

**CITY OF MENASHA  
2014 OPERATIONS BUDGET**

<b>FUND</b>	<b>BUDGET NAME</b>	<b>PREPARED BY</b>
General Fund	Resthaven Cemetery O	Brian Tungate Vince Maas
<b>FUNCTION</b>	<b>BUDGET NUMBER</b>	<b>DATE</b>
Health and Human Servi	100-0701-533	9/20/2013

**RESPONSIBILITIES**

To ensure that the city's two cemetery sites are properly administrated and maintained.

**SERVICES PROVIDED**

**2013 ACCOMPLISHMENTS**

**2014 OBJECTIVES**

Maintain service level as described.

**MAJOR CHANGES FROM 2013 BUDGET**

<b>FUNDING SOURCES</b>	<b>2013 FUNDING</b>	<b>2014 FUNDING</b>	<b>POSITION TITLE</b>	<b>2013 # OF FTE'S</b>	<b>2014 # OF FTE'S</b>
TAXES	\$0.00	\$0.00	Park Caretaker	0.25	0.15
SPECIAL ASSESSMENTS	\$0.00	\$0.00	Park Seasonal Laborer	0.00	0.03
INTERGOV REVENUE	\$0.00	\$0.00	Summer Laborer	0.03	0.05
LICENSES & PERMITS	\$0.00	\$0.00			
FINES & FORFEITS	\$0.00	\$0.00			
PUBLIC CHARGES	\$0.00	\$0.00			
MISCELLANEOUS	\$0.00	\$0.00			
<b>TOTAL</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>TOTAL</b>	<b>0.28</b>	<b>0.23</b>

**CITY OF MENASHA  
2014 OPERATIONS BUDGET**

<b>FUND</b> General Fund	<b>BUDGET NAME</b> Recreation Department	<b>PREPARED BY</b> Brian Tungate
<b>FUNCTION</b> Culture and Recreation	<b>BUDGET NUMBER</b> 100-0702-552	<b>DATE</b> 9/20/2013

**RESPONSIBILITIES**

To ensure that residents have the opportunity to enjoy all the benefits that recreation activities have to offer.

**SERVICES PROVIDED**

Offer a variety of programs for people of all ages, including family-orientated special events.

**2013 ACCOMPLISHMENTS**

- Added a popular fall youth archery program.
- Started an outdoor movie night at Clovis Grove Park.
- Implemented new ActiveNet software.

**2014 OBJECTIVES**

- Continue to review and streamline less popular program offerings.
- Hire a Parks and Recreation Administrative Assistant in conjunction with Community Development staffing changes.

**MAJOR CHANGES FROM 2013 BUDGET**

<u>FUNDING SOURCES</u>	<u>2013 FUNDING</u>	<u>2014 FUNDING</u>	<u>POSITION TITLE</u>	<u>2013 # OF FTE'S</u>	<u>2014 # OF FTE'S</u>
TAXES	\$0.00	\$0.00	Clerk Steno II	0.50	0.00
SPECIAL ASSESSMENTS	\$0.00	\$0.00	Director	1.00	1.00
INTERGOV REVENUE	\$0.00	\$0.00	Seasonal/PT Workers	4.50	4.35
LICENSES & PERMITS	\$0.00	\$0.00	Park/Rec Admin. Asst.	0.00	1.00
FINES & FORFEITS	\$0.00	\$0.00			
PUBLIC CHARGES	\$0.00	\$0.00			
MISCELLANEOUS	\$0.00	\$0.00			
<b>TOTAL</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>TOTAL</b>	<b>6.00</b>	<b>6.35</b>

**CITY OF MENASHA  
2014 OPERATIONS BUDGET**

<b>FUND</b>	<b>BUDGET NAME</b>	<b>PREPARED BY</b>
General Fund	Parks Department	Brian Tungate
<b>FUNCTION</b>	<b>BUDGET NUMBER</b>	<b>DATE</b>
Culture and Recreation	100-0703-553	9/20/2013

**RESPONSIBILITIES**

To ensure that residents have sufficient parks, trails, open space and related facilities to enjoy all the benefits provided by a quality park system.

**SERVICES PROVIDED**

**2013 ACCOMPLISHMENTS**

- Added some small ADA acceptable play equipment to Jefferson Park.
- Purchased 5.25 acres for a new east side park.
- Army Reserve lease terminated, buildings to be demolished.

**2014 OBJECTIVES**

- With DNR grant funding support, construct new park and trail along the Gilbert site shoreline.
- Hire an Arborist/Caretaker to replace Park Laborer/Custodian position.
- Continue cost effective poured in place surfacing beneath playground equipment.
- Continue modifications to park facilities per ADA accessibility requirements.
- Begin rehabilitation of tennis courts at Clovis Grove Park.
- Sealcoat Friendship Trail from Baldwin Street to Brighton Beach Drive.
- Continue Master Plan efforts for Jefferson Park and adjacent neighborhood.
- Seek neighborhood input on design of new eastside park, initiate master plan process.
- Remove segment of weedy gravel area along Jefferson Park shoreline.

**MAJOR CHANGES FROM 2013 BUDGET**

<b>FUNDING SOURCES</b>	<b>2013 FUNDING</b>	<b>2014 FUNDING</b>	<b>POSITION TITLE</b>	<b>2013 # OF FTE'S</b>	<b>2014 # OF FTE'S</b>
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)	0.15	0.00
LICENSES & PERMITS	\$0.00	\$0.00	Facility/Pool Tech. (1)	0.65	0.70
FINES & FORFEITS	\$0.00	\$0.00	Park Caretakers (4)	3.45	3.70
PUBLIC CHARGES	\$0.00	\$0.00	Seasonal Laborer (1)	0.85	0.57
MISCELLANEOUS	\$0.00	\$0.00	Park Laborer/Custodian	0.50	0.00
<b>TOTAL</b>	<b>\$0.00</b>	<b>\$0.00</b>	Park Superintendent	1.00	1.00
			Summer Laborers (6)	1.47	1.47
			Arborist	0.00	0.40
			<b>TOTAL</b>	<b>8.47</b>	<b>8.24</b>

**CITY OF MENASHA  
2014 OPERATIONS BUDGET**

<b>FUND</b>	<b>BUDGET NAME</b>	<b>PREPARED BY</b>
General Fund	Swimming Pool	Brian Tungate
<b>FUNCTION</b>	<b>BUDGET NUMBER</b>	<b>DATE</b>
Culture and Recreation	100-0704-552	9/18/2013

**RESPONSIBILITIES**

Provide a safe, affordable aquatic facility for residents to enjoy in the summer.

**SERVICES PROVIDED**

**2013 ACCOMPLISHMENTS**

- Provide swim lessons to 397 children (up 5% from 2012).
- Sold 159 family passes, 79 (including 33 Adults and Seniors) individual passes and 48 Limited Use passes.
- Served over 600 residents with pool passes.
- Despite cool weather, attendance was over 20,000 (20,532).
- Trained staff on new point of sale software.

**2014 OBJECTIVES**

- Continue performing routine repairs as needed.
- Install a second means of access to the pool per ADA requirements (postponed in 2013 because of pool vacuum).
- \$5,000 as fourth installment for future pool boiler (total of \$33,000 in 2014 available).
- Combine previous pool planning information with the Jefferson Park/Neighborhood Master Plan.
- Continue seeking pool input from the Friends group.
- Consider minor changes to pool operating hours (i.e. Saturday morning swim, early Thursday opening).

**MAJOR CHANGES FROM 2013 BUDGET**

<u>FUNDING SOURCES</u>	<u>2013 FUNDING</u>	<u>2014 FUNDING</u>	<u>POSITION TITLE</u>	<u>2013 # OF FTE'S</u>	<u>2014 # OF FTE'S</u>
TAXES	\$0.00	\$0.00	Fac./Pool Tech	0.20	0.15
SPECIAL ASSESSMENTS	\$0.00	\$0.00	Seasonal Part-Time Staff	3.10	3.10
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			
<b>TOTAL</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>TOTAL</b>	<b>3.30</b>	<b>3.25</b>

**CITY OF MENASHA  
2014 OPERATIONS BUDGET**

<b>FUND</b> General Fund	<b>BUDGET NAME</b> Heckrodt Wetland Rese	<b>PREPARED BY</b> Brian Tungate
<b>FUNCTION</b> Culture and Recreation	<b>BUDGET NUMBER</b> 100-0705-553	<b>DATE</b> 9/20/2013

**RESPONSIBILITIES**

Provide modest support to this City owned facility.

**SERVICES PROVIDED**

**2013 ACCOMPLISHMENTS**

**2014 OBJECTIVES**

- Maintain current funding level (\$2,500).
- Maintain a positive working relationship with the Heckrodt Wetland Reserve Board and staff.
- Collaborate whenever possible on programming.

**MAJOR CHANGES FROM 2013 BUDGET**

<b><u>FUNDING SOURCES</u></b>	<b><u>2013 FUNDING</u></b>	<b><u>2014 FUNDING</u></b>
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
<b>TOTAL</b>	<b>\$0.00</b>	<b>\$0.00</b>

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2012 ACTUAL	2013 ADJUSTED BUDGET	2013 YEAR TO DATE ACTUAL	2013 YEAR END PROJECTION	2014 DEPARTMENT REQUEST
	Forestry					
625-0706-561.10-01	Wages	3,441	11,337	7,640	0	0
625-0706-561.10-03	Overtime/Doubletime	0	0	0	0	0
625-0706-561.15-01	Health	835	804	1,479	0	0
625-0706-561.15-02	Life	0	0	23	0	0
625-0706-561.15-03	Dental	91	195	175	0	0
625-0706-561.15-04	Retirement	196	585	460	0	0
625-0706-561.15-05	FICA	262	957	577	0	0
625-0706-561.15-07	Vision	10	20	19	0	0
625-0706-561.15-08	Workers Comp	103	358	229	0	0
625-0706-561.19-03	Uniform/Clothing Allow	0	45	0	0	0
625-0706-561.20-06	Lawn Care	0	6,500	0	3,000	6,500
625-0706-561.29-05	Vehicle/Equipment Rental	0	0	0	0	0
625-0706-561.30-18	Department	5,860	6,500	5,011	6,500	6,500
*	Forestry	10,798	27,301	15,613	9,500	13,000

**CITY OF MENASHA  
2014 OPERATIONS BUDGET**

<b>FUND</b> General Fund	<b>BUDGET NAME</b> Forestry	<b>PREPARED BY</b> Brian Tungate Vince Maas
<b>FUNCTION</b> Conservation and Devel	<b>BUDGET NUMBER</b> 100-0706-561	<b>DATE</b> 9/20/2013

**RESPONSIBILITIES**

Enhance and maintain the City's valued urban forestry.

**SERVICES PROVIDED**

**2013 ACCOMPLISHMENTS**

- Recognized by National Arbor Day Foundation as a Tree City, USA for the 30th consecutive year.
- Started to remove some ash trees in poor condition.
- Terrace tree planting program conducted in Districts 7 & 8.
- Collaborated with UW-Fox Valley on Tree Campus, USA designation and Tree-Line Designation with Menasha Utilities.
- Received \$15,000 donation from CN for "30 for 30" tree planting program.

**2014 OBJECTIVES**

- Continue carrying out Emerald Ash Borer management plan.
- Continue residential terrace tree planting program in Districts 3 & 4.
- Begin park replacement tree planting in anticipation of eventual loss of all ash trees.
- New Arborist position split between Parks, Forestry and Forestry Stormwater accounts.

**MAJOR CHANGES FROM 2013 BUDGET**

<u>FUNDING SOURCES</u>	<u>2013 FUNDING</u>	<u>2014 FUNDING</u>	<u>POSITION TITLE</u>	<u>2013 # OF FTE'S</u>	<u>2014 # OF FTE'S</u>
TAXES	\$0.00	\$0.00	Arborist	0.00	0.35
SPECIAL ASSESSMENTS	\$0.00	\$0.00	Park Caretaker (1)	0.40	0.10
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			
<b>TOTAL</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>TOTAL</b>	<b>0.40</b>	<b>0.45</b>

**CITY OF MENASHA  
2014 OPERATIONS BUDGET**

<b>FUND</b> Marina Fund	<b>BUDGET NAME</b> Marina Operations	<b>PREPARED BY</b> Brian Tungate
<b>FUNCTION</b> Culture and Recreation	<b>BUDGET NUMBER</b> 207-0707-552	<b>DATE</b> 9/18/2013

**RESPONSIBILITIES**

**SERVICES PROVIDED**

**2013 ACCOMPLISHMENTS**

- Harbormaster Diane Schabach continues to operate a successful Marina on behalf of the city.
- Install a four-camera security system (late fall).

**2014 OBJECTIVES**

- Enhance revenues and build the Marina fund for future facility and fuel system upgrades.
- Renegotiate a new contract with current Harbormaster (late fall 2013).

**MAJOR CHANGES FROM 2013 BUDGET**

<b><u>FUNDING SOURCES</u></b>	<b><u>2013 FUNDING</u></b>	<b><u>2014 FUNDING</u></b>	<b><u>POSITION TITLE</u></b>	<b><u>2013 # OF FTE'S</u></b>	<b><u>2014 # OF FTE'S</u></b>
TAXES	\$0.00	\$0.00	Facility/Pool Tech.	0.15	0.15
SPECIAL ASSESSMENTS	\$0.00	\$0.00	Park Seasonal	0.00	0.05
INTERGOV REVENUE	\$0.00	\$0.00	Park Laborer/Custodian	0.10	0.00
LICENSES & PERMITS	\$0.00	\$0.00	Summer Laborer	0.05	0.05
FINES & FORFEITS	\$0.00	\$0.00			
PUBLIC CHARGES	\$221,079.00	\$219,061.00			
MISCELLANEOUS	\$0.00	\$0.00			
<b>TOTAL</b>	<b>\$221,079.00</b>	<b>\$219,061.00</b>	<b>TOTAL</b>	<b>0.30</b>	<b>0.25</b>

**CITY OF MENASHA  
2014 OPERATIONS BUDGET**

<b>FUND</b>	<b>BUDGET NAME</b>	<b>PREPARED BY</b>
Park Develop Fund	Parks Department	Brian Tungate
<b>FUNCTION</b>	<b>BUDGET NUMBER</b>	<b>DATE</b>
Culture and Recreation	209-0703-553	9/18/2013

**RESPONSIBILITIES**

A non-levy fund established with fees collected from residential developers. Funds are to be used for parks and recreation land acquisition and development.

**SERVICES PROVIDED**

**2013 ACCOMPLISHMENTS**

- Secured a DNR grant to purchase 5.25 acres of land for a new park off of Tana Lane. City share of this acquisition came from this fund.
- Graded and seeded a small turf area for public use in the new park, some walking trails added.

**2014 OBJECTIVES**

- Utilize this fund for initial site development costs including park master planning, and additional trail construction. Master planning will assist in determining a future timetable for site grading, play equipment installation, etc.
- Utilize this fund for further developing a shoreline park and trail at the Gilbert Mill site.
- Utilize this fund for a new master plan for Jefferson Park/neighborhood.

**MAJOR CHANGES FROM 2013 BUDGET**

<b>FUNDING SOURCES</b>	<b>2013 FUNDING</b>	<b>2014 FUNDING</b>	<b>POSITION TITLE</b>	<b>2013 # OF FTE'S</b>	<b>2014 # OF FTE'S</b>
TAXES	\$0.00	\$0.00	Park Caretaker	0.25	0.15
SPECIAL ASSESSMENTS	\$0.00	\$0.00	Park Seasonal Laborer	0.00	0.03
INTERGOV REVENUE	\$0.00	\$0.00	Summer Laborer	0.03	0.05
LICENSES & PERMITS	\$0.00	\$0.00			
FINES & FORFEITS	\$0.00	\$0.00			
PUBLIC CHARGES	\$0.00	\$100,000.00			
MISCELLANEOUS	\$0.00	\$0.00			
<b>TOTAL</b>	<b>\$0.00</b>	<b>\$100,000.00</b>	<b>TOTAL</b>	<b>0.28</b>	<b>0.23</b>

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2012 ACTUAL	2013 ADJUSTED BUDGET	2013 YEAR TO DATE ACTUAL	2013 YEAR END PROJECTION	2014 DEPARTMENT REQUEST
	Heckrodt Wetland Reserve					
100-0705-553.21-06	Management	1,550	2,500	2,500	2,500	2,500
100-0705-553.24-03	Buildings	950	0	0	0	0
100-0705-553.51-03	Property	75	75	0	0	0
*	Heckrodt Wetland Reserve	<u>2,575</u>	<u>2,575</u>	<u>2,500</u>	<u>2,500</u>	<u>2,500</u>