour is expected.		1000.00	1000.00
	TOTAL		\$1,000.00	\$1,000.00
34-03	Training - Lodging/Meals			
	Expense related to previous sub account.		600.00	600.00
	TOTAL		\$600.00	\$600.00

**2010
CITY OF MENASHA
BUDGET DETAIL - CAPITAL**

BUDGET NAME Parks Department	PREPARED BY Brian Tungate Vince Maas
BUDGET NUMBER 100-0703-553	DATE 9/30/2009

<u>CAPITAL (DETAIL EACH REQUEST (SUB ACCOUNT # 991))</u>	<u>DEPT HEAD REQUEST</u>	<u>MAYOR RECOMMEND</u>
Jefferson Boat Launch Parking Lot		
Mill and remove the east half of the Jefferson Park Boat Launch parking lot. Work to be done by Street Department paving crew and scheduled along with other street repair projects.	30000.00	30000.00
TOTAL	\$30,000.00	\$30,000.00
TOTAL CAPITAL & REQUEST/RECOMMEND	\$30,000.00	\$30,000.00

CITY OF MENASHA 2010 PROGRAM REQUEST - OPERATIONS BUDGET PROGRAM COMMENTS	FUND	BUDGET NAME	PREPARED BY
	General Fund	Swimming Pool	Brian Tungate
	FUNCTION	BUDGET NUMBER	DATE
	Culture and Recreation	100-0704-552	9/28/2009

PROGRAM - BUDGET RESPONSIBILITIES	2009 PROGRAM - BUDGET ACCOMPLISHMENTS		
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 be made on how to address a myriad of maintenance concerns at this aging facility.	Pool Number Comparison	2008	2009
	Family Passes	186	221
	Limited Use Passes	56	38
	Adult Morning Swim Passes	24	25
	Swimming Lesson Enrollment	615	475
	Attendance	21,486	20,968
	-Attendance was flat primarily due to cool temperatures, possibly slow economy.		

2010 PROGRAM - BUDGET FUNDING REQUEST	2010 PROGRAM - BUDGET OBJECTIVES
	-Seek sponsorships for two free swim days. -Increase daily fees, make minor revisions to daily fee categories. -Attempt to negotiate a summer school instruction agreement for swimming lessons with the School District. Agreement would pay the entire lesson program and related expenses. -Perform federally mandated changes to the pool drain systems prior to opening in 2010. -Hold seasonal wage increases to 1%. -Reduce wages by restructuring attendant work schedule. -Continue needed upkeep of the entire facility to ensure public satisfaction. -Further investigate engineering cost estimate and potential savings associated with converting the slide plunge pool to a run-out slide. -Begin funding a 2-3 year plan to purchase a new pool boiler.

<u>FUNDING SOURCES</u>	<u>2009 FUNDING</u>	<u>2010 FUNDING</u>	<u>POSITION TITLE</u>	<u>2009 # OF FTE'S</u>	<u>2010 # OF FTE'S</u>
TAXES	\$0.00	\$0.00	Seasonal Part-Time Staff	3.43	3.33
SPECIAL ASSESSMENTS	\$0.00	\$0.00	Fac./Pool Tech	0.00	0.25
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	TOTAL	3.43	3.58

2010 CITY OF MENASHA BUDGET DETAIL - EXPENSES		BUDGET NAME Swimming Pool	PREPARED BY Brian Tungate	
		BUDGET NUMBER 100-0704-552	DATE 9/28/2009	
<u>SUB ACCT #</u>	<u>SUB ACCOUNT DETAIL</u>	<u>DEPT HEAD REQUEST</u>	<u>MAYOR RECOMMEND</u>	
10-01	Wages - Straight Time 25% of Fac./Pool Tech (first year of wage allocation at the pool) \$12,464 Includes wages for seasonal staff - \$85,970 (1) Pool Manager (3) Assistant Managers (8) Instructors/Guards (8) Lifeguards (5-6) Attendant/Cashiers (3) Concession Workers Hold wages to 1% increase. Reduce attendant hours by restructuring the work schedule.	98650.00	98650.00	
	TOTAL	\$98,650.00	\$98,650.00	
10-03	Wages - Overtime/Doubletime	5000.00	5000.00	
	TOTAL	\$5,000.00	\$5,000.00	
21-02	Professional Svcs - Engineering Investigate potential cost savings and develop engineering plans to convert the waterslide plunge pool into a run-out slide.	4000.00	0.00	
	TOTAL	\$4,000.00	\$0.00	
22-04	Utility - Heat Operational changes were made to decrease the target water temperature from 80 degrees to 78 degrees. A modest reduction in total therms was achieved in 2009. Lower gas prices had a much greater impact.	17000.00	14000.00	
	TOTAL	\$17,000.00	\$14,000.00	
22-05	Utility - Water/Sewer/Hydrant Can vary due to water loss.	14400.00	14400.00	
	TOTAL	\$14,400.00	\$14,400.00	
24-03	Repair/Maint - Buildings Primary example includes: interior bathhouse painting and other small repair projects.	5700.00	5700.00	
	TOTAL	\$5,700.00	\$5,700.00	
24-04	Repair/Maint - Specialized Equipment Primary examples include: installation of new pool drain grates per Federal law and regular replacement of pool filter nets.	7000.00	7000.00	
	TOTAL	\$7,000.00	\$7,000.00	

2010 CITY OF MENASHA BUDGET DETAIL - EXPENSES		BUDGET NAME	PREPARED BY	
		Swimming Pool	Brian Tungate	
		BUDGET NUMBER	DATE	
		100-0704-552	9/28/2009	
29-03	Other Services - Advertising			
	Supplies - promotional initiative.		0.00	1000.00
		TOTAL	\$0.00	\$1,000.00
30-10	Supplies - Office			
	Lesson supplies, staff uniforms, first-aid equipment and various office supplies.		3200.00	3200.00
		TOTAL	\$3,200.00	\$3,200.00
30-15	Supplies - Tools & Equip			
	Reduce lounge chair replacement from 6 to 3. Includes other lifeguarding equipment.		2000.00	2050.00
		TOTAL	\$2,000.00	\$2,050.00
30-18	Supplies - Department			
	Includes purchase of all pool chemicals.		21000.00	18500.00
		TOTAL	\$21,000.00	\$18,500.00
32-01	Dues/Memberships/Licenses			
	State Emergency Response, Food Permit, Restaurant License Fees, Sam's Club Memberships.		600.00	600.00
		TOTAL	\$600.00	\$600.00
34-02	Training - Registrations			
	WSI, PRO-CPR, Aquatic Facility (AFO), certifications costs.		400.00	400.00
		TOTAL	\$400.00	\$400.00
34-03	Training - Lodging/Meals			
	Costs usually related to subaccount 337. Includes nominal funds for staff appreciation functions.		100.00	100.00
		TOTAL	\$100.00	\$100.00
82-01	Capital Projects - Buildings			
	Funds part of a 2-3 year plan to purchase a new boiler to heat pool water.		14000.00	13000.00
	Reduced by \$1,000 - applied to advertising.			
		TOTAL	\$14,000.00	\$13,000.00

CITY OF MENASHA 2010 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	100-0705-553	9/28/2009
PROGRAM - BUDGET RESPONSIBILITIES	2009 PROGRAM - BUDGET ACCOMPLISHMENTS		
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.			
2010 PROGRAM - BUDGET FUNDING REQUEST	2010 PROGRAM - BUDGET OBJECTIVES		
Allocation to HWR, Inc has been eliminated.	Cooperatively work with the HWR staff and volunteers to install lighting and landscape improvements on the Friendship Trail along the west side of the Reserve. Funding anticipated to come from Seafoodfest proceeds and Fox Cities Greenways, Inc.		

<u>FUNDING SOURCES</u>	<u>2009 FUNDING</u>	<u>2010 FUNDING</u>
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

CITY OF MENASHA 2010 PROGRAM REQUEST - OPERATIONS BUDGET PROGRAM COMMENTS	FUND	BUDGET NAME	PREPARED BY
	General Fund	Forestry	Brian Tungate Vince Maas
	FUNCTION	BUDGET NUMBER	DATE
	Conservation and Devel	100-0706-561	9/28/2009

<u>PROGRAM - BUDGET RESPONSIBILITIES</u>	<u>2009 PROGRAM - BUDGET ACCOMPLISHMENTS</u>
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.	<ul style="list-style-type: none"> -Recognized by the National Arbor Day Foundation as a "Tree City USA" for the twenty-sixth consecutive year. Arbor Day program held at Menasha High School. -Terrace tree planting program conducted in District 7 & 8. -Planted trees along Racine Street corridor with help from Menasha High School students.

<u>2010 PROGRAM - BUDGET FUNDING REQUEST</u>	<u>2010 PROGRAM - BUDGET OBJECTIVES</u>
15% of Park Caretaker wagers in Stormwater Account.	<ul style="list-style-type: none"> -Continue residential terrace tree program in Districts 3 & 4. -If a DNR Urban Forestry Grant is successful, hire an intern to complete a city-wide tree inventory and download this data into Tree Tracker software. Additionally, a professional tree company will be hired to develop an Emerald Ash Borer (EAB) management action plan for the city. The plan will include a public information component so residents can learn what their options are.

<u>FUNDING SOURCES</u>	<u>2009 FUNDING</u>	<u>2010 FUNDING</u>	<u>POSITION TITLE</u>	<u>2009 # OF FTE'S</u>	<u>2010 # OF FTE'S</u>
TAXES	\$0.00	\$0.00	Park Caretaker (1)	0.30	0.20
SPECIAL ASSESSMENTS	\$0.00	\$0.00	Summer Laborer	0.00	0.03
INTERGOV REVENUE	\$0.00	\$0.00	Intern	0.00	0.13
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	TOTAL	0.30	0.36

**2010
CITY OF MENASHA
BUDGET DETAIL - EXPENSES**

BUDGET NAME

Forestry

PREPARED BY

Brian Tungate
Vince Maas

BUDGET NUMBER

100-0706-561

DATE

9/28/2009

<u>SUB ACCT #</u>	<u>SUB ACCOUNT DETAIL</u>	<u>DEPT HEAD REQUEST</u>	<u>MAYOR RECOMMEND</u>
10-01	Wages - Straight Time		
	20% of one Park Caretaker - other 15% in Stormwater account - \$9,484	12830.00	12830.00
	50% of one summer forestry intern - \$2,679		
	Summer Laborer - \$667		
	TOTAL	\$12,830.00	\$12,830.00
20-06	Contract Svcs - Lawn Care		
	Tree trimming contract and stump removal. Reduction due to placing some costs into Stormwater account.	10500.00	10500.00
	TOTAL	\$10,500.00	\$10,500.00
21-02	Professional Svcs - Engineering		
	City's grant share of consulting services for Emerald Ash Borer management plan.	3000.00	3000.00
	TOTAL	\$3,000.00	\$3,000.00
29-05	Other Services - Vehicle/Equip Rental		
		6500.00	6500.00
	TOTAL	\$6,500.00	\$6,500.00
30-18	Supplies - Department		
	Street and park trees. Reduction due to placing some costs into stormwater account.	5650.00	5650.00
	TOTAL	\$5,650.00	\$5,650.00

CITY OF MENASHA 2010 PROGRAM REQUEST - OPERATIONS BUDGET PROGRAM COMMENTS	FUND	BUDGET NAME	PREPARED BY
	Marina Fund	Marina Operations	Brian Tungate
	FUNCTION	BUDGET NUMBER	DATE
	Culture and Recreation	207-0707-552	9/29/2009

PROGRAM - BUDGET RESPONSIBILITIES	2009 PROGRAM - BUDGET ACCOMPLISHMENTS
This budget provides for operation of the Menasha Marina. Primary expenditures in the budget are for contractual management services and gasoline purchased for resale.	-Harbormaster Diane Schabach continues to run a successful operation for the city. Her nautical gift shop and special events continue to be popular. Gas sales were also good. -Re-stained Harborhouse Building.

2010 PROGRAM - BUDGET FUNDING REQUEST	2010 PROGRAM - BUDGET OBJECTIVES
Re-decking and replacing floats on the long center pier remains top maintenance priority. Project will be split into two phases. Fall/Winter 09/10 decking will be ordered and pre-cut/drilled indoors. After the boating season, the floats will be replaced and project will be completed.	

<u>FUNDING SOURCES</u>	<u>2009 FUNDING</u>	<u>2010 FUNDING</u>	<u>POSITION TITLE</u>	<u>2009 # OF FTE'S</u>	<u>2010 # OF FTE'S</u>
TAXES	\$0.00	\$0.00	Facility/Pool Tech.	0.10	0.10
SPECIAL ASSESSMENTS	\$0.00	\$0.00	Park Caretaker	0.00	0.15
INTERGOV REVENUE	\$0.00	\$0.00	Park Laborer/Custodian	0.10	0.10
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	TOTAL	0.20	0.35

**2010
CITY OF MENASHA
BUDGET DETAIL - EXPENSES**

BUDGET NAME
Marina Operations

PREPARED BY
Brian Tungate

BUDGET NUMBER
207-0707-552

DATE
9/29/2009

<u>SUB ACCT #</u>	<u>SUB ACCOUNT DETAIL</u>	<u>DEPT HEAD REQUEST</u>	<u>MAYOR RECOMMEND</u>
10-01	Wages - Straight Time		
	10% of Facilities/Pool Technician - \$5,072	16279.00	16729.00
	10% Park Laborer/Custodian - \$4,094		
	15% Pak Caretaker - \$7,113		
	TOTAL	\$16,279.00	\$16,729.00
21-06	Professional Svcs - Management		
	Harbormaster Contract	47400.00	47400.00
	Contract expires after 2010 season. City to negotiate an extension.		
	TOTAL	\$47,400.00	\$47,400.00
24-02	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
24-03	Repair/Maint - Buildings		
	All routine electrical, plumbing and related repairs to Harborhouse and docks.	5600.00	5600.00
	TOTAL	\$5,600.00	\$5,600.00
25-02	Payments to Other Municipal Funds		
	PILOT payment back to City.	2900.00	5000.00
	TOTAL	\$2,900.00	\$5,000.00
32-01	Dues/Memberships/Licenses		
	Gas tank and line tightness testing and State Emergency Response fees.	350.00	350.00
	TOTAL	\$350.00	\$350.00
38-01	Motorized Equipment-Fuel		
	Gasoline purchased for resale, average approximately .25 per gallon profit anticipated on 38,000 gallons estimated @ \$2.70.	102600.00	102600.00
	TOTAL	\$102,600.00	\$102,600.00
82-02	Capital Projects - Construction		
	Decking, floats and hardware associated with center pier rehabilitation project.	59600.00	59600.00
	TOTAL	\$59,600.00	\$59,600.00

CITY OF MENASHA 2010 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	209-0703-553	10/2/2009

<u>PROGRAM - BUDGET RESPONSIBILITIES</u>	<u>2009 PROGRAM - BUDGET ACCOMPLISHMENTS</u>
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. Funds in this account are typically collected from developers and is a non-levy account.	-Increased park fees to \$550.00.

<u>2010 PROGRAM - BUDGET FUNDING REQUEST</u>	<u>2010 PROGRAM - BUDGET OBJECTIVES</u>
	-Submit a DNR Stewardship Parkland Acquisition grant in cooperation with Appleton and Town of Harrison with some assistance from Calumet County. -Continue shoreline/greenspace planning for the Gilbert site. Funds in this non-levy account may be used to aid in securing grants for the site.

<u>FUNDING SOURCES</u>	<u>2009 FUNDING</u>	<u>2010 FUNDING</u>
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