

Menasha aldermen occasionally attend meetings of this body. It is possible that a quorum of Common Council, Board of Public Works, Administration Committee, Personnel Committee may be attending this meeting. (No official action of any of those bodies will be taken).

**CITY OF MENASHA
PARKS AND RECREATION BOARD
Conference Room, 1st Floor City Hall
140 Main Street, Menasha**

November 12, 2012

6:00 PM

AGENDA

- A. CALL TO ORDER
- B. ROLL CALL/EXCUSED ABSENCES
- C. MINUTES TO APPROVE
 - 1. [Minutes of the October 8, 2012 Park Board Meeting](#)
- D. PUBLIC COMMENT ON ANY MATTER RELATED TO CITY PARKS AND RECREATION
Five (5) minute time limit for each person
- E. REPORT OF DEPARTMENT HEAD/STAFF/OR CONSULTANTS
 - 1. Department Report – PRD Tungate
 - 2. Park, Pool and Vandalism Report – PS Maas
- F. DISCUSSION
 - 1. [2013 Park and Recreation Budgets](#)
 - 2. Board Holiday Gathering – December 10
- G. ACTION ITEMS
 - 1. [Policy on Allowing Vendors in City Parks](#)
 - 2. [Recommend Department Fees for 2013 to the Common Council](#)
 - 3. [Policy Change for Non-Resident Wedding Reservations](#)
- H. PUBLIC COMMENT ON ANY MATTER LISTED ON THE AGENDA
Five (5) minute time limit for each person
- I. ADJOURNMENT

CITY OF MENASHA
Parks and Recreation Board
Council Chambers, 3rd Floor City Hall – 140 Main Street
October 8, 2012
DRAFT MINUTES

A. CALL TO ORDER

The meeting was called to order by Chr. Dick Sturm at 6:05 p.m.

B. ROLL CALL/EXCUSED ABSENCES

MEMBERS PRESENT: Nancy Barker, Cindy Schaefer-Kemps, Chr. Dick Sturm, Ald. Kevin Benner, Lisa Hopwood

MEMBERS EXCUSED: Sue Pawlowski, Luke Schiller

OTHERS PRESENT: PRD Tungate

1. **Welcome New Member – Cindy Schaefer-Kemps**

C. MINTUES TO APPROVE

1. **Minutes of the September 25, 2012 Park Board Meeting**

Moved by Ald. K. Benner seconded by L. Hopwood to approve the September 25, 2012 Park Board minutes. Motion carried.

D. PUBLIC COMMENT ON ANY ITEM OF CONCERN ON THIS AGENDA

Five (5) minute time limit for each person.

No one spoke.

E. REPORT OF DEPARTMENT HEADS/STAFF/YOUTH LIAISON OR CONSULTANTS

1. **Department Report – PRD Tungate**

PRD Tungate update the Board on several ongoing work items including staff training for the updated registration and reservation software called ActiveNet, which includes a point of sale system that has and will continued to be used at the pool. The Department would like to move to accepting credit cards sometime in the future, the new software can easily accommodate this. Receipt of a grant for the new neighborhood park looks promising and should become official soon. Heckrodt fence request was passed by the Common Council. City efficiency study is ongoing and could impact park and recreation in some way. Water Technologies Inc. has started a review of the current pool operation and is being asked to formulate some options for the future. Bodies in Motion and Funky Feet Dance classes have a new instructor and seem to going well at this point.

2. **Park, Pool and Vandalism Report – PS Maas**

PS Maas was excused from the meeting. He submitted a written report that was received by the Board. A lot of season end park work and tree planting has or will be occurring as cold weather approaches.

F. DISCUSSION

1. **Highlights and General Discussion About 2013 Parks and Recreation Budgets – PRD Tungate and PS Maas**

PRD Tungate stated that a strong emphasis has been placed on complying with recent changes to the ADA law. In many cases, this will mean improvements in the access to many city recreation facilities and park buildings. Funds have been placed in the 2013 budget to get a

start on these changes. An audit or assessment of each park is the first step in the process. Staff has placed an emphasis on adequately maintaining the programs and facilities that we have, while again streamlining programming and maintaining the parks and trails as efficiently as possible.

Army Reserve Building Update – PRD Tungate

PRD Tungate stated that the Plan Commission had voted to recommend to the Common Council that the buildings be removed. The Army intends to budget funding to remove the buildings once they receive an official letter from the City indicating their wishes in this matter.

G. ACTION ITEMS

1. **Add Moosefest to List of Community/Company Events with Early Reservation Preference – Fourth Weekend of August in Jefferson Park**

Motion by Ald. K. Benner, seconded by L. Hopwood to add Moosefest to a list of special events which receive early reservation preference for their events. Motion carried.

2. **Policy on Allowing Vendors in City Parks**

This item will be taken up when more members are present.

3. **Set Marina Seasonal Rate for 2013 – PRD Tungate (to be received at meeting)**

PRD Tungate informed the Board that the Harbormaster annually requests next year's rate during the fall so she can send out a letter to her renter's prior to the end of the year. She is suggesting a \$0.25 increase for 2013. This would mark the third consecutive year that this would occur. Fond du Lac Marina is at \$32.00 per foot, High Cliff is \$31.00 per foot, the Appleton Yacht Club is close to the City's current rate when you add all their fees together. It is difficult to find exact comparisons to Menasha, but it was felt its downtown location and its amenities justify a rate of \$38.00 per foot. Motion by L. Hopwood, seconded by Ald. K. Benner to recommend to the Common Council to approve increasing the seasonal slip rental rate from \$37.75 to \$38.00 per foot for 2013. The motion carried unanimously.

H. PUBLIC COMMENT ON ANY MATTER LISTED ON THE AGENDA

Five (5) minute time limit for each person

1. None

I. ADJOURNMENT

Moved by L. Hopwood, seconded by Ald. K. Benner, to adjourn at 7:30 p.m. Motion carried.

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2011 ACTUAL	2012 ADJUSTED BUDGET	2012 YEAR TO DATE ACTUAL	2012 YEAR END PROJECTION	2013 DEPARTMENT REQUEST
100-0601-551.51-03	Property	5,500	5,500	5,500	5,500	5,500
100-0601-551.80-05	Other Equipment	0	0	0	0	5,000
100-0601-551.82-01	Buildings	0	4,200	0	4,200	0
* Public Library		1,409,123	1,421,554	1,089,529	1,421,554	1,396,368

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2011 ACTUAL	2012 ADJUSTED BUDGET	2012 YEAR TO DATE ACTUAL	2012 YEAR END PROJECTION	2013 DEPARTMENT REQUEST
Resthaven Cemetery						
100-0701-533.10-01	Wages	11,037	13,241	7,442	9,000	13,670
100-0701-533.10-03	Overtime/Doubletime	362	0	264	264	0
100-0701-533.15-01	Health	2,135	1,131	1,027	1,000	1,072
100-0701-533.15-02	Life	0	0	0	0	0
100-0701-533.15-03	Dental	162	248	110	154	260
100-0701-533.15-04	Retirement	970	585	270	525	1,013
100-0701-533.15-05	FICA	1,151	1,000	595	709	1,165
100-0701-533.15-07	Vision	17	20	11	18	20
100-0701-533.15-08	Workers Comp	352	408	229	350	432
100-0701-533.19-03	Uniform/Clothing Allow	63	100	0	0	60
100-0701-533.20-06	Lawn Care	0	0	190	190	0
100-0701-533.22-03	Electricity	193	300	153	285	300
100-0701-533.22-04	Heat	0	0	0	0	0
100-0701-533.22-05	Water/Sewer	0	0	0	0	0
100-0701-533.22-06	Storm Water	1,019	1,100	968	1,300	1,300
100-0701-533.24-02	Tools & Equipment	0	0	80	80	0
100-0701-533.24-03	Buildings	0	150	0	0	150
100-0701-533.29-05	Vehicle/Equipment Rental	7,110	8,500	2,708	8,000	8,000
100-0701-533.29-07	Inhouse Info Tech Service	2,148	1,965	983	1,965	1,748
100-0701-533.30-15	Tools & Equipment	192	200	126	150	200
100-0701-533.30-18	Department	358	750	921	450	700
100-0701-533.51-03	Property	80	80	80	80	80
* Resthaven Cemetery		27,349	29,778	16,157	24,520	30,170

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2011 ACTUAL	2012 ADJUSTED BUDGET	2012 YEAR TO DATE ACTUAL	2012 YEAR END PROJECTION	2013 DEPARTMENT REQUEST
Recreation Department						
100-0702-552.10-01	Wages	73,932	79,868	56,292	76,250	80,404
LEVEL	TEXT	TEXT AMT				
DR13	CLERK STENO II (50%), OTHER HALF IN COMMUNITY DEVELOPMENT BUDGET. PROGRAM COORDINATOR AND OFFICE FILL-IN WAGES (TINY TOT'S HEAD INSTRUCTOR, EXERCISE INSTRUCTOR, OFFICE ASSISTANT AS NEEDED). WAGES PAID TO APPROXIMATELY 40 SEASONAL AND PART TIME EMPLOYEES.	80,404				
100-0702-552.10-02	Salaries	73,846	74,802	57,348	74,802	76,781
100-0702-552.10-03	Overtime/Doubletime	41	0	113	39	0
100-0702-552.15-01	Health	28,429	28,846	20,740	28,846	26,018
100-0702-552.15-02	Life	328	193	144	193	193
100-0702-552.15-03	Dental	1,777	1,830	1,470	1,830	1,950
100-0702-552.15-04	Retirement	9,814	9,125	4,724	9,125	6,430
100-0702-552.15-05	FICA	10,901	11,372	8,447	11,558	11,719
100-0702-552.15-07	Vision	198	198	159	198	201
100-0702-552.15-08	Workers Comp	3,982	3,988	2,985	3,988	4,386
100-0702-552.15-09	Unemployment Comp	330	800	27	27	500
100-0702-552.20-03	Temp Staffing	1,616	2,500	1,441	2,500	2,400
LEVEL	TEXT	TEXT AMT				
DR13	EXAMPLES INCLUDE: GRUNSKI RUNSKI ROAD RACE, COMPUTERIZED REGISTRATION AND TIMING SERVICES, START/FINISH LINE SET UP, GOLF AND SKATEBOARD LESSON INSTRUCTOR.	2,400				
		2,400				
100-0702-552.20-05	Entertainment	3,417	2,500	1,570	2,200	2,400
LEVEL	TEXT	TEXT AMT				
DR13	SUMMER BUS TRIPS, INCLUDING THOSE OFFERED JOINTLY WITH NEIGHBORING COMMUNITIES. ALSO INCLUDES ENTERTAINMENT FOR PROGRAM EVENTS LIKE THE HOLIDAY HAYRIDE, SMITH PARK WINTER GALA AND PUMPKIN HUNT.	2,400				
		2,400				
100-0702-552.22-01	Telephone	728	800	699	800	800
100-0702-552.24-01	Office Equipment	0	100	0	0	100
100-0702-552.24-02	Tools & Equipment	0	0	0	0	0
100-0702-552.25-01	Other Municipal Entities	0	0	0	0	0
100-0702-552.29-01	Printing	4,801	5,000	4,941	5,100	5,200

02

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2011 ACTUAL	2012 ADJUSTED BUDGET	2012 YEAR TO DATE ACTUAL	2012 YEAR END PROJECTION	2013 DEPARTMENT REQUEST
LEVEL	TEXT	TEXT AMT				
DR13	ALL PROGRAM BROCHURES, GRUNSKI RUNSKI RACE FLYER, OCCASIONAL EVENTS FLYERS AND OFFICE FORMS AS NEEDED.		5,200			
			5,200			
100-0702-552.29-03	Advertising	441	750	388	600	650
LEVEL	TEXT	TEXT AMT				
DR13	PROGRAM AND SPECIAL EVENT PROMOTIONS.		650			
			650			
100-0702-552.29-05	Vehicle/Equipment Rental	1,149	2,000	1,401	1,500	2,000
100-0702-552.29-07	Inhouse Info Tech Service	7,917	12,895	6,447	12,895	12,235
100-0702-552.30-10	Office	308	500	201	450	500
100-0702-552.30-11	Postage	5,238	5,800	4,180	5,700	5,800
100-0702-552.30-15	Tools & Equipment	0	0	0	0	955
100-0702-552.30-16	Promotional	0	0	0	0	0
100-0702-552.30-18	Department	9,143	8,500	9,486	9,000	8,500
LEVEL	TEXT	TEXT AMT				
DR13	SIGNIFICANT EXAMPLES OF EXPENSES INCLUDE: SOFTBALLS FOR ADULT LEAGUES, T-SHIRTS FOR YOUTH BASEBALL AND GRUNSKI RUNSKI ROAD RACE. ATHLETIC SUPPLIES, PLAYGROUND GAMES AND RELATED SUPPLIES. FIRST-AID SUPPLIES. BUDGET OFFSET BY APPROXIMATELY \$1,000 BY BUSINESS SPONSORSHIP FOR BASEBALL T-SHIRTS AND \$2,000 FOR GRUNSKI RUNSKI.		8,500			
			8,500			
100-0702-552.32-01	Dues/Memberships/Licenses	805	800	659	800	800
LEVEL	TEXT	TEXT AMT				
DR13	PROFESSIONAL MEMBERSHIP EXAMPLES INCLUDE: STATE AND NATIONAL ASSOCIATIONS BMI AND ASCAP LICENSE FEE.		800			
			800			
100-0702-552.32-02	Periodicals/Subscriptions	0	0	0	0	0
100-0702-552.33-01	Mileage	0	0	0	0	0
100-0702-552.34-02	Registrations	657	700	265	680	700
LEVEL	TEXT	TEXT AMT				
DR13	INCLUDES ALL EDUCATIONAL SEMINARS, WPRA STATE CONFERENCE AND CLASSES FOR DIRECTOR AND SUPPORT		700			

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2011 ACTUAL	2012 ADJUSTED BUDGET	2012 YEAR TO DATE ACTUAL	2012 YEAR END PROJECTION	2013 DEPARTMENT REQUEST
	STAFF.		700			
100-0702-552.34-03	Lodging/Meals	255	300	72	250	300
LEVEL	TEXT		TEXT AMT			
DR13	EXPENSES RELATED TO TRAINING AND SUB-ACCOUNT 34-02		300			
	OTHER EXAMPLES INCLUDE: PIZZA DURING SUMMER STAFF					
	TRAINING AND AFTER DECEMBER PARK BOARD MEETING.		300			
100-0702-552.51-03	Property	1,070	1,070	1,070	1,070	1,070
*	Recreation Department	<u>241,123</u>	<u>255,237</u>	<u>185,269</u>	<u>250,401</u>	<u>252,992</u>

CITY OF MENASHA 2013 OPERATIONS BUDGET	FUND	BUDGET NAME	PREPARED BY
	General Fund	Recreation Department	Brian Tungate
	FUNCTION	BUDGET NUMBER	DATE
	Culture and Recreation	100-0702-552	10/10/2012

RESPONSIBILITIES

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

SERVICES PROVIDED

- Offer opportunities for improving individual physical health and social interaction while creating a sense of community among residents.
- Plan and administer year around youth recreation programs.
- Plan and administer family oriented special events.
- Plan and administer adult sports programs (softball, basketball).
- Provide seasonal employment opportunities to residents.
- Provide opportunities to improve individual fitness level.
- Collaborate with like service providers whenever possible.
- Offer customer service on a variety of resident recreation program related issues.

2012 ACCOMPLISHMENTS

- Partnered with City of Neenah, Neenah-Menasha YMCA and Town of Menasha on joint bus trips.
- Added Affinity Sports and Orthopedic Medicine as a major Grunski Runski sponsor.
- Collaborated with the pool to offer the first "Dive In" movie.
- Collaborated with Boys' and Girls' Brigade on a summer indoor climbing program.

2013 OBJECTIVES

- Fully implement new ActiveNet software.
- Continue to review and streamline less popular program offerings.
- Pursue co-sponsoring a softball tournament as a fundraiser for a new scoreboard in Jefferson Park.
- Add an outdoor movie night at Clovis Grove Park in addition to the one at the pool. Residents liked the outdoor movie in 2012.
- IT projector to include higher lumens for outdoor shows.

MAJOR CHANGES FROM 2012 BUDGET

CITY OF MENASHA 2013 OPERATIONS BUDGET			FUND	BUDGET NAME	PREPARED BY
			General Fund	Recreation Department	Brian Tungate
			FUNCTION	BUDGET NUMBER	DATE
			Culture and Recreation	100-0702-552	10/10/2012
<u>FUNDING SOURCES</u>	<u>2012 FUNDING</u>	<u>2013 FUNDING</u>	<u>POSITION TITLE</u>	<u>2012 # OF FTE'S</u>	<u>2013 # 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	4.50	4.50
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	6.00	6.00

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2011 ACTUAL	2012 ADJUSTED BUDGET	2012 YEAR TO DATE ACTUAL	2012 YEAR END PROJECTION	2013 DEPARTMENT REQUEST
Parks Department						
100-0703-553.10-01	Wages	272,460	273,965	223,684	273,200	279,608
LEVEL	TEXT	TEXT AMT				
DR13	PARK DIVISION EMPLOYEES:	279,608				
	1 FACILITIES/POOL TECHNICIAN (65%) - SEE POOL AND MARINA FOR OTHER WAGES.					
	4 PARK CARETAKERS - SEE FORESTRY, CEMETERY AND FORESTRY STORMWATER FOR OTHER WAGES.					
	1 SEASONAL PARK LABORER (1200 HRS-80%) - SEE FORESTRY STORMWATER FOR OTHER WAGES.					
	1 PARK LABORER/CUSTODIAN POSITION (60%) - SEE LIBRARY AND BUILDING SERVICES FOR OTHER WAGES.					
	6 SUMMER SEASONAL LABORERS (85%) - SEE CEMETERY AND MARINA FOR OTHER WAGES.					
	1 STREET COMMON LABORER (15%)					
	5% OF SUMMER PARK LABORERS					
		279,608				
100-0703-553.10-02	Salaries	82,978	84,266	64,564	84,266	86,824
LEVEL	TEXT	TEXT AMT				
DR13	SUPERINTENDENT OF PARKS, FORESTRY AND CEMETERIES - 100%	86,824				
	1 ASSISTANT BUILDING & PARKS SUPERINTENDENT - 20%					
	1 ADMINISTRATIVE ASSISTANT AT GARAGE CHARGED TO PARKS - 20%					
		86,824				
100-0703-553.10-03	Overtime/Doubletime	8,335	7,821	7,857	8,000	8,000
LEVEL	TEXT	TEXT AMT				
DR13	WORKED OVERTIME PRIMARILY LIMITED TO SUNDAY'S ONLY.	8,000				
		8,000				
100-0703-553.15-01	Health	98,640	95,390	62,586	94,500	77,550
100-0703-553.15-02	Life	378	226	169	220	226
100-0703-553.15-03	Dental	7,935	7,889	6,208	7,900	7,745
100-0703-553.15-04	Retirement	36,831	20,039	15,267	19,900	26,638
100-0703-553.15-05	FICA	27,985	27,201	22,630	27,900	32,250
100-0703-553.15-07	Vision	809	781	610	790	728
100-0703-553.15-08	Workers Comp	10,960	11,041	8,667	10,900	11,569
100-0703-553.15-09	Unemployment Comp	225	3,000	85	1,000	3,000
100-0703-553.19-03	Uniform/Clothing Allow	3,408	2,676	2,481	2,700	1,755
100-0703-553.19-05	Tool Allowance	0	0	23	23	130
100-0703-553.20-03	Temp Staffing	38	0	0	0	0

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2011 ACTUAL	2012 ADJUSTED BUDGET	2012 YEAR TO DATE ACTUAL	2012 YEAR END PROJECTION	2013 DEPARTMENT REQUEST
100-0703-553.20-04	Mechanical Systems	0	0	0	0	0
100-0703-553.20-06	Lawn Care	1,814	1,200	1,078	1,100	1,200
100-0703-553.20-09	Sanitation	1,595	1,500	1,399	1,600	1,600
LEVEL	TEXT	TEXT AMT				
DR13	BETTER PRICING NEGOTIATED.		1,600			
			1,600			
100-0703-553.21-02	Engineering	18,896	0	0	0	5,000
LEVEL	TEXT	TEXT AMT				
DR13	EXAMPLES OF ANTICIPATED EXPENSES INCLUDE: FURTHER GILBERT SITE PLANNING/ENGINEERING AND NEW NEIGHBORHOOD PARK.		5,000			
			5,000			
100-0703-553.21-05	Medical	0	0	0	0	0
100-0703-553.21-06	Management	15,019	0	0	0	0
100-0703-553.21-08	Recording Fees	0	0	0	0	0
100-0703-553.22-01	Telephone	2,343	2,800	1,712	2,700	2,800
100-0703-553.22-03	Electricity	35,941	41,000	28,523	38,200	39,000
LEVEL	TEXT	TEXT AMT				
DR13	ELECTRICAL EXPENSES FOR THE ENTIRE PARK SYSTEM INCLUDING LIGHTING AT ALL ATHLETIC FIELDS AND TENNIS COURTS.		39,000			
			39,000			
100-0703-553.22-04	Heat	5,089	6,800	2,479	5,800	6,000
100-0703-553.22-05	Water/Sewer	14,369	16,000	16,591	18,000	18,500
100-0703-553.22-06	Storm Water	7,649	6,800	5,790	7,500	14,300
100-0703-553.24-02	Tools & Equipment	4,128	7,500	2,773	5,600	6,000
100-0703-553.24-03	Buildings	17,984	21,000	14,712	20,000	24,000
LEVEL	TEXT	TEXT AMT				
DR13	ALL REPAIRS AND MAINTENANCE OF PARK STRUCTURES, FOUNTAINS, MINOR ADA RENOVATIONS, PAINTING, PLUMBING, ELECTRICAL AND CARPENTRY SUPPLIES, INCLUDING MEMORIAL BUILDING.		24,000			
			24,000			
100-0703-553.24-04	Specialized Equipment	410	0	20	20	0
100-0703-553.24-05	Small Projects	8,232	5,000	6,803	6,800	6,500
LEVEL	TEXT	TEXT AMT				
DR13	EXAMPLES OF ANTICIPATED PROJECTS INCLUDE: JEFFERSON PARK SHORELINE, BALL DIAMONDS AND MINOR		6,500			

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2011 ACTUAL	2012 ADJUSTED BUDGET	2012 YEAR TO DATE ACTUAL	2012 YEAR END PROJECTION	2013 DEPARTMENT REQUEST
SKATEPARK REPAIRS.			6,500			
100-0703-553.29-01	Printing	2,057	2,100	2,675	2,000	2,100
100-0703-553.29-03	Advertising	0	0	62	62	0
100-0703-553.29-05	Vehicle/Equipment Rental	133,262	122,250	89,310	133,500	134,000
100-0703-553.29-07	Inhouse Info Tech Service	3,496	8,091	4,046	8,091	6,992
100-0703-553.30-10	Office	274	400	161	300	400
100-0703-553.30-11	Postage	49	50	190	27	50
100-0703-553.30-13	Housekeeping	1,602	2,500	1,043	1,900	2,000
100-0703-553.30-15	Tools & Equipment	6,018	130	1,212	1,500	5,500
LEVEL	TEXT	TEXT AMT				
DR13	INCORRECT BUDGET AMOUNT FOR 2012. EXAMPLES OF ANTICIPATED EXPENSES INCLUDE: HAND POWER TOOLS, LOCKS AND CORES, SMALL POWER EQUIPMENT, STRING TRIMMER, HERBICIDE TANKS AND MIXER FOR POURED IN PLACE MATERIAL.	5,500				
		5,500				
100-0703-553.30-18	Department	26,915	27,500	26,562	27,000	30,000
LEVEL	TEXT	TEXT AMT				
DR13	TYPICAL EXPENSES INCLUDE: ADA ACCESS ETC. UPGRADES, FLOWERS, DIRT, SIGNS, WOODCHIPS, CONCRETE, LUMBER AND LANDSCAPE SUPPLIES.	30,000				
		30,000				
100-0703-553.32-01	Dues/Memberships/Licenses	160	200	964	964	250
100-0703-553.33-01	Mileage	0	0	0	0	0
100-0703-553.33-03	Lodging/Meals	181	0	0	0	0
100-0703-553.33-04	Other Expenses	0	0	0	0	0
100-0703-553.34-02	Registrations	1,365	1,000	360	900	1,000
LEVEL	TEXT	TEXT AMT				
DR13	ATTENDANCE AT STATE AND REGIONAL PROFESSIONAL CONFERENCE AND WORKSHOPS.	1,000				
		1,000				
100-0703-553.34-03	Lodging/Meals	155	400	86	300	300
LEVEL	TEXT	TEXT AMT				
DR13	EXPENSE RELATED TO PREVIOUS ACCOUNT.	300				
		300				
100-0703-553.34-04	Other Expenses	0	0	0	0	0
100-0703-553.51-03	Property	3,900	3,900	3,900	3,900	3,900

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2011 ACTUAL	2012 ADJUSTED BUDGET	2012 YEAR TO DATE ACTUAL	2012 YEAR END PROJECTION	2013 DEPARTMENT REQUEST
100-0703-553.80-05	Other Equipment	0	0	0	0	0
100-0703-553.82-02	Construction	8,436	15,000	5,488	14,700	20,000
LEVEL	TEXT		TEXT AMT			
DR13	INCLUDES: REPAIR TO SMITH PARK ACCESS ROAD, POURED IN PLACE SURFACING AND MINOR ADA PLAYGROUND MODIFICATIONS, TO BE DETERMINED AFTER ADA ASSESSMENT IS COMPLETED.		20,000			
			20,000			
* Parks Department		<u>872,321</u>	<u>827,416</u>	<u>632,770</u>	<u>833,763</u>	<u>867,415</u>

CITY OF MENASHA 2013 OPERATIONS BUDGET	FUND	BUDGET NAME	PREPARED BY
	General Fund	Parks Department	Brian Tungate
	FUNCTION	BUDGET NUMBER	DATE
	Culture and Recreation	100-0703-553	8/1/2012

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

- Provide and maintain a comprehensive system of parks, trails and open space for benefit of all residents.
- Rent park facilities to the public.
- Offer and maintain four public boat launches.
- Assist community groups conducting large community or special events.
- Provide resident customer service on a variety of park related matters.
- Assist community groups in fundraising efforts that benefit the park system.

2012 ACCOMPLISHMENTS

- Koslo field users continued to raise funds to help offset operational costs at Koslo Park.
- Continued cost effective poured in place playground surfacing.
- Sealcoated shoreline trail through Jefferson Park.
- Completed 2012-2016 Open Space and Recreation Facilities Plan.
- Received tentative approval of a state grant for a neighborhood park on the far east side.
- Made administrative progress on terminating Army Reserve Building lease, including removal of all buildings.
- Hired Seasonal Park Laborer.

2013 OBJECTIVES

- Continue cost effective poured in place surfacing beneath playground equipment.
- Sub-accounts 24-03, 30-18 and 82-02 – show an increase to reflect initial modifications to park facilities per ADA requirements.

MAJOR CHANGES FROM 2012 BUDGET

CITY OF MENASHA 2013 OPERATIONS BUDGET			FUND	BUDGET NAME	PREPARED BY
			General Fund	Parks Department	Brian Tungate
			FUNCTION	BUDGET NUMBER	DATE
			Culture and Recreation	100-0703-553	8/1/2012
<u>FUNDING SOURCES</u>	<u>2012 FUNDING</u>	<u>2013 FUNDING</u>	<u>POSITION TITLE</u>	<u>2012 # OF FTE'S</u>	<u>2013 # 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)	0.15	0.15
LICENSES & PERMITS	\$0.00	\$0.00	Facility/Pool Tech. (1)	0.65	0.65
FINES & FORFEITS	\$0.00	\$0.00	Summer Laborers (6)	1.47	1.47
PUBLIC CHARGES	\$0.00	\$0.00	Park Caretakers (4)	3.45	3.45
MISCELLANEOUS	\$0.00	\$0.00	Park Laborer (1)	0.85	0.85
TOTAL	\$0.00	\$0.00	Park Laborer/Custodian (0.50	0.50
			Park Superintendent	1.00	1.00
			TOTAL	8.47	8.47

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2011 ACTUAL	2012 ADJUSTED BUDGET	2012 YEAR TO DATE ACTUAL	2012 YEAR END PROJECTION	2013 DEPARTMENT REQUEST
100-0704-552.10-01	Swimming Pool Wages	88,540	82,010	86,400	87,000	83,363
LEVEL	TEXT	TEXT AMT				
DR13	FAC/POOL TECH (20%) INCLUDES WAGES FOR SEASONAL STAFF (SAME AS 2012): 1 POOL MANAGER 3 ASSISTANT MANAGERS 8 INSTRUCTORS/GUARDS 5-6 ATTENDANT/CASHIERS 3 CONCESSION WORKERS		85,363			
			85,363			
100-0704-552.10-03	Overtime/Doubletime	816	1,504	705	705	1,800
100-0704-552.15-01	Health	3,055	2,375	2,381	3,400	2,252
100-0704-552.15-02	Life	0	0	0	0	0
100-0704-552.15-03	Dental	315	248	257	490	260
100-0704-552.15-04	Retirement	2,252	714	1,244	1,600	895
100-0704-552.15-05	FICA	6,827	6,367	6,663	6,800	6,714
100-0704-552.15-06	Deferred Comp	0	0	0	0	0
100-0704-552.15-07	Vision	27	20	22	35	20
100-0704-552.15-08	Workers Comp	2,749	2,572	2,611	3,100	2,755
100-0704-552.15-09	Unemployment Comp	39	0	15	15	0
100-0704-552.19-03	Uniform/Clothing Allow	125	100	0	0	60
100-0704-552.20-04	Mechanical Systems	291	2,800	2,136	2,700	2,800
100-0704-552.21-02	Engineering	6,115	0	0	0	0
100-0704-552.22-01	Telephone	76	200	171	190	200
100-0704-552.22-03	Electricity	10,244	11,500	10,512	11,500	11,500
100-0704-552.22-04	Heat	8,834	10,500	4,981	7,000	10,000
LEVEL	TEXT	TEXT AMT				
DR13	DAILY AND EVENING TEMPATURES CAN HAVE A SIGNIFICANT IMPACT ON THIS ACCOUNT. NATURAL GAS PRICES CAN HAVE A DRAMATIC IMPACT ON THIS ACCOUNT.		10,000			
			10,000			
100-0704-552.22-05	Water/Sewer	7,788	22,000	25,312	27,000	21,000
LEVEL	TEXT	TEXT AMT				
DR13	CAN VARY DUE TO NATURAL WATER LOSE AND NUMBER OF BACK WASHES.		21,000			
			21,000			
100-0704-552.24-02	Tools & Equipment	153	0	0	0	0
100-0704-552.24-03	Buildings	12,808	4,700	4,381	4,600	4,700
LEVEL	TEXT	TEXT AMT				

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2011 ACTUAL	2012 ADJUSTED BUDGET	2012 YEAR TO DATE ACTUAL	2012 YEAR END PROJECTION	2013 DEPARTMENT REQUEST
DR13	INCLUDES ROUTINE BATHHOUSE MAINTENANCE.		4,700			
			4,700			
100-0704-552.24-04	Specialized Equipment	8,974	6,500	6,814	6,814	6,700
LEVEL	TEXT		TEXT AMT			
DR13	INCLUDES SPECIALIZED PLUMBING, POOL EQUIPMENT AND FILTRATION SYSTEM REPAIRS.		6,700			
			6,700			
100-0704-552.24-05	Small Projects	0	0	3,155	3,155	0
100-0704-552.29-01	Printing	90	125	0	0	100
100-0704-552.29-03	Advertising	333	400	0	0	300
100-0704-552.29-05	Vehicle/Equipment Rental	281	0	1,114	600	500
100-0704-552.29-07	Inhouse Info Tech Service	5,170	8,298	4,149	8,298	7,866
100-0704-552.30-10	Office	1,606	2,200	1,837	2,000	2,200
LEVEL	TEXT		TEXT AMT			
DR13	LESSON SUPPLIES, STAFF UNIFORMS, FIRST-AID EQUIPMENT AND VARIOUS OFFICE SUPPLIES.		2,200			
			2,200			
100-0704-552.30-13	Housekeeping	1,189	1,500	1,062	1,500	1,500
100-0704-552.30-15	Tools & Equipment	114	540	573	1,000	1,000
LEVEL	TEXT		TEXT AMT			
DR13	DECK CHAIR REPLACEMENT AND OTHER GUARDING EQUIPMENT.		1,000			
			1,000			
100-0704-552.30-17	Concessions	8,510	9,300	9,057	9,300	9,400
100-0704-552.30-18	Department	17,127	18,000	22,747	22,000	18,500
LEVEL	TEXT		TEXT AMT			
DR13	INCLUDES PURCHASE OF ALL POOL CHEMICALS.		18,500			
			18,500			
100-0704-552.32-01	Dues/Memberships/Licenses	987	550	110	110	550
LEVEL	TEXT		TEXT AMT			
DR13	STATE EMERGENCY RESPONSE, FOOD PERMIT, RESTAURANT LICENSE FEES AND SAM'S CLUB MEMBERSHIP.		550			
			550			
100-0704-552.34-02	Registrations	0	250	0	0	0
100-0704-552.34-03	Lodging/Meals	0	0	0	0	0
100-0704-552.51-03	Property	1,680	1,680	1,680	1,680	1,680

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2011 ACTUAL	2012 ADJUSTED BUDGET	2012 YEAR TO DATE ACTUAL	2012 YEAR END PROJECTION	2013 DEPARTMENT REQUEST
100-0704-552.80-05	Other Equipment	0	0	0	0	0
100-0704-552.82-01	Buildings	0	23,000	0	23,000	5,000
LEVEL	TEXT		TEXT AMT			
DR13	ADA ACCESSIBLE POOL ACCESS. THIRD INSTALLMENT FOR POOL BOILER.		5,000			
			5,000			
100-0704-552.82-02	Construction	0	0	0	0	3,000
*	Swimming Pool	197,115	219,953	200,089	235,592	206,615

CITY OF MENASHA 2013 OPERATIONS BUDGET	FUND	BUDGET NAME	PREPARED BY
	General Fund	Swimming Pool	Brian Tungate
	FUNCTION	BUDGET NUMBER	DATE
	Culture and Recreation	100-0704-552	10/11/2012

RESPONSIBILITIES

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

SERVICES PROVIDED

- Offer an opportunity for residents to escape the summer heat and interact with friends and family.
- Provide opportunities for kids to learn to swim.
- Provide water related opportunities to improve one's level of fitness.

2012 ACCOMPLISHMENTS

- Provide swim lessons to 377 children.
- Sold 156 family passes, 98 individual passes and 49 Limited Use passes.
- Attendance increased by 21% from 2011 (25,331).
- Friends group assisted in several fundraising efforts including: Aquafeet, Wave Swim team facility rental, Duck Drop and the Dive-In movie event.

2013 OBJECTIVES

- Continue performing routine repairs as needed.
- Install a second means of access to the pool per ADA requirements.
- \$5,000 as third installment for future pool boiler.
- Continue fundraising and pool activity efforts with the Friends group.
- Work with the Friends group and Park Board on pool option analysis.
- Train staff on use of new Point of Sale software at the pool.
- Maintain hours of operation scheduled revised in 2012.

MAJOR CHANGES FROM 2012 BUDGET

**CITY OF MENASHA
2013 OPERATIONS BUDGET**

FUND	General Fund	BUDGET NAME	Swimming Pool	PREPARED BY	Brian Tungate
FUNCTION	Culture and Recreation	BUDGET NUMBER	100-0704-552	DATE	10/11/2012
FUNDING SOURCES	2012 FUNDING	2013 FUNDING	POSITION TITLE	2012 # OF FTE'S	2013 # OF FTE'S
TAXES	\$0.00	\$0.00	Fac./Pool Tech	0.20	0.20
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			
TOTAL	\$0.00	\$0.00	TOTAL	3.30	3.30

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2011 ACTUAL	2012 ADJUSTED BUDGET	2012 YEAR TO DATE ACTUAL	2012 YEAR END PROJECTION	2013 DEPARTMENT REQUEST
	Heckrodt Wetland Reserve					
100-0705-553.21-06	Management	3,300	1,550	1,550	1,550	1,500
100-0705-553.24-03	Buildings	1,700	950	950	950	0
100-0705-553.51-03	Property	75	0	75	75	75
*	Heckrodt Wetland Reserve	<u>5,075</u>	<u>2,500</u>	<u>2,575</u>	<u>2,575</u>	<u>1,575</u>

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2011 ACTUAL	2012 ADJUSTED BUDGET	2012 YEAR TO DATE ACTUAL	2012 YEAR END PROJECTION	2013 DEPARTMENT REQUEST
	Forestry					
100-0706-561.10-01	Wages	16,167	14,729	6,838	7,000	15,240
100-0706-561.10-03	Overtime/Doubletime	163	0	0	0	0
100-0706-561.15-01	Health	5,613	5,488	1,159	6,854	2,807
100-0706-561.15-02	Life	0	0	0	0	0
100-0706-561.15-03	Dental	399	372	128	193	390
100-0706-561.15-04	Retirement	1,883	878	336	656	1,169
100-0706-561.15-05	FICA	1,206	1,070	528	736	1,345
100-0706-561.15-07	Vision	43	40	14	21	40
100-0706-561.15-08	Workers Comp	502	454	204	236	482
100-0706-561.15-09	Unemployment Comp	2,599	0	206	206	0
100-0706-561.19-03	Uniform/Clothing Allow	200	150	0	0	90
100-0706-561.20-06	Lawn Care	20,561	9,000	8,722	8,222	5,000
100-0706-561.21-02	Engineering	1,200	0	0	0	0
100-0706-561.22-01	Telephone	0	0	0	0	0
100-0706-561.29-05	Vehicle/Equipment Rental	3,176	6,500	2,622	4,800	5,000
100-0706-561.29-07	Inhouse Info Tech Service	2,323	4,367	2,184	4,367	4,369
100-0706-561.30-15	Tools & Equipment	600	0	0	0	0
100-0706-561.30-18	Department	4,279	1,000	1,417	1,400	1,500
100-0706-561.32-01	Dues/Memberships/Licenses	0	0	15	15	15
100-0706-561.34-02	Registrations	547	200	70	70	100
100-0706-561.51-03	Property	10	0	10	10	10
*	Forestry	<u>61,471</u>	<u>44,248</u>	<u>24,453</u>	<u>34,786</u>	<u>37,557</u>

**CITY OF MENASHA
2013 OPERATIONS BUDGET**

FUND General Fund	BUDGET NAME Heckrodt Wetland Rese	PREPARED BY Brian Tungate
FUNCTION Culture and Recreation	BUDGET NUMBER 100-0705-553	DATE 10/10/2012

RESPONSIBILITIES

Provide modest support to this City owned facility.

SERVICES PROVIDED

- No direct services provided by the city. The Reserve is owned by the city and managed by a non-profit organization (HWR Inc.).
- The Reserve's trails, buildings and programs are very popular with city residents.

2012 ACCOMPLISHMENTS

Negotiated a fence installation plan on the west boundary of the Reserve.

2013 OBJECTIVES

- Maintain a positive working relationship with the Heckrodt Wetland Reserve Board and staff.
- Collaborate whenever possible on programming.

MAJOR CHANGES FROM 2012 BUDGET

Reduce allocation to HWR, Inc from \$2,500 to \$1,500.

FUNDING SOURCES	2012 FUNDING	2013 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

CITY OF MENASHA 2013 OPERATIONS BUDGET	FUND	BUDGET NAME	PREPARED BY
	General Fund	Forestry	Brian Tungate Vince Maas
	FUNCTION	BUDGET NUMBER	DATE
	Conservation and Devel	100-0706-561	10/10/2012

RESPONSIBILITIES
Enhance and maintain the City's valued urban forestry.

- SERVICES PROVIDED**
- Plant residential terrace and park trees per established policies.
 - Trim and remove city terrace trees as needed.
 - Remove stumps and reseed turf areas as needed.
 - Oversee the work of contracted trees service companies.
 - Manage the City's urban forest by use of Tree Tracker software.
 - Carry out approved Emerald Ash Borer management program.
 - Apply for available grants to assist in funding forestry plans.

- 2012 ACCOMPLISHMENTS**
- Recognized by National Arbor Day Foundation as a Tree City, USA for the 29th consecutive year.
 - Planted trees and shrubs along new berm on Plank Road
 - Terrace tree planting program conducted in Districts 5 & 6.

- 2013 OBJECTIVES**
- Continue carrying out Emerald Ash Borer management plan.
 - Continue residential terrace tree planting program in Districts 7 & 8.
 - Seek collaboration with UW-Fox Valley on Tree Campus, USA designation and Tree-Line Designation with Menasha Utilities.

MAJOR CHANGES FROM 2012 BUDGET
Shift some tree trimming and planting costs into (625) Stormwater-Forestry.

CITY OF MENASHA 2013 OPERATIONS BUDGET			FUND	BUDGET NAME	PREPARED BY
			General Fund	Forestry	Brian Tungate Vince Maas
			FUNCTION	BUDGET NUMBER	DATE
			Conservation and Devel	100-0706-561	10/10/2012
<u>FUNDING SOURCES</u>	<u>2012 FUNDING</u>	<u>2013 FUNDING</u>	<u>POSITION TITLE</u>	<u>2012 # OF FTE'S</u>	<u>2013 # OF FTE'S</u>
TAXES	\$0.00	\$0.00	Intern	0.00	0.00
SPECIAL ASSESSMENTS	\$0.00	\$0.00	Park Caretaker (1)	0.40	0.40
INTERGOV REVENUE	\$0.00	\$0.00	Summer Laborer	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	0.40	0.40

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2011 ACTUAL	2012 ADJUSTED BUDGET	2012 YEAR TO DATE ACTUAL	2012 YEAR END PROJECTION	2013 DEPARTMENT REQUEST
207-0707-552.10-01	Marina Operations Wages	10,978	9,588	7,256	9,500	14,294
LEVEL	TEXT	TEXT AMT				
DR13	15% OF FACILITIES/POOL TECHNICIAN		14,294			
	10% PARK LABORER/CUSTODIAN		14,294			
207-0707-552.10-03	Overtime/Doubletime	146	0	439	429	0
207-0707-552.15-01	Health	2,686	1,781	1,480	1,700	2,815
207-0707-552.15-02	Life	0	0	0	0	0
207-0707-552.15-03	Dental	239	186	153	179	325
207-0707-552.15-04	Retirement	1,164	469	365	450	1,132
207-0707-552.15-05	FICA	1,014	717	588	726	1,302
207-0707-552.15-07	Vision	22	15	13	14	25
207-0707-552.15-08	Workers Comp	344	295	229	290	452
207-0707-552.19-03	Uniform/Clothing Allow	138	75	0	0	75
207-0707-552.20-04	Mechanical Systems	0	0	0	0	0
207-0707-552.21-06	Management	48,955	49,250	33,188	49,250	50,250
LEVEL	TEXT	TEXT AMT				
DR13	THIRD YEAR OF THREE YEAR HARBORMASTER CONTRACT		50,250			
	BASE AMOUNT PLUS 50% SPLIT OF GAS SALE NET PROFIT.		50,250			
207-0707-552.22-03	Electricity	7,953	10,000	8,336	9,100	9,800
207-0707-552.22-04	Heat	539	700	280	560	700
207-0707-552.22-05	Water/Sewer	3,487	2,900	3,930	3,100	3,300
207-0707-552.22-06	Storm Water	382	400	321	420	425
207-0707-552.24-01	Office Equipment	0	0	0	0	0
207-0707-552.24-02	Tools & Equipment	677	400	676	676	600
LEVEL	TEXT	TEXT AMT				
DR13	ALL HAND TOOLS AND MARINA EQUIPMENT INCLUDING		600			
	SKIMMERS, PUMPS, WASTEBASKETS, TABLES, CHAIRS AND		600			
	SIGNS.		600			
207-0707-552.24-03	Buildings	392	5,000	2,284	2,900	3,200
LEVEL	TEXT	TEXT AMT				
DR13	ALL ROUTINE ELECTRICAL, PLUMBING AND RELATED		3,200			
	REPAIRS TO HARBORHOUSE AND DOCKS.		3,200			
207-0707-552.24-04	Specialized Equipment	480	0	0	0	0
207-0707-552.25-02	Other Municipal Funds	0	0	0	0	0

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2011 ACTUAL	2012 ADJUSTED BUDGET	2012 YEAR TO DATE ACTUAL	2012 YEAR END PROJECTION	2013 DEPARTMENT REQUEST
207-0707-552.29-01	Printing	550	1,000	508	700	800
207-0707-552.29-03	Advertising	639	430	0	0	400
207-0707-552.29-05	Vehicle/Equipment Rental	1,370	2,500	860	2,000	2,100
207-0707-552.29-07	Inhouse Info Tech Service	1,161	1,965	983	1,965	1,748
207-0707-552.30-11	Postage	117	800	342	575	600
207-0707-552.30-13	Housekeeping	219	200	140	190	200
207-0707-552.30-15	Tools & Equipment	20	30	0	0	0
207-0707-552.30-18	Department	2,997	2,200	2,880	3,000	2,600
207-0707-552.32-01	Dues/Memberships/Licenses	339	250	695	695	300
LEVEL	TEXT	TEXT AMT				
DR13	GAS TANK AND LINE TIGHTNESS TESTING AND STATE EMERGENCY RESPOSE FEES.		300			
			300			
207-0707-552.34-02	Registrations	100	100	0	0	100
207-0707-552.38-01	Fuel	125,835	127,680	120,722	127,000	140,220
LEVEL	TEXT	TEXT AMT				
DR13	GASOLINE PURCHASED FOR RESALE, AVERAGE APPROXIMATELY \$0.25 PER GALLON PROFIT ANTICIPATED ON 38,000 GALLONS ESTIMATED AT \$3.69 PER GALLON.		140,220			
			140,220			
207-0707-552.51-03	Property	130	130	130	130	130
207-0707-552.82-02	Construction	721-	0	0	0	0
*	Marina Operations	212,352	219,061	186,798	215,549	237,893

CITY OF MENASHA 2013 OPERATIONS BUDGET	FUND	BUDGET NAME	PREPARED BY
	Marina Fund	Marina Operations	Brian Tungate
	FUNCTION	BUDGET NUMBER	DATE
	Culture and Recreation	207-0707-552	10/10/2012

RESPONSIBILITIES

SERVICES PROVIDED

- A non-levy fund and facility that attracts people to downtown Menasha.
- Provides city residents and others with a place to dock their boats.

2012 ACCOMPLISHMENTS

- Harbormaster Diane Schabach continues to operate a successful Marina on behalf of the city.
- Added a fenced-in greenspace within the Marian for boater gatherings.

2013 OBJECTIVES

- Enhance revenues and build the Marina fund for future facility and fuel system upgrades.
- Renegotiate the contract with current Harbormaster to start in 2014.

MAJOR CHANGES FROM 2012 BUDGET

<u>FUNDING SOURCES</u>	<u>2012 FUNDING</u>	<u>2013 FUNDING</u>	<u>POSITION TITLE</u>	<u>2012 # OF FTE'S</u>	<u>2013 # OF FTE'S</u>
TAXES	\$0.00	\$0.00	Facility/Pool Tech.	0.15	0.15
SPECIAL ASSESSMENTS	\$0.00	\$0.00	Park Caretaker	0.00	0.00
INTERGOV REVENUE	\$0.00	\$0.00	Park Laborer/Custodian	0.10	0.10
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			
TOTAL	\$221,079.00	\$219,061.00	TOTAL	0.30	0.30

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2011 ACTUAL	2012 ADJUSTED BUDGET	2012 YEAR TO DATE ACTUAL	2012 YEAR END PROJECTION	2013 DEPARTMENT REQUEST
	Comptroller/Treasurer					
208-0401-513.25-01	Other Municipal Entities	150	150	0	150	150
*	Comptroller/Treasurer	<u>150</u>	<u>150</u>	<u>0</u>	<u>150</u>	<u>150</u>

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2011 ACTUAL	2012 ADJUSTED BUDGET	2012 YEAR TO DATE ACTUAL	2012 YEAR END PROJECTION	2013 DEPARTMENT REQUEST
	Transfer to Debt Service					
208-0411-591.25-02	Other Municipal Funds	162,065	156,690	156,690	156,690	160,000
*	Transfer to Debt Service	<u>162,065</u>	<u>156,690</u>	<u>156,690</u>	<u>156,690</u>	<u>160,000</u>

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2011 ACTUAL	2012 ADJUSTED BUDGET	2012 YEAR TO DATE ACTUAL	2012 YEAR END PROJECTION	2013 DEPARTMENT REQUEST
	Parks Department					
209-0703-553.21-02	Engineering	0	0	0	0	10,000
209-0703-553.21-09	Appraisal	3,500	0	2,800	2,800	0
209-0703-553.80-02	Land Purchase	0	100,000	0	62,000	0
*	Parks Department	<u>3,500</u>	<u>100,000</u>	<u>2,800</u>	<u>64,800</u>	<u>10,000</u>

*Estimate
 could be
 higher*

CITY OF MENASHA 2013 OPERATIONS BUDGET	FUND	BUDGET NAME	PREPARED BY
	Park Develop Fund	Parks Department	Brian Tungate
	FUNCTION	BUDGET NUMBER	DATE
	Culture and Recreation	209-0703-553	10/11/2012

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

2012 ACCOMPLISHMENTS

2013 OBJECTIVES

- Utilize this fund to purchase a 5-6 acre neighborhood park on the city's far east side (late 2012, early 2013)
- Utilize this fund for initial site development costs including conceptual park master plan, trail construction, play equipment and potential site grading/seeding.
- Utilize this fund for further site survey and design work for public shoreline enhancements at the Gilbert Mill site.
- Utilize this fund for a new master plan for Jefferson Park.

MAJOR CHANGES FROM 2012 BUDGET

FUNDING SOURCES	2012 FUNDING	2013 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	\$100,000.00
MISCELLANEOUS	\$0.00	\$0.00
TOTAL	\$0.00	\$100,000.00

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2011 ACTUAL	2012 ADJUSTED BUDGET	2012 YEAR TO DATE ACTUAL	2012 YEAR END PROJECTION	2013 DEPARTMENT REQUEST
Parks Department						
253-0703-553.10-03	Overtime/Doubletime	0	0	0	0	0
253-0703-553.15-01	Health	0	0	0	0	0
253-0703-553.15-02	Life	0	0	0	0	0
253-0703-553.15-03	Dental	0	0	0	0	0
253-0703-553.15-04	Retirement	0	0	0	0	0
253-0703-553.15-05	FICA	0	0	0	0	0
253-0703-553.15-07	Vision	0	0	0	0	0
253-0703-553.15-08	Workers Comp	0	0	0	0	0
253-0703-553.29-05	Vehicle/Equipment Rental	3,307	0	0	0	0
* Parks Department		3,307	0	0	0	0

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2011 ACTUAL	2012 ADJUSTED BUDGET	2012 YEAR TO DATE ACTUAL	2012 YEAR END PROJECTION	2013 DEPARTMENT REQUEST
Forestry						
253-0706-561.10-01	Wages	8,134	0	0	0	0
253-0706-561.10-02	Salaries	0	0	0	0	0
253-0706-561.10-03	Overtime/Doubletime	0	0	0	0	0
253-0706-561.15-01	Health	2,975	0	0	0	0
253-0706-561.15-03	Dental	216	0	0	0	0
253-0706-561.15-04	Retirement	944	0	0	0	0
253-0706-561.15-05	FICA	596	0	0	0	0
253-0706-561.15-07	Vision	23	0	0	0	0
253-0706-561.15-08	Workers Comp	248	0	0	0	0
* Forestry		13,136	0	0	0	0

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2011 ACTUAL	2012 ADJUSTED BUDGET	2012 YEAR TO DATE ACTUAL	2012 YEAR END PROJECTION	2013 DEPARTMENT REQUEST
826-0706-561.30-18	Forestry Department	5,379	0	1,150	1,150	1,000
*	Forestry	<u>5,379</u>	<u>0</u>	<u>1,150</u>	<u>1,150</u>	<u>1,000</u>

Draft Policy on Allowing Vendors in City Parks

1. Permissible Locations: Jefferson Park, Curtis Reed Square, Marina Terrace, Riverwalk, Marina, Koslo Park and Smith Park.
2. Fee to be established on a daily basis and approved by the Common Council. 50% of the fee is due before vending begins.
3. Non-profit groups will pay half the established rate.
4. Vendor must fill out a Park Reservation Form to include a diagram.
5. Vendor will make a good faith effort to be present at all scheduled events and may terminate a vending agreement by giving the City a minimum of forty-eight (48) hour notice.
6. Policy does not apply to Special Events that arrange for their own vendors (i.e. Seafoodfest, softball tournaments, etc.).
7. Vendor hours of operation will not overlap with another vendor in the same park.
8. Vendor will not be allowed to set up at days/times during events that offer potentially competing concessions, such as food items.
9. A maximum of five (5) permits will be allowed in a calendar year.
10. Any application to vend for more than ten (10) days per year must be approved by the Park Board.
11. Police Department will be notified of any vendors that are permitted to be in a city park.
12. Fermented malt beverages shall not be sold by the vendor.
13. All other city ordinances related to vending, food licensing shall be followed.
14. For-profit vendors must submit an acceptable Certificate of Insurance and Endorsement prior to vending. Non-profit groups (bonafide or otherwise) may either submit a certificate of insurance and endorsement or sign a release and hold harmless agreement with the City.

Approved by Common Council on:

Fees Effective:

DRAFT 11/1/12

**City of Menasha - Fees and Charges for 2013
Parks, Recreation, Pool, Marina, Forestry and Cemetery**

NC = No Change R = Res NR = Non-Res Est. = Year Established

Current Charge		Program/Service Title	Proposed Charge		Last Changed	Previous Charge	
R	NR		R	NR		R	NR
Summer Programs							
\$ 15.00	\$ 34.00	Tot Lot	NC	\$ 22.00	2009	\$ 12.00	\$ 28.00
\$ 15.00	\$ 34.00	Youth Baseball	NC	\$ 22.00	2009	\$ 12.00	\$ 28.00
\$ 10.00	\$ 18.00	Youth Kickball	NC	\$ 15.00	2009	\$ 6.00	\$ 14.00
\$ 15.00	\$ 34.00	Tennis Lessons (Youth)	NC	\$ 22.00	2009	\$ 12.00	\$ 28.00
\$ 3.00	\$ 6.00	Tennis Leagues (Youth & Adult)	NC	\$ 5.00	2000	added NR	
\$ 30.00	\$ 56.00	Tennis Lessons (Adult)	NC	\$ 45.00	2009	\$ 20.00	\$ 38.00
\$ 15.00	\$ 34.00	Gymnastics	NC	\$ 22.00	2009	\$ 11.00	\$ 26.00
Free	Free	Safety Town	NC	NC	2009		
\$ 17.00	\$ 17.00	Grunski Race Pre-Reg.	NC	NC	2010	\$ 15.00	\$ 15.00
\$ 20.00	\$ 20.00	Grunski Race After Cut-off Date	NC	NC	2012	\$ 17.00	\$ 17.00
\$ 5.00	\$ 5.00	Kids FunRunski	NC	NC	2010	NC	NC
\$ 3.00	\$ 3.00	Kid's FunRunski (no shirt)	NC	NC	2010	NC	NC
\$ 40.00	\$ 59.00	Summer Youth Golf (contracted)	NC	\$ 52.00	2008	\$ 26.00	\$ 42.00
\$ 35.00	\$ 50.00	Fall Golf Lessons	NC	\$ 46.00	2009	\$ 33.00	\$ 48.00
\$ 185.00	\$ 185.00	Adult Softball (Sponsor)	NC	NC	2011	\$ 175.00	\$ 175.00
\$ 320.00	\$ 320.00	Adult Softball (Team)	NC	NC	2011	\$ 310.00	\$ 310.00
\$ 110.00	\$ 110.00	Co-Ed Softball (Sponsor)	NC	NC	2011	\$ 100.00	\$ 100.00
\$ 260.00	\$ 260.00	Co-Ed Softball (Team)	NC	NC	2011	\$ 250.00	\$ 250.00
		Bus Trips (Break-even)	NC	NC	1988 est.		
Free	Free	Performances in the Park		Donations			

The Department recovers at least 100% of program costs from revenues for all adult activities. The goal is to recover 50% of youth program expenses through fees.

Town of Menasha -- we have a fee reciprocity with the Town except for boat launches and pool passes and lessons.

2013 - Non-resident fees were decreased in some programs to encourage higher registration and revenue. This will have a modest impact because most non-residents currently pay the lower fee due to reciprocity with the cities of Appleton, Neenah and the Town of Menasha. Menasha residents still maintain early registration preference and the selected programs have the space to accommodate more participants.

Current Charge		Program/Service Title	Proposed Charge		Last Changed	Previous Charge	
R	NR		R	NR		R	NR
Fall/Winter Programs							
\$ 24.00	\$ 30.00	Bodies in Motion	NC	NC	2012	\$ 15.00	\$ 34.00
\$ 24.00	\$ 30.00	Funky Feet Dance	NC	NC	2012	\$ 15.00	\$ 34.00
\$ 18.00	\$ 27.00	Youth Flag Football	NC	NC	2009	\$ 17.00	\$ 26.00
\$ 70.00	\$ 125.00	Tiny Tots	NC	NC	2011	\$ 70.00	\$ 115.00
\$ 1.00	\$ 1.00	Open Swim/Gym	NC	NC	2002	\$ 0.50	\$ 0.50
\$ 26.00	\$ 46.00	Slimnastics	NC	\$ 39.00	2011	\$ 20.00	\$ 40.00
\$ 2.00	\$ 3.00	Per class	NC	NC	90/98	\$ 2.00	\$ 2.00
\$ 26.00	\$ 46.00	Feel 'N Fit	NC	\$ 39.00	2011	\$ 20.00	\$ 40.00
\$ 2.00	\$ 3.00	Per class	NC	NC	90/98	\$ 2.00	\$ 2.00
Free	Free	Punt, Pass & Kick (co-sponsored)	NC	NC			
Free	Free	Smith Park Winter Gala Golf Tournament	NC	NC	2005 est., donations		
Free	Free	Pumpkin Hunt	NC	NC			
\$ 1.00	\$ 1.00	Holiday Hayride	NC	NC	1992 est.	\$ 0.50	\$ 0.50
\$ 200.00	\$ 200.00	Adult Basketball (Sponsor)	NC	NC	2012	\$ 190.00	\$ 190.00
\$ 265.00	\$ 265.00	Adult Basketball (Team)	NC	NC	2012	\$ 250.00	\$ 250.00
Cemetery							
\$ 575.00	\$ 750.00	Adult Grave	NC	NC	2012	\$ 550.00	\$ 725.00
\$ 225.00	\$ 300.00	Infant Grave	NC	NC	2012	\$ 225.00	\$ 275.00
\$ 575.00	\$ 750.00	Adult Opening (burial)	NC	NC	2011	\$ 525.00	\$ 700.00
\$ 325.00	\$ 375.00	Infant Opening (burial to age 2)	NC	NC	2012	\$ 250.00	\$ 300.00
\$ 325.00	\$ 375.00	Cremaains with or without vault	NC	NC	2006	\$ 225.00	\$ 225.00
\$ 200.00	\$ 250.00	Saturday Opening (add)	NC	NC	2012	\$ 165.00	\$ 190.00
\$ 100.00	\$ 120.00	Winter Burial (if warranted Dec. 1-April 1)	NC	NC	2012	\$ 75.00	\$ 100.00
\$ 100.00	\$ 175.00	Week Day Overtime (after 3:00 p.m.)	NC	NC			
Marina							
\$38.00/ft	\$38.00/ft	Seasonal Slip Rental	Raised	10/2012	2013	\$37.50/ft	\$37.50/ft
\$0.75/ft	\$0.75/ft	Overnight	NC	NC	2012	(.87)	(.70)
\$0.45/ft.	\$0.45/ft.	Groups of 20 or more					
\$3.50/ft.	\$3.50/ft.	Weekly	NC	NC	1987	\$2.75/ft.	\$2.75/ft.
\$12.00/ft	\$12.00/ft	Monthly	NC	NC	2007	\$10.00/ft.	\$10.00/ft.
Free	\$ 5.00	Pump Out - Renter/Nonrenter	NC	NC	1998		
Boat Launch & Slip Rental							
\$ 14.00	\$ 34.00	Seasonal Parking Permit Seniors (55+)	\$ 15.00	\$ 35.00	2009	\$ 13.00	\$ 33.00
\$ 18.00	\$ 38.00	Seasonal Parking Permit	\$ 20.00	\$ 40.00	2009	\$ 16.00	\$ 36.00
\$ 5.00	\$ 5.00	Daily Launch Parking Permit	NC	NC	2009	\$ 4.00	\$ 4.00
\$ 100.00	\$ 115.00	Seasonal Slip (Jefferson)	NC	NC	2009	\$ 90.00	\$ 105.00
\$ 130.00	\$ 145.00	Slip 49/50	NC	NC	2009	\$ 120.00	\$ 135.00
\$ 9.00	\$ 12.00	Second Parking Permit (must show copy of 2nd boat registration ID #)	NC	NC	2009	\$ 8.00	\$ 10.00
\$ 5.00	\$ 5.00	Replacement Pass (for any reason)	NC	NC	2003	\$ 3.00	\$ 3.00

Current Charge		Program/Service Title	Proposed Charge		Last Changed	Previous Charge	
R	NR		R	NR		R	NR
Park Shelter/Picnic Areas							
\$ 55.00	\$ 85.00	Large Pavilion	NC	NC	2009	\$ 50.00	\$ 80.00
\$ 30.00	\$ 50.00	Kitchen (Jeff.)	NC	NC	2006	\$ 25.00	\$ 45.00
\$ 35.00	\$ 55.00	Jefferson West Shelter	NC	NC	2006	\$ 30.00	\$ 50.00
\$ 20.00	\$ 40.00	Jefferson East Shelter	NC	NC	2003	\$ 20.00	\$ 40.00
\$ 15.00	\$ 32.00	Launch Shelter	NC	NC	2004	\$ 15.00	\$ 32.00
\$ 20.00	\$ 40.00	Picnic Areas #2,3, 4, 5 w/elec.	NC	NC	2006	\$ 15.00	\$ 32.00
\$ 50.00	\$ 75.00	Smith Park Pavilion	NC	NC	2009	\$ 45.00	\$ 70.00
\$ 30.00	\$ 50.00	Hart Park Shelter	NC	NC	2012	\$ 25.00	\$ 45.00
\$ 30.00	\$ 50.00	Kitchen (Smith)	NC	NC	2006	\$ 25.00	\$ 45.00
\$ 200.00	\$ 250.00	Wedding Set-Up (Smith*)	NC	\$ 300.00	2009	\$ 100.00	\$ 145.00
\$20.00/hr	\$20.00/hr	Memorial Building (pre-ceremony use)	NC	NC	2007 est.	\$ -	\$ -
\$ 20.00	\$ 20.00	Building/Shelter Key Deposit	NC	NC	2005 est.		
\$ 20.00	\$ 40.00	Clovis Grove Shelter	NC	NC	2006	\$ 15.00	\$ 32.00
\$ 20.00	\$ 40.00	Koslo Shelter	NC	NC	2006	\$ 15.00	\$ 32.00
\$ 20.00	\$ 40.00	Curtis Reed Square	NC	NC	2004 est.		
\$ 25.00	\$ 45.00	Barker Farm Shelter	NC	NC	2004 est.		
	user fee only	Jefferson Park Wedding**	NC	NC	1996		
\$ 10.00	\$ 12.00	Tent Permit (when Diggers Hotline is called)	NC	NC	2009		
\$ 20.00	\$ 20.00	Marina Terrace (on Main Street)	NC	NC	2012		
\$ 10.00	\$ 10.00	Use of 200 Amp Cord (per cord)	NC	NC	2012		
\$ 100.00	\$ 100.00	***Stage (trailer only)	NC	NC	2012		
\$ 200.00	\$ 200.00	***Stage (2 row)	NC	NC	2012		
\$ 45.00	\$ 45.00	2 yd. Recycling Dumpster	NC	NC	2012		
\$ 15.00	\$ 15.00	Bleachers - 3 Row	NC	NC	2012		
\$ 20.00	\$ 20.00	Bleachers - 5 Row	NC	NC	2012		
\$ 4.00	\$ 4.00	Picnic Tables (each)	NC	NC	2012		
\$ 3.00	\$ 3.00	Benches (each)	NC	NC	2012		
\$ 3.00	\$ 3.00	Garbage Cans (each)	NC	NC	2012		
\$ 2.00	\$ 2.00	Recycling Stands (each, no bags)	NC	NC	2012		

Non-Resident fees added for shelter/area reservations began in 1991.

*Includes automatic pavilion reservation, user fee included if pavilion used.

**Not part of two year advance wedding reservation

***Additional cost for weekend set up/take down

Park User Fees							
\$ 5.00	\$ 11.00	Group Size: 1-20	NC	NC	2010	\$ -	\$10.00**
\$ 24.00	\$ 36.00	21-75	\$25.00	\$ 38.00	2008	\$ 20.00	\$30.00**
\$ 42.00	\$ 60.00	76-150	\$44.00	\$ 63.00	2008	\$ 35.00	\$50.00**
\$ 79.00	\$ 102.00	151-300	\$83.00	\$ 107.00	2008	\$ 65.00	\$85.00**
\$ 134.00	\$ 162.00	301-600	\$141.00	\$ 170.00	2008	\$ 110.00	\$135.00**
\$ 240.00	\$ 275.00	601-1100	\$252.00	\$ 289.00	2008	\$ 200.00	\$230.00**
\$ 360.00	\$ 400.00	1101-2000	\$378.00	\$ 420.00	2008	\$ 300.00	\$335.00**
\$ 480.00	\$ 525.00	2001 & up	\$504.00	\$ 551.00	2008	\$ 400.00	\$440.00**

*Number of group categories expanded from 6 to 8 in 1996.

**NR's added in 2000.

\$5.00/day	\$5.00/day	Beer Permit	NC	NC	2010	\$4.00	\$4.00
		Daily Vending Permit	\$10/day	\$10/day			
		Daily Vending Permit (non-profit)	\$5/day	\$5/day			

Current Charge		Program/Service Title	Proposed Charge		Last Changed	Previous Charge	
R	NR		R	NR		R	NR
Diamond/Field Rental Fees							
<i>City approved tournaments, leagues or events only</i>							
*\$75/game	*\$75/game	Koslo Field	NC	NC	2011	\$12/hour	
\$15/game	\$15/game	Softball Diamond	NC	NC	2011	\$8/hour	
\$5.00/hr.	\$5.00/hr.	Tennis or Volleyball Court	NC	NC	1997 est.		
\$8.00/hr.	\$8.00/hr.	Soccer Field (lining costs add labor charges)	NC	NC	2000		
\$20 per event/season		Ball Diamond PA System Rental	NC	NC	1997	formerly security deposit	
*Per game charge preferred by users based on 2-2.5 hours of use. Fee considers use of lights by some users.							
\$ 50.00	or market price	Tree Planting 1" - 1 1/2" diameter	NC	NC	1992	('89) 30	('89) 30
\$ 0.50	\$ 0.50	Ice Skate Rental at Hart Park	NC	NC	93-94 est.		
\$ 100.00	\$ 100.00	Gift Brick 4"x8"- Riverwalk	NC	NC	2012		
\$ 200.00	\$ 200.00	Tree Donation	NC	NC			
\$2,000.00	\$2,000.00	Bench Donation	NC	NC			
	or market price						

Swimming Pool Daily Admissions

Free	Free	Ages 2 and under	NC	NC	2012 - re-established from '94		
\$ 2.50	\$ 2.50	Ages 3-17	NC	NC	2012	was ages 4-17	
\$ 3.50	\$ 3.50	Ages 18 - 54	NC	NC	2009	\$ 3.25	\$ 3.25
\$ 2.50	\$ 2.50	Ages 55 and older	NC	NC	2009	\$ 2.25	\$ 2.25

*Pool fees after 6:00 p.m. are reduced. (3-17) \$1.25, (18-54) \$1.75, (55 and older) \$1.25

Swimming Lessons**

\$ 25.00	\$ 35.00	Swimming Lessons (all sessions)	\$23.00	\$34.00	2012	\$ 13.00	\$ 20.00
2013: Red Cross lesson fees reduced, city fee reduced.							

**Town of Menasha pays NR rates for all pool services.

Season Passes (includes morning swim and other special swim times)

\$ 35.00	\$ 55.00	Youth (4-17) and Senior (55+)	(\$32)	NC	NC	2012	-	-
\$ 45.00	\$ 65.00	Individual	(\$41)	NC	NC	2003	\$ 35.00	\$ 40.00
\$ 65.00	\$ 90.00	Family of 2	(\$59)	NC	NC	2012	\$ 60.00	\$ 75.00
\$ 85.00	\$ 110.00	Family of 3	(\$77)	NC	NC	2012	\$ 80.00	\$ 95.00
\$ 100.00	\$ 125.00	Family of 4	(\$90)	NC	NC	2012	\$ 95.00	\$ 110.00
\$ 110.00	\$ 135.00	Family of 5	(\$99)	NC	NC	2012	\$ 105.00	\$ 125.00
\$ 120.00	\$ 145.00	Family of 6+	(\$108)	NC	NC	2012	\$ 115.00	\$ 135.00

10% discount on all season

passes purchased by May , fee in ()

to City and Neenah and Appleton residents only. Rates still comparable to adjacent communities.

Town of Menasha pays NR rates on season, limited use, morning passes and lessons.

*2006-Change discount from 15% to 10%.

\$ 25.00	\$ 30.00	Adult Morning Season Swim Pass		DISC	DISC	2012		
\$ 2.00	\$ 3.00	Adult Morning Season Swim (Daily)		DISC	DISC	2012		
\$ 15.00	\$ 17.00	Limited Use Pass (Adult, 5 visits)		NC	NC	2010	\$ 13.00	\$ 15.00
\$ 10.00	\$ 11.00	Limited Use Pass (Youth/Seniors, 55+)		NC	NC	2010	\$ 9.00	\$ 10.00
\$ 5.00	\$ 6.00	Lost/replacement pass		NC	NC	1991	NR added 2001	
\$145/hour	\$145/hour	Pool Rental		NC	NC	2012	\$115/hour	\$115/hour
\$ 2.25	\$ 2.25	Groups of 20 or more (when arranged through office)		NC	NC	2012	\$ 2.00	\$ 2.00
\$20/hour	\$20/hour	Pool Lap Lanes (up to 4)		NC	NC	2012		

DISC: Discontinued, morning swim participants to pay regular swim pass or daily rate.



Proposed Revision to Wedding Reservation Procedure

Issue: Non-resident groups need more than 6 months lead time to book a reception hall and venue to hold the wedding service. The cycle of wedding reservations begins on the first working day in December each year.

Proposal: Non-residents would only be able to book 2013 weddings starting December 3, 2012.

Change the date that non-residents can start booking 2014 weddings to be the first working day in May, 2013 (Wednesday, May 1, 2013). This would give a non-resident group 13 months in advance to book a June, 2014 wedding, while maintaining a five month preference for resident weddings. Currently, a resident group that wants to book a wedding in 2014 can do so starting December 3, 2012.