

City of Whitewater
Parks and Recreation Board Agenda
Monday, September 10, 2012 - 5:00pm
Cravath Lakefront Room - 2nd Floor, City Municipal Building
312 W. Whitewater St. Whitewater, WI 53190

Call to Order and Roll Call

Consent Agenda:

CA-A	Approval of Parks and Recreation Board minutes of August 6, 2012
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Hearing of Citizen Comments:

No formal action will be taken during this meeting, although issues raised may become part of a future agenda. Participants are allotted a 3 minute speaking period. Specific items listed on the agenda may not be discussed at this time; however, citizens are invited to speak to those issues as designated in the agenda.

Staff Reports:

Parks & Recreation Director	Youth Football, Treyton's Field of Dreams
Recreation & Community Events Programmer	Pig in the Park, Fall Programs
Senior Coordinator	Pickleball

Considerations:

C-1	Discussion and possible action related to transient merchants in City Parks
C-2	Discussion and possible action related to lakes management
C-3	Review, discussion, and possible action related to 2013 Budget
C-4	Request for future agenda items
C-5	Adjourn

City of Whitewater
Parks and Recreation Board Minutes
Thursday, June 14, 2012 - 5:30pm
Cravath Lakefront Room - 2nd Floor, City Municipal Building
312 W. Whitewater St. Whitewater, WI 53190

Call to Order and Roll Call

Nathan Jaeger, Kim Gosh, Bruce Parker, Rachel Deporter, Teri Smith, and Ken Kidd Absent: Brandon Knedler, Jen Kaina.

Staff: Matt Amundson, Deb Weberpal, Chuck Nass

Guests: None

Consent Agenda:

CA-A Approval of Parks and Recreation Board minutes of July 2, 2012

CA-B Receipt and acknowledgement of Urban Forestry Commission minutes of June 26, 2012

No items to be removed from consent agenda. Kidd moved to accept the consent agenda. Second by Smith. Ayes: Jaeger, Parker, Kidd, Smith, Deporter, and Gosh. Noes: None. Abstain: None. Absent: Knedler, Kaina. Motion passed.

Hearing of Citizen Comments:

No formal action will be taken during this meeting, although issues raised may become part of a future agenda. Participants are allotted a 3 minute speaking period. Specific items listed on the agenda may not be discussed at this time; however, citizens are invited to speak to those issues as designated in the agenda.

There were no public comments

Staff Reports:

Parks & Recreation Director

- Youth Baseball & Softball –Season has concluded. The Quad County Board will be looking at sportsmanship at the season review meeting in August.
- Youth Football – 92 were registered as of the deadline. Now have 165 registered in the tackle program. All late registrations paid \$20 extra. Working to get people signed up earlier to assist with equipment ordering.
- Treyton’s Field of Dreams – The turf down payment was approved by City Council. Tentatively the group may be the main food stand for Pig in the Park.
- Oak Savannah – Included in your packet is DNR information on the Oak Savannah, requested by Teri Smith.

Senior Coordinator

- Senior Center Month-September is Senior Center Month and Active Aging Week. There will be a lot of events and new classes.
- Pickleball Update-Pickleball will begin in September. Several seniors have volunteered to supervise and instruct. The activity will take place in the Trippe Lake parking lot. Chuck Nass’ crew will paint the lines.
- WASC Fall Conference-Weberpal will be attending a statewide Aging Network conference in September.
- Storage Project-Thanks to Dwight Slocum and Klye Cromos for constructing the storage closet and working around our activity schedule. The fitness group is very happy to have the additional storage for their equipment.

Discussion and possible action regarding Emerald Ash Borer problems

Nass referred to the memo. Walworth County is now under quarantine and no hardwood can be taken out of the county. 13% of the terrace trees in the city are ash. The cost to combat the emerald ash borer is approximately \$10,000 per year for the life of the trees. Shadow planting would plant a young tree near a tree in decline so when the tree dies, there is decent canopy to replace it. Nass and the park board prefer this method of control. There is an Emerald Ash Borer plan on the city website. Nass will present to city council tomorrow night.

Action on Park Development Fund improvement projects for 2012

Amundson referred to the memo and the addition of Expenses in the Parkland Development Fund for 2012. Proposed funds added were the comprehensive Bike Plan Update- \$5,000, the Starin Park North Diamond Improvements (dugouts) - \$3000, and Wood fiber surfacing for the Starin Playground- \$4500. Also proposed putting the Minneiska Playground on hold because of the subdivisions' proximity to the park at Trippe Lake. The Trippe Lake Accessible fishing pier/dock should be a priority. Kidd moved to approve the 2012 Park Development fund expenses. Second by Smith. Ayes: Jaeger, Parker, Kidd, Smith, Deporter, and Gosh. Noes: None. Abstain: None. Absent: Knedler, Kaina. Motion passed.

Action on request for free facility use by AWANA

Amundson commented the group would like to use a city facility from 4:00 – 6:00 pm or 6:00 – 8:00 pm. There was much discussion on where they fall in the rental policy. Kidd moved to place AWANA in Group 1 of the rental policy until the policy changes. Second by Parker. Ayes: Jaeger, Parker, Kidd, Deporter, and Gosh. Noes: Smith. Abstain: None. Absent: Knedler, Kaina. Motion passed.

Action on facility rental & reservation policy to include reservation of parks

Amundson referred to the memo packet with the proposed changes and additions in red. Kidd moved to accept the additions and revisions to the rental policy. Second by Deporter. Ayes: Jaeger, Parker, Kidd, Smith, Deporter, and Gosh. Noes: None. Abstain: None. Absent: Knedler, Kaina. Motion passed.

Action on geese management plan

Amundson referred to the memo and discussed the four management objectives. The fall application of the Chemical deterrent of food sources will cost approximately \$300 - \$400 and will not harm children or pet. Kidd moved to accept the Geese management plan and the use of the chemical deterrent pending safety compliance. Second by Smith. Ayes: Jaeger, Parker, Kidd, Smith, Deporter, and Gosh. Noes: None. Abstain: None. Absent: Knedler, Kaina. Motion passed.

A motion to adjourn was made at 5:50 pm. Motion by Parker. Second by Smith. Affirmed by voice vote.

Next meeting: Monday September 10 at 5:00 pm

Respectfully submitted,



Debra Weberpal



2013 Budget
General Fund-2013
REVENUE BUDGET SUMMARY

TAXES

	DESCRIPTION	2010 ACTUAL	2011 ACTUAL	2012 BUDGET	2012 YTD-JUNE	2012 ACT-EST	2013 BUDGET
41110	Local Tax Levy	2,347,255	2,421,453	2,415,258	1,937,155	2,415,258	2,429,991
41111	Debt Service Tax Levy	409,106	454,398	449,732	-	449,732	525,732
41112	Omitted Property Taxes	-	719	-	-	-	-
41113	Rescinded Taxes-Real Estate	-	3,157	-	-	-	-
41114	Use Value Penalty	-	-	-	-	-	-
41115	Chargeback-section 74.41	55	-	-	-	-	-
41140	Mobile Home Fees	18,108	23,436	23,556	27,419	27,419	27,500
41210	Room Tax-Gross Amount	29,890	51,750	44,600	17,957	52,522	57,881
41220	State Sales Tax Retained	30	-	-	-	-	-
41320	In Lieu of Taxes/Other	26,238	26,726	26,726	25,806	25,806	25,806
41800	Interest On Taxes	-	54	-	-	-	-
Total Taxes		2,830,683	2,981,694	2,959,872	2,008,336	2,970,737	3,066,910

SPECIAL ASSESSMENTS

	DESCRIPTION	2010 ACTUAL	2011 ACTUAL	2012 BUDGET	2012 YTD-JUNE	2012 ACT-EST	2013 BUDGET
42010	Interest On Sp. Assess.	7,961	2,274	5,000	-	2,400	2,300
42100	Water Mains	1,816	1,711	1,800	-	1,800	1,700
42200	Sewer Mains & Laterals	6,183	6,183	6,183	-	6,183	6,183
42300	Paving-Street Reconstruction	69	69	200	-	69	69
42310	Curb & Gutter	3,493	892	3,100	377	900	500
42320	Sidewalks	6,459	1,695	2,000	(451)	1,600	1,695
42350	Traffic Signal	42,500	-	-	-	-	-
42400	Snow Removal	8,570	6,925	7,700	1,465	6,000	6,000
42500	Weed Cutting	1,650	2,150	1,000	4,250	4,250	2,150
42600	Refuse/Recycling Enclosures	2,458	2,458	2,000	-	2,458	2,458
Total Special Assessments		81,159	24,356	28,983	5,641	25,660	23,055

INTERGOVERNMENTAL REVENUES

	DESCRIPTION	2010 ACTUAL	2011 ACTUAL	2012 BUDGET	2012 YTD-JUNE	2012 ACT-EST	2013 BUDGET
43344	Expenditure Restraint Program	-	-	6,106	-	6,106	6,106
43410	Shared Revenues-Utility	583,226	552,001	529,921	-	529,921	502,769
43420	Shared Revenues-BASE	2,952,038	2,952,038	2,836,916	-	2,836,916	2,836,916
43506	FEMA-Disaster Relief	-	43,303	-	-	-	-
43508	Police-Federal-Byrne Grant	-	258	-	-	-	-
43510	Federal/ State/County Grants	-	-	-	1,974	1,974	-
43521	State Aid Ambulance	6,645	5,707	6,645	-	6,645	6,645
43530	Transportation Aids	550,287	582,587	527,193	264,057	527,193	477,190
43532	State Grant-Administration	9,632	-	-	-	-	-
43533	State-25x25 Grant	-	35,368	-	-	-	-
43536	EDA Grant-Administration	20,000	-	-	-	-	-
43540	University-Lease-Parking	-	-	-	-	40,000	40,000
43610	University Services	323,852	365,187	373,741	358,677	358,676	360,000
43663	Fire Ins. Taxes	19,055	20,295	20,295	21,812	21,812	21,812
43670	Exempt Computer Aid-State	7,548	7,778	7,548	-	6,656	6,656
43740	WUSD-Crossing Guards	12,806	29,576	20,327	19,607	19,607	19,607
43745	WUSD-Juvenile Officer	36,132	37,340	37,925	38,921	38,921	38,921
43770	Reimburse from Rural Fire Dept	4,719	6,080	4,800	-	5,500	5,500
Total Intergovernmental Revs.		4,525,940	4,637,518	4,371,417	705,048	4,399,927	4,322,122

LICENSES & PERMITS

	DESCRIPTION	2010 ACTUAL	2011 ACTUAL	2012 BUDGET	2012 YTD-JUNE	2012 ACT-EST	2013 BUDGET
44110	Liquor & Beer	16,603	16,135	16,500	11,371	16,100	16,100
44120	Cigarette	1,300	1,500	2,300	600	1,500	1,500
44122	Beverage Operators	1,576	1,918	2,125	1,172	2,000	2,000
44200	Misc. Licenses	3,176	2,559	2,500	2,646	4,500	3,500
44300	Bldg./Zoning Permits	41,466	19,752	15,000	12,898	22,500	25,000
44310	Electrical Permits	7,010	9,292	10,000	2,969	4,900	4,900
44320	Plumbing Permits	11,631	8,126	10,000	9,003	13,000	13,100
44330	Htg. - Air Cond. Permits	6,833	5,981	6,800	2,807	5,000	5,000
44340	Street Opening Permits	350	150	100	500	700	500
44350	Sign Permits	4,408	2,556	2,000	825	1,500	1,500
44370	Waterfowl Permits	200	340	-	-	220	250
44900	Misc. Permits	801	933	500	570	500	500
Total Licenses & Permits		95,354	69,241	67,825	45,360	72,420	73,850

FINES, FORFEITURES - PENALTIES

	DESCRIPTION	2010 ACTUAL	2011 ACTUAL	2012 BUDGET	2012 YTD-JUNE	2012 ACT-EST	2013 BUDGET
45110	Ordinance Violations	286,414	317,129	330,000	157,176	315,000	315,000
45111	Crime Prevention Program	435	1,256	500	125	500	500
45114	Violations Paid-Other Agencies	(158)	669	300	20	1,200	700
45130	Parking Violations	106,138	108,249	110,000	54,782	105,000	105,000
45135	Refuse/Recycling Toter Fines	4,550	5,825	5,000	6,266	8,100	7,000
45145	Re-Inspection Fines	7,625	6,325	8,000	1,869	5,500	4,500
Total Fines, Forfeit. - Penalties		405,004	439,453	453,800	220,237	435,300	432,700

PUBLIC CHARGES FOR SERVICES

	DESCRIPTION	2010 ACTUAL	2011 ACTUAL	2012 BUDGET	2012 YTD-JUNE	2012 ACT-EST	2013 BUDGET
46110	Clerk	888	1,149	1,280	318	900	900
46120	Treasurer	2,763	(1,550)	500	1,899	2,500	2,500
46210	Police Dept.	1,666	6,221	1,000	13,051	15,000	10,000
46220	False Alarms Revenue	2,250	1,300	2,000	650	1,100	1,000
46230	Ambulance	477,119	567,970	545,000	259,457	550,000	575,000
46240	Crash Calls	16,211	9,296	15,000	4,823	8,500	8,500
46311	Sale Of Materials	182	299	200	625	800	400
46312	Misc. Dept. Earnings	225	-	200	-	-	-
46350	City Planner-Services	40,288	11,960	18,000	688	1,200	2,500
46550	Animal Control	215	-	100	-	-	-
46730	Recr/Fees	38,132	69,468	75,726	46,320	75,726	83,800
46731	Recr/Concessions	484	455	1,395	60	400	-
46732	Recr/Offset	819	-	-	-	-	-
46733	Sr. Citz. Offset	(260)	586	825	5,003	825	825
46736	Attraction Tickets	442	(910)	575	5,620	575	575
46738	Contractual-Gymnastics Fees	8,054	14,394	10,582	2,885	8,700	8,700
46740	Contractual-Fitness Fees	15,031	-	-	-	-	-
46741	Contract Fees-Other	10,229	7,379	4,095	665	2,200	2,200
46742	Contractual-Rock Climbing	600	-	-	-	-	-
46743	Facility Rental Fees	26,122	25,059	30,000	16,387	30,000	30,000
Total Public Charges-Services		641,460	713,075	706,478	358,451	698,426	726,900

MISC. REVENUES

	DESCRIPTION	2010 ACTUAL	2011 ACTUAL	2012 BUDGET	2012 YTD-JUNE	2012 ACT-EST	2013 BUDGET
48100	Interest Income	7,394	4,491	4,000	5,227	7,000	4,000
48200	Long Term Rentals	8,800	10,800	9,600	6,800	9,600	9,600
48210	Rental Income-Library Property	1,867	4,500	9,000	2,250	3,750	9,000
48300	Other Prop/Easement Sales	-	2,000	-	1,288	1,288	-
48400	Ins./FEMA/Claims-Recovery	-	8,859	-	8,081	8,081	-
48410	Workers Comp Dividend	5,554	10,598	8,000	10,581	10,581	8,000
48415	Restitution-Damages	-	121	-	-	-	-
48420	Insurance Dividend	28,841	17,361	12,000	-	-	-
48430	Insurance Reimbursement	250	-	-	5,106	5,106	-
48440	Focus on Energy Rebates	247	-	-	-	-	-
48441	Focus on Energy Staffing Grant	-	8,788	-	-	-	-
48460	Reginal Plan Grant-We-Doe	1,000	-	-	-	-	-
48515	Donations	122	3,310	-	-	-	-
48520	Donations-Park/Recreation	3,400	-	-	-	-	-
48525	Rec.-Business Sponsorship	3,525	1,700	8,750	3,200	8,000	8,250
48530	Rec.-Hanging Baskets	3,600	2,500	2,500	-	2,500	2,500
48545	Donation-General	657	-	-	-	-	-
48550	Donation-Ambrose Dedication	950	-	-	-	-	-
48560	Stone Stable-Donation	1,787	-	-	-	-	-
48575	Grant-University-Intern	1,000	2,200	2,200	-	2,200	-
48600	Misc. Revenue	(3,061)	59	-	54	54	-
48700	Water Utility Taxes	225,118	260,437	235,000	-	262,000	262,000
48701	Refund-Prior Yr Expenses	8,808	-	-	-	-	-
Total Misc. Revenues		299,859	337,724	291,050	42,586	320,160	303,350

OTHER FINANCING SOURCES

	DESCRIPTION	2010 ACTUAL	2011 ACTUAL	2012 BUDGET	2012 YTD-JUNE	2012 ACT-EST	2013 BUDGET
49260	Water Utility-Transfer-Planning	6,000	6,000	7,000	-	7,000	7,000
49261	Sewer Utility-Transfer-Planning	10,000	10,000	12,000	-	12,000	12,000
49262	TID #4-Transfer Administration	-	75,000	65,000	-	65,000	-
49264	Cable TV-Admin. - Transfer	20,000	22,000	22,000	-	22,000	22,000
49265	SW Utility-Transfer-Planning	7,500	7,500	7,500	-	7,500	7,500
49266	GIS Transfer-Utilities	7,500	7,500	7,500	-	7,500	7,500
49267	Parking Permit-208-Adm.-Trans	2,000	2,000	2,000	-	2,000	2,000
49268	Parking Maint-FD 208-Transfer	20,000	20,000	20,000	-	20,000	20,000
49269	Forestry Fund-250-Transfer	5,000	10,000	10,000	-	10,000	-
49270	TID #6-Transfer Administration	-	5,000	15,000	-	15,000	15,000
49300	Fund Balance Applied	-	-	100,000	-	-	-
49310	Residual Equity Transfer	-	-	-	-	-	-
Total Other Financing Sources		78,000	165,000	268,000	-	168,000	93,000

GENERAL FUND REVENUE TOTALS

	DESCRIPTION	2010 ACTUAL	2011 ACTUAL	2012 BUDGET	2012 YTD-JUNE	2012 ACT-EST	2013 BUDGET
Total General Fund Revenues		8,957,459	9,368,061	9,147,425	3,385,660	9,090,630	9,041,887



2013 Budget General Fund Summary Parks & Recreation

HUMAN RESOURCES	2012
Full Time Equivalent Positions/Administration	0.4
Full Time Equivalent Positions/Facilities	1.85
Full Time Equivalent Positions/Park Maintenance	2
Full Time Equivalent Positions/Rec Admin	1.55
Full Time Equivalent Positions/Seniors	1.08

Amundson (.4)
 Amundson (.1) + Slocum (1.0) + Cromos (.75)
 DPW Labor Pool (2.0)
 Amundson (.4) + Dujardin (.8) + Stanford (.35)
 Dujardin (.2) + Weberpal (.88)

2012 SIGNIFICANT ACCOMPLISHMENTS-(from City Management Plan):

- 1) Review implementation and capabilities of in-house facility maintenance through new work order system to determine janitorial contract needs by the 2013 budget discussions.
- 2) Expand wellness/fitness offerings through a combination of new recreation programs (minimum of 4) and through expanded involvement with W3 by December 1, 2012.
- 3) Continue to offer assistance to local youth sport organizations in a manner that is beneficial to the City and
- 4) Expand art programs offered to include expanded use of ceramics studio in Downtown Armory by all ages by October 1, 2012.
- 5) Develop and implement a contractual recreation program provider policy by June 1, 2012.
- 6) Complete bicycle and pedestrian master plan by September 1, 2012.
- 7) Complete all park improvement projects on time and within budget.
- 8) Increase usage of volunteers and attract boomers by developing key volunteer positions which tap into their wisdom and experience to enhance the offerings of Seniors in the Park or the City of Whitewater by August 1, 2012.
- 9) Continue to embrace and explore sustainable practices in all areas of operation and implement a minimum of 2 sustainable and/or energy efficiency projects by December 1, 2012.
- 10) Continue progress on Field of Dreams project with a 2012 ground breaking.

2013 MAJOR OBJECTIVES/GOALS:

- 1) Expand recreation programming with a minimum of 3 new youth instruction programs and 4 new adult instruction programs per brochure.
- 2)
- 3)
- 4)
- 5)
- 6)
- 7)
- 8)
- 9)
- 10)



**2013 Budget
Performance Measures
Parks & Recreation**

PERFORMANCE MEASURES-(3 to 5 if possible):						
PARKS & FACILITIES	2009 Actual	2010 Actual	2011 Actual	2012 Actual	2013 Budget	2013 Budget
Number of Parks	19	20	20	21	21	21
Total Acreage	217.3	239.8	239.8	239.8	241.8	241.8
Active Recreation	72.2	90.7	90.7	90.7	90.7	90.7
Passive Recreation	145.1	149.1	149.1	149.1	151.1	151.1
Trees Planted	-	-	-	240	240	240
Trees Removed	-	-	-	25	20	20
Bicycle & Pedestrian Network	-	-	7.35	10.15	11.15	11.15
Miles of Multi-Use Path	-	-	5.3	7.25	8.25	8.25
Miles of On-Street Bikeways (bike lanes)	-	-	2.05	2.9	2.9	2.9
Facilities Maintained	-	-	-	8	8	8
Facility Reservation Hours	-	8,071	8,632	7,748*	8,150	8,150
Facility Reservation Attendance	-	61,065	64,184	53,906*	59,720	59,720
Facility Rental Permits Issued	248	240	238	244*	242	242
*2012 facility use figures are estimates based on data from 9/2/11-9/1/12						
RECREATION	2009 Actual	2010 Actual	2011 Actual	2012 Actual	2013 Budget	2013 Budget
Youth Sports Programs	13	13	13	22	24	24
Participants in Youth Sports	558	496	458	647	650	650
Adult Sports Programs	3	3	2	5	4	4
Participants in Adult Sports	384	431	363	420	390	390
Youth Instruction Programs	72	78	81	62	65	65
Participants in Youth Instruction Programs	2,159	1,894	2,604	1,667	790	790
Adult Instruction Programs	81	98	26	9	11	11
Participants in Adult Instruction Programs	2,326	3,061	173	83	110	110
Special Events Programs	9	7	10	20	19	19
Participants in Special Events Programs	4,339	5,391	5,626	3,044	3,250	3,250
Senior Programs	-	64	70	86	86	86
Participants in Senior Programs	-	9,573	11,311	12,400	13,500	13,500
Total Programs	178	263	202	204	209	209
Total Participants in Programs	9,766	20,846	20,535	18,261	18,690	18,690



2013 Budget
General Fund
GENERAL BUILDINGS & PLANT-51600

GENERAL BUILDINGS & PLANT

SECTION NUMBER: 100.51600

	DESCRIPTION	2010 ACTUAL	2011 ACTUAL	2012 BUDGET	2012 YTD-JUNE	2012 ACT-EST	2013 BUDGET
111	Salaries/Permanent	79,243	71,854	72,615	30,659	72,149	78,148
112	Salaries/Overtime	368	299	1,008	166	800	1,008
117	Longevity Pay	1,260	1,040	820	410	820	820
118	Uniform Allowances	415	513	305	102	305	305
150	Medicare Tax/City Share	1,146	1,051	1,086	466	1,086	1,160
151	Social Security/City Share	4,900	4,492	4,645	1,995	4,645	4,958
152	Retirement	8,881	8,363	4,382	2,065	4,125	5,136
153	Health Insurance	18,229	15,523	11,727	6,057	12,114	13,198
154	Professional Development	25	999	500	-	500	500
155	Workers Compensation	2,745	2,523	2,224	1,095	2,224	2,984
156	Life Insurance	53	33	20	11	20	21
157	L-T Disability Insure/City Share	197	166	152	12	12	-
160	125 Plan Contribution-City	635	673	-	-	-	-
221	Municipal Utilities	9,269	16,025	11,925	3,393	11,925	7,500
222	Electricity	82,757	81,004	75,000	39,595	84,000	86,000
224	Natural Gas	34,182	25,220	37,500	15,247	30,000	33,000
225	Mobile/Telephone Communications	30,935	31,420	27,000	19,345	32,000	38,700
244	Bldg. Heating & Air Cond.	38,431	41,681	15,000	3,933	15,000	15,000
245	Improvement Projects	8,633	13,595	15,000	5,890	15,000	15,000
246	Janitorial Services	91,122	85,833	78,939	37,087	78,939	80,000
250	Rental Property Expenses	129	344	-	2	200	250
340	Operating Supplies	9,940	4,258	7,500	4,015	7,500	7,500
355	Repairs & Supplies	7,845	15,098	13,000	8,839	13,000	13,000
820	Capital Improvements	-	-	-	-	-	95,000
840	Capital Lease Payment-Honeywell	61,848	66,250	70,977	35,488	70,977	76,048
51600	Total General Buildings & Plant	493,186	488,256	451,325	215,874	457,341	575,236



BUDGET NARRATIVE

CODE	ITEM	AMOUNT
PERSONNEL		
111	<u>Salaries/Permanent</u>	78,148
	0.80 FTE Building Maintenance (Cromos)	1248 hrs
	0.82 FTE Building Maintenance (Slocum)	<u>1,706 hrs</u>
	1.66 FTE TOTAL Total Hrs=	3,453 hrs
112	<u>Wages/Overtime</u>	1,008
117	<u>Longevity</u>	820
118	<u>Uniform Allowance</u>	305
150	<u>Medicare Tax/City Share</u>	1,160
151	<u>Social Security</u>	4,958
152	<u>Retirement</u>	5,136
153	<u>Health Insurance</u>	13,198
154	<u>Professional Development</u> Increase \$300 (500 vs. 200)	500
155	<u>Worker Compensation</u>	2,984
156	<u>Life Insurance</u>	21
157	<u>Long Term Disability Insurance</u>	-
160	<u>125 Plan Contribution-City</u>	-

BUDGET NARRATIVE

CODE	ITEM	AMOUNT
SUPPLIES and SERVICES		
221	<u>Municipal Utilities</u> Decreased \$4,425 (7,500 vs. 11,925) Water, Sewer, & Stormwater Charges. Includes all municipal buildings except those removed beginning with 2010 Budget (Trippe Lake Shelter & Park, Cravath Lakefront Center & Park, Starin Park & Starin Park Community Building, & Big Brick Warming Shelter & ice rink.)	7,500
222	<u>Electricity</u> Increased \$11,000 (86,000 vs. 75,000) Includes all municipal buildings except those removed beginning with the 2010 Budget (Trippe Lake Shelter & Park, Cravath Lakefront Center & Park, Starin Park & Starin Park Community Building , & Big Brick Warming Shelter.)	86,000
224	Natural Gas Decreased \$4,500 (33,000 vs. 37,500) Includes all municipal buildings except those removed beginning with the 2010 Budget (Trippe Lake Shelter & Park, Cravath Lakefront Center & Park, Starin Park & Starin Park Community Building , & Big Brick Warming Shelter.)	33,000
225	<u>Mobile/Telephone/Communications</u> Increased \$11,700 (38,700 vs. 27,000) All telephone services associated with the City Hall building and all its various functions have been consolidated in this account. Includes \$300 per month for maintenance of the telephone switching equipment. Also includes all long distance usage. Does not include cellular phones and telephone service that can be identified with a specific location or function.	38,700
244	<u>Building-Heating/Air Conditioning Repair</u> (No Change) Based on actual costs associated with the maintenance contract. Also includes repairs made to the units.	15,000

BUDGET NARRATIVE

CODE	ITEM	AMOUNT
SUPPLIES and SERVICES		
245	<u>Facility Improvements</u> (No Change)-Includes tables, chairs, carpet, doors, and vandalism repairs	15,000
246	<u>Janitorial Services</u> Decreased \$443 (78,939 vs 79,382) Includes Public Safety Building, Lakefront Center, Armory, White Building, Starin Park Community Building. Contract for janitorial services will be rebid in late 2012.	80,000
250	<u>Rental Property Expenses</u>	250
340	<u>Operating Supplies</u> (No Change)--Includes Toiletries, soap, lights, filters, cleaning supplies, carpet cleaning, etc.	7,500
355	<u>Building Maintenance: Repairs & Supplies</u> (No Change)--Includes elevator service, pest control, hardware, equipment, paint, and supplies	13,000
CAPITAL OUTLAYS		
820	<u>Capital Improvements</u> Increased \$95,000--Includes replacement of HVAC Controls System	95,000
840	<u>Capital Lease Payment-Honeywell</u> Increased \$5,071 (76,048 vs. 70,977)	76,048



2013 Budget
General Fund
PARKS ADMINISTRATION-55200

PARKS ADMINISTRATION

SECTION NUMBER: 100.55200

	DESCRIPTION	2010 ACTUAL	2011 ACTUAL	2012 BUDGET	2012 YTD-JUNE	2012 ACT-EST	2013 BUDGET
111	Wages/Permanent	25,878	27,855	28,898	14,449	30,000	29,183
150	Medicare Tax/City Share	410	439	447	223	460	423
151	Social Security/City Share	1,753	1,876	1,911	955	1,975	1,809
152	Retirement	2,767	2,519	1,662	831	1,700	1,950
153	Health Insurance	2,400	2,400	1,920	960	1,920	2,463
155	Workers Compensation	71	74	77	39	80	73
157	L-T Disability Insure/City Share	61	63	61	5	5	-
219	Other Professional Services	-	3,265	-	-	-	5,000
310	Office Supplies	-	-	-	-	-	-
820	Capital Improvements	7,000	-	6,100	-	6,100	57,549
55200	Total Parks Administration	40,340	38,491	41,076	17,463	42,240	98,450



BUDGET NARRATIVE

CODE	ITEM	AMOUNT
PERSONNEL		
111	<u>Salaries/Permanent</u> 0.40 FTE Parks & Recreation Dir. (Amundson) 832 hrs	29,183
150	<u>Medicare Tax</u>	423
151	<u>Social Security</u>	1,809
152	<u>Retirement</u>	1,950
153	<u>Health Insurance</u>	2,463
155	<u>Worker Compensation</u>	73
157	<u>Long Term Disability Insurance</u>	-
The above related payroll taxes are based on the actual hours worked within the department.		
SUPPLIES and SERVICES		
219	<u>Other Professional Services</u> Consultant Services to assist in creation of Park & Open Space Plan	5,000
820	<u>Capital Improvements</u> Emerald Ash Borer Treatment	57,549
	Hydrolic Kit (one-time purchase) 2,755	
	Year 1 Treatment (478 trees) 29,794	
	*Note: Program requires annual expenditure estimated at \$9,000 in future years	
	Turtle Mound Park Playground 15,000	
	City Match to local service club donation of \$20,000	
	Starin Park Little League Diamond 10,000	
	Replacement of Outfield Fence	



2013 Budget
General Fund
PARKS MAINTENANCE-53270

PARKS MAINTENANCE

SECTION NUMBER: 100.53270

	DESCRIPTION	2010 ACTUAL	2011 ACTUAL	2012 BUDGET	2012 YTD-JUNE	2012 ACT-EST	2013 BUDGET
111	Wages/Permanent	99,268	83,819	101,295	40,024	95,456	102,294
112	Wages/Overtime	188	298	612	-	-	618
113	Wages/Seasonal	34,808	34,823	35,097	13,042	32,500	35,097
117	Longevity Pay	2,000	2,000	2,000	1,000	2,000	2,000
118	Uniform Allowances	500	650	500	500	500	500
150	Medicare Tax/City Share	1,885	1,711	2,016	789	1,950	2,030
151	Social Security/City Share	8,061	7,317	8,618	3,372	8,450	8,681
152	Retirement	10,897	9,971	6,130	2,887	5,995	7,186
153	Health Insurance	26,748	22,668	26,929	10,882	25,903	28,813
154	Professional Development	1,749	4,023	2,500	366	2,500	2,500
155	Workers Compensation	4,647	4,236	4,560	1,885	4,200	5,712
156	Life Insurance	32	25	28	11	28	28
157	L-T Disability Insure/City Share	268	215	263	20	20	-
159	Unemployment Compensation	-	659	-	-	-	-
160	125 Plan Contribution-City	233	643	-	-	-	-
213	Park/Terrace Tree Maintenance	1,000	11,814	10,710	9,157	10,710	10,710
221	Municipal Utilities	11,499	8,951	11,900	3,020	7,127	7,127
222	Electricity	8,796	17,620	19,730	7,692	16,500	16,500
224	Natural Gas	13,929	3,967	5,000	2,100	4,000	4,000
225	Mobile Communications	4,246	-	-	-	-	-
242	Repr/Mtn Machinery/Equip	8,698	5,093	7,140	2,423	7,140	7,140
245	Building Repr/Mtn	3,500	8,895	5,100	2,101	5,100	5,100
295	Trees/Landscaping Services	19,781	15,163	16,116	13,047	16,116	15,686
310	Office Supplies	280	1,451	500	326	500	500
340	Operating Supplies	6,913	9,695	6,000	8,178	8,178	8,000
351	Fuel Expenses	6,556	8,716	4,000	412	4,000	4,000
359	Other Repr/Mtn Supp	7,488	13,823	6,500	2,001	6,500	6,500
53270	Total Parks Maintenance	283,971	278,245	283,244	125,235	265,373	280,722

BUDGET NARRATIVE

CODE	ITEM	AMOUNT
PERSONNEL		
111	<u>Salaries/Permanent</u>	102,294
	1.00 FTE Laborer II (Neumeister)	2080 hrs
	<u>1.00 FTE Laborer II (Heckert)</u>	<u>2080 hrs</u>
	2.00 FTE	TOTAL HOURS 4160
112	<u>Wages/Overtime</u>	618
	Estimated overtime for the parks workers	
	22 hours @ \$37.74/hr	
113	<u>Wages/Seasonal</u>	35,097
	3,900 hours @ \$9.00/hour for seasonal employees. Most of the time it is utilized May thru October for Park Maintenance and related projects	
117	<u>Longevity Pay</u>	2,000
	Neumeister	\$ 1,000
	Heckert	\$ 1,000
		\$ 2,000
118	<u>Uniform Allowances</u>	500
	\$250 for the two full-time parks workers. This is per union contract	
150	<u>Medicare Tax</u>	2,030
151	<u>Social Security</u>	8,681
152	<u>Retirement</u>	7,186
153	<u>Health Insurance</u>	28,813
154	<u>Professional Development</u>	2,500
	(No Change)	
	Includes: Wisconsin Arborist Assoc (2), Great Lakes Park Training Inst. (2), Dept. Nat'l Resources (2-5), UW-Extension (2-5), WI Park & Rec Assoc (2) and several misc. workshops	
	The above related payroll taxes are based on the actual hours worked within the department.	
155	<u>Worker Compensation</u>	5,712
156	<u>Life Insurance</u>	28

BUDGET NARRATIVE

CODE	ITEM	AMOUNT
PERSONNEL		
157	<u>Long Term Disability Insurance</u>	-
160	<u>125 Plan Contribution-City</u>	-
Proportionate Share of taxes and benefits are based on the same % used to allocate salaries		
SUPPLIES and SERVICES		
213	<u>Park/Terrace Maintenance</u> No Change. Includes chemicals, saws, equipment, tree protection supplies, and replacement trees	10,710
221	<u>Municipal Utilities</u> Decreased \$4,773. (7,127 vs 11,900) Includes Trippe Lake Shelter, Cravath Lakefront Building and Park, Starin Park & Starin Park Community Building, Brewery Hill Park & Big Brick Park Warming Shelter & ice rink. Includes water, sewer and stormwater charges.	7,127
222	<u>Electricity</u> Decreased \$3230 (16,500 vs. 19,730) Includes Trippe Lake Shelter, Cravath Lakefront Building and Park, Starin Park & Starin Park Community Building, & Big Brick Park Warming Shelter.	16,500
224	<u>Natural Gas</u> Decreased \$1,000. (4,000 vs. 5,000) Includes Trippe Lake Shelter, Cravath Lakefront Building and Park, Starin Park & Starin Park Community Building, & Big Brick Park Warming Shelter.	4,000
225	<u>Mobile Communications</u> None Mobile phone expense shown in DPW-Shop/Fleet Operations Supeerintendent Chuck Nass cell phone	-
242	<u>Repair & Maintenance of Machinery & Equip</u> No Change.	7,140

BUDGET NARRATIVE

CODE	ITEM	AMOUNT
SUPPLIES and SERVICES		
245	<u>Building Repair/Maintenance</u> No Change. Includes picnic shelters and warming houses In 2011, re-sided storage shed, replaced picnic tables & re-shingled shelter roofs	5,100
295	<u>Trees/Landscaping Services</u> Decreased \$480 (15,686 vs. 16,166)	15,686
	14" Downtown Hanging Baskets (59)	2,891
	18" Cravath/City Hall Hanging Baskets (54)	2,916
	4" Flower Annual Plant Pots (389)	1,653
	1 gallon perennials (60)	480
	4" bedding plant pots (182)	455
	6" annual grass (12)	108
	bedding plant flats (6)	96
	Trees	5,000
	Equipment	2,087
		<u>15,686</u>
	NOTE: Equipment includes push mowers, tillers, weed-eaters, and supplies.	
310	<u>Office Supplies</u> No Change. Purchased printer in 2011 instead of leasing	500
340	<u>Operating Supplies</u> Increased \$2,000 (8,000 vs. 6,000) Includes Portable Toilets, pet waste disposal bags, herbicide, hardware, & supplies	8,000
351	<u>Fuel Expenses</u> No Change.	4,000
359	<u>Other Repair/Maintenance Supplies</u> No Change. Includes lake and fountain pump parts and repair, install and removal of lake pumps, ball field and playground materials, fencing, and supplies.	6,500



RECREATION ADMINISTRATION

SECTION NUMBER: 100.55210

	DESCRIPTION	2010 ACTUAL	2011 ACTUAL	2012 BUDGET	2012 YTD-JUNE	2012 ACT-EST	2013 BUDGET
111	Salaries/Permanent	78,054	83,042	82,078	37,880	82,457	82,901
112	Wages/Overtime	-	31	-	9	9	-
113	Wages/Temporary Field Study	-	1,016	-	750	750	1,500
117	Longevity Pay	450	450	350	175	350	350
150	Medicare Tax/City Share	1,232	1,311	1,301	640	1,300	1,285
151	Social Security/City Share	5,267	5,603	5,561	2,735	5,560	5,493
152	Retirement	8,511	8,065	4,821	2,456	4,821	5,653
153	Health Insurance	9,727	9,861	7,686	3,900	7,895	8,457
154	Professional Development	2,189	1,767	2,500	704	2,500	2,500
155	Workers Compensation	1,500	1,540	1,614	779	1,600	1,994
156	Life Insurance	21	24	18	11	18	18
157	L-T Disability Insure/City Share	185	194	178	16	16	-
160	125 Plan Contribution-City	113	113	-	-	-	-
213	Intern Program	750	900	1,500	-	1,500	1,500
225	Mobile Communications	1,329	1,242	1,400	560	1,400	1,400
310	Office Supplies	2,868	3,783	3,000	513	3,000	3,000
320	Subscriptions/Publications	3,158	6,704	6,000	2,160	6,000	6,000
324	Promotions/Advertising	557	390	750	180	750	750
342	Concession Supplies	224	640	300	-	300	-
343	Postage	1,170	748	1,300	235	1,000	1,000
650	Transaction Fees/Activenet	4,575	6,714	5,000	555	7,000	7,000
790	Volunteer Awards	1,788	1,121	1,500	267	1,500	1,000
55210	Total Recreation Administration	123,667	135,259	126,857	54,525	129,726	131,801

BUDGET NARRATIVE

CODE	ITEM	AMOUNT
PERSONNEL		
111	<u>Salaries/Permanent</u>	82,901
	0.40 FTE Parks & Recreation Director (Amundson) 832 hours	
	0.80 FTE Recreation Programmer (Dujardin) 1,664 hours	
	<u>0.35</u> FTE Adm. Asst. (Stanford) 728 hours	
	1.55 FTE TOTAL HRS = 3,224	
117	<u>Longevity Pay</u>	350
	Stanford 1,000 x 35%= 350	
150	<u>Medicare Tax/City Share</u>	1,285
151	<u>Social Security/City Share</u>	5,493
152	<u>Retirement</u>	5,653
The above related payroll taxes are based on the actual hours worked within the department.		
153	<u>Health Insurance</u>	8,457
154	<u>Professional Development</u>	2,500
	No Change.	
	WPRA Annual Conference(Amundson,Dujardin),WPRA Rec Workshop (Dujardin)	
	WPRA Parks Tour (Amundson), WAL Conference (Amundson)	
155	<u>Worker Compensation</u>	1,994
156	<u>Life Insurance</u>	18
157	<u>Long Term Disability Insurance</u>	-
160	<u>125 Plan Contribution-City</u>	-
Proportionate Share of taxes and benefits are based on the same % used to allocate salaries		

BUDGET NARRATIVE

CODE	ITEM	AMOUNT
	SUPPLIES and SERVICES	
213	<u>Intern Program</u> Annual field study-Paying \$125 for each credit the student earns (12 credits)	1,500
225	<u>Mobile Communications</u> No Change.	1,400
310	<u>Office Supplies</u> No Change.	3,000
320	<u>Subscriptions/Publications</u> No Change. Production of 3 seasonal brochures.	6,000
324	<u>Promotions/Advertising</u> No Change.	750
342	<u>Concession Supplies</u> Eliminate Boat Rental & Concessions in 2013	-
343	<u>Postage</u> Decrease \$300 (1,000 vs. 1,300)	1,000
650	Transaction Fees-Activenet Increase \$2,000 (7,000 vs. 5,000)	7,000
790	<u>Volunteer Training</u> Decreased \$500. (1,000 vs. 1,500) Includes training material for volunteers and youth sport coaches, criminal background investigations and coaches education.	1,000



RECREATION PROGRAMS

SECTION NUMBER: 100.55300

	DESCRIPTION	2010 ACTUAL	2011 ACTUAL	2012 BUDGET	2012 YTD-JUNE	2012 ACT-EST	2013 BUDGET
113	Wages/Seasonal	34,273	40,384	41,938	12,440	41,800	45,196
150	Medicare Tax/City Share	506	598	608	181	595	656
151	Social Security/City Share	2,162	2,556	2,601	771	2,550	2,802
155	Workers Compensation	1,190	1,345	1,376	406	1,200	1,844
341	Program Supplies	15,889	36,536	39,805	16,150	39,805	41,845
344	Contractual-Gymnastics	10,966	12,203	8,637	3,755	7,500	7,500
345	Contractual-Fitness	15,525	-	-	-	-	-
346	Contractual-Rock Climbing	648	-	-	-	-	-
347	Contractual Expense-Misc.	2,740	2,799	1,950	735	1,950	1,950
790	Program Assistance	305	-	600	-	600	600
55300	Total Recreation Programs	84,205	96,421	97,515	34,439	96,000	102,393



BUDGET NARRATIVE

CODE	ITEM	AMOUNT
PERSONNEL		
113	<u>Wages/Seasonal</u> Increased \$3,258 (45,196 vs. 41,938)	45,196
Youth Sports		
277	Activity Leader (\$9.25-11.50)	\$10.00 2,770
192	Activity Instructor (\$7.75-9.25)	\$8.50 1,632
465	Youth Sport Officials (\$20-25)	\$23.00 10,695
190	Seasonal Labor (\$7.25-\$9.75)	\$8.75 1,663
Adult Sports		
347	Adult Sport Officials (\$10-15)	\$13.00 4,511
210	Seasonal Labor (\$7.25-\$9.75)	\$8.75 1,838
Youth Instruction		
252	Activity Leader (\$9.25-11.50)	\$10.00 2,520
253	Activity Instructor (\$7.75-9.25)	\$8.50 2,151
526	Certified Instructors (\$10.00-15.00)	\$15.00 7,890
Special Events & Entertainment		
15	Certified Instructors (\$10.00-15.00)	\$15.00 225
16	Activity Leader (\$9.25-11.50)	\$10.00 160
134	Activity Instructor (\$7.75-9.25)	\$8.50 1,139
825	Program Attendants (\$7.25-8.25)	\$7.75 6,394
70	Rental Attendants (\$20-25)	\$23.00 1,610
		45,196
150	<u>Medicare Tax</u>	656
151	<u>Social Security Tax</u> Payroll taxes on the related wages above.	2,802
155	<u>Worker Compensation</u>	1,844
Proportionate Share of taxes and benefits are based on the same % used to allocate salaries		



BUDGET NARRATIVE

CODE	ITEM	AMOUNT
SUPPLIES and SERVICES		
341	<u>Program Supplies</u> Increased \$2040. (41,845 vs. 39,805)	41,845
	Equipment	4,515
	Supplies	3,525
	Uniforms & Clothing	8,880
	Contracted Services (Bus Trips)	2,825
	Payment to WYFL	19,800
	League & Tournament Fees	2,300
	<hr style="width: 100px; border: 0.5px solid black;"/>	41,845
344	<u>Contractual Gymnastics Expense</u> No Change.	7,500
347	<u>Miscellaneous Contractual Expense</u> No Change.	1,950
790	<u>Program Assistance</u> No Change. Includes partnership agreement with UW-Whitewater Dance Department	600



SENIOR CITIZEN'S PROGRAMS, COMMUNITY
EVENTS-, & COMM. BASED COOP PROJECTS

SENIOR CITIZEN'S PROGRAMS

SECTION NUMBER: 100.55310

	DESCRIPTION	2010 ACTUAL	2011 ACTUAL	2012 BUDGET	2012 YTD-JUNE	2012 ACT-EST	2013 BUDGET
111	Salaries/Permanent	15,435	16,637	10,130	8,677	17,246	10,234
112	Wages/Overtime	204	-	-	-	-	-
114	Wages/Part-Time/Permanent	26,452	27,370	31,650	15,686	31,286	31,959
117	Longevity Pay	500	500	1,000	500	1,000	1,000
150	Medicare Tax/City Share	611	639	634	353	670	640
151	Social Security/City Share	2,611	2,731	2,712	1,510	2,800	2,738
152	Retirement	4,665	4,764	2,524	1,525	2,700	2,959
153	Health Insurance	5,991	6,097	5,600	3,032	5,600	5,692
154	Professional Development	577	775	800	482	800	
155	Workers Compensation	1,291	1,287	1,435	719	1,435	1,801
156	Life Insurance	1	1	1	1	1	1
157	L-T Disability Insure/City Share	104	108	89	9	9	-
160	125 Plan Contribution-City	250	250	-	-	-	-
225	Mobile Communications	41	24	360	7	25	360
320	Subscriptions/Publications	509	531	500	279	500	500
340	Operating Supplies	2,134	2,222	2,000	1,352	2,000	2,000
55310	Total Senior Citizen's Program	61,377	63,936	59,435	34,132	66,072	59,884

COMMUNITY EVENTS

SECTION NUMBER: 100.55320

	DESCRIPTION	2010 ACTUAL	2011 ACTUAL	2012 BUDGET	2012 YTD-JUNE	2012 ACT-EST	2013 BUDGET
720	4th of July Corp	5,000	9,500	9,500	9,500	9,500	10,000
790	Community Events	5,767	2,043	5,050	(451)	5,050	3,700
55320	Total Community Events	10,767	11,543	14,550	9,049	14,550	13,700

COMM. BASED-COOPERATIVE PROJECTS

SECTION NUMBER: 100.55330

	DESCRIPTION	2010 ACTUAL	2011 ACTUAL	2012 BUDGET	2012 YTD-JUNE	2012 ACT-EST	2013 BUDGET
760	Aquatic Center Contribution	75,000	75,000	75,000	75,000	75,000	75,000
55330	Total Comm. Based-Coop Project	75,000	75,000	75,000	75,000	75,000	75,000



BUDGET NARRATIVE

CODE	ITEM	AMOUNT
PERSONNEL		
111	<u>Salaries/Permanent</u>	10,234
	0.20 FTE Recreation Programmer (Dujardin) 416 hours	
114	<u>Wages/Part-time/Permanent</u> 1,820 hrs (0.88 FTE) Senior Coordinator (Weberpal)	31,959
117	<u>Longevity Pay</u>	500
150	<u>Medicare Tax/City Share</u>	640
151	<u>Social Security/City Share</u>	2,738
152	<u>Retirement</u>	2,959
153	<u>Health Insurance</u>	5,692
154	<u>Professional Development</u> No Change.	800
155	<u>Worker Compensation</u>	1,801
156	<u>Life Insurance</u>	1
157	<u>Long Term Disability Insurance</u>	-
160	<u>125 Plan Contribution-City</u>	-
SUPPLIES and SERVICES		
225	<u>Mobile Communications</u> No Change. Includes cost of cellular phones for senior van and senior coordinator only.	360
320	<u>Subscriptions/Publications</u> No Change.	500
340	<u>Operating Supplies</u> No Change.	2,000



BUDGET NARRATIVE

CODE	ITEM	AMOUNT
Community Events- 55320		
SUPPLIES AND SERVICES		
720	<u>Fourth of July Corp</u> No Change.	10,000
	The amount does not reflect the in-kind contribution of labor (DPW and PD) from the City of Whitewater.	
790	<u>Celebrations/Awards</u> Decreased \$1350. (3,700 vs. 5,050)	3,700
	Freezefest	200
	Concerts/Fun Nights	<u>3,500</u>
	Total	<u><u>3,700</u></u>

BUDGET NARRATIVE

CODE	ITEM	AMOUNT
Community Based Cooperative Projects - 55330		
SUPPLIES AND SERVICES		
760	<u>Aquatic Center Contribution</u> No Change. Annual commitment toward cost of operating the Aquatic Center.	75,000