

City of Portage
Finance/Administration Committee Meeting
(This meeting will constitute a meeting of the Community Development
Block Grant Committee.)
Monday, August 20, 2012, 6:00 p.m.
Municipal Building, Conference Room One
Agenda

Members: Rick Dodd, Chairperson; Kenneth A. Ebnetter, Carolyn Hamre, Marty Havlovic, Doug Klapper

1. Roll Call
2. Approval of minutes from August 6 and August 9, 2012
3. Discussion and possible action on transfer of funds for economic development.
4. Discussion on 2013 budget and review of Municipal Services and Utilities and Cable television budgets.
5. Adjournment

Rick Dodd, Chairperson

City of Portage
Finance/Administration Committee Meeting
(This meeting will constitute a meeting of the Community Development Block
Grant Committee.)
Monday, August 6, 2012, 6:00 p.m.
Municipal Building, Conference Room One

Members Present: Rick Dodd, Chairperson; Kenneth A. Ebnetter, Carolyn Hamre

Members Excused: Marty Havlovic, Doug Klapper

Others Present: Laurie Lindell from CWCAC, City Treasurer Lohr, City Clerk Moe (arrived at 6:15 p.m.), Council Member Rita Maass and Craig Sauer from the Portage Daily Register

1. Roll Call

Meeting called to order 6:00 pm

2. Approval of minutes from July 1 and July 12, 2012

Motion by Ebnetter, second by Hamre to approve, motion passed on a 3-0 call of roll.

3. Discussion and possible action on two block grant applications

Laurie Lindell from Community Action Coalition stated there are actually 3 loans that she would like to bring to the attention of the committee.

Portage #17 would have a negative equity of \$30,745. The owners had a squirrel infestation that caused the problems to the home.

Dodd inquired as to the length of ownership of the property. The owners have owned for at least 5 years. How were the owners unaware of the problem? A cap was put on the opening where the squirrels gained access.

Hamre felt the inability to fix this issue may be one of other issues that are being ignored. If this is putting them into negative equity, there is a chance that this is not all inclusive. She questioned the protocol of approving these types of loans. Dodd responded that they generally are not as negative as this one. He also noted that the chimney liner will prevent heat from going into the chimney. Laurie speculated that it is likely that the water heater may be vented to it but it is not the furnace.

Motion by Hamre, seconded by Dodd to deny Portage #17 block grant application. Motion passed on a 3-0 call of roll.

There are other applications that are not over equity and are approved through the traditional approval process. Laurie will move one to the revolving loan fund to spend down the funds.

Portage #1 new block grant funds does have negative equity of \$52,304, they have not been in the house for long and they are not employed currently. The owner has been in the house for only two years. There is another infestation issue in this home as well.

Motion by Hamre, seconded by Ebnetter to deny Portage #1 block grant. Motion passed on a 3-0 call of roll.

Generally these appear to be maintenance and upkeep on the home that does increase the value on the home.

Portage #2 new block grant loan negative equity of \$37,714. There is a lead hazard issue and they have small children but none under age 6. Hamre inquired to how long they have been in the home. Lindell noted since 2006, one homeowner is employed, the other is unemployed.

Dodd noted that this one is pushing close to 50%. Hamre questioned whether or not they could come back and reduce the repairs to the lead hazard. Lindell noted that this is a possibility.

Motion by Hamre, seconded by Dodd to deny Portage #2. Motion passed on a 3-0 call of roll.

City Clerk Moe entered the meeting.

Laurie Lindell asked to be put on the agenda for the first meeting in September. The official meeting will be on Tuesday the 4th.

4. Discussion on bank reconciliations (2011) and 2011 audit status
2012 bank reconciliation were into March.

Treasurer Lohr will check with auditors on the status of the audit.

5. Discussion and possible action on PEC lease with Employment & Training Association, Inc.

Lease with Employment & Training Associates is a new contract and the square feet is available now. The lease is a September to June and was questioned by Hamre as to the reason for the odd lease term.

Motion by Hamre, seconded by Dodd to approve the PEC lease with Employment and Training. Motion passed on a 3-0 call of roll.

6. Discussion on 2013 budget and review meeting dates

Dodd would like to schedule budget meetings for every other meeting. The Mayor is requesting that an HR meeting for next Monday. First budget meeting will be the 20th, then on the 4th of September. Send the budgets to Rick to determine the groups that will be included in the meetings.

7. Discussion and possible action on Microsoft Office purchase (10 copies)

Treasurer Lohr recommended that there are funds available from the Administrators miscellaneous accounts to cover the cost of the Microsoft Office. Savings would come from the discretionary spending in the Administrators budget.

The transfer of \$2,000 will be from 100-20-51410-200 series accounts to the 100-01-51110-211.

Motion by Hamre, seconded by Ebnetter to approve the transfer of \$2,000 from 100-20-51410-200 series accounts to the 100-01-51110-211 to purchase 10 copies of Microsoft Office for the Council laptops. Motion passed on a 3-0 call of roll.

8. Discussion and recommendation on investigation of insurance providers

Dodd mentioned that it would make sense to look into possible cost savings in insurance as the budget is being reviewed. The school board looked at adding co-pays to the plans to help save. The intention is not to slash the insurance budget at the cost of the employees and the coverage. Council member Maass inquired on the ability to change with the union contract in place for the police department.

Recommendation for the administration to start the investigation of insurance.

9. Discussion and possible action on purchasing of office equipment

Motion by Hamre, seconded by Dodd to approve the purchase of office equipment not to exceed \$2,000 for equipment in account 100-03-51200-823; and the transfer of \$1,000 from account 100-02-51500-290 and \$350 from 100-02-51400-290 to account 100-20-51400-823. Motion passed on a 3-0 call of roll.

10. Discussion and possible action on internet provider contract with Frontier.

Motion by Hamre, seconded by Dodd to approve the one-year contract with Frontier for internet services for one -year. Motion passed on a 3-0 call of roll.

11. Discussion and possible action on E. Wisconsin street resurfacing funding

The contract would be to resurface Ontario for the road. A portion of the item is within the TIF district and could be covered by the TIF.

Motion by Hamre, seconded by Ebnetter that funding will be allocated for the amounts not covered by the TIF for the resurfacing of E Wisconsin and Dewitt St. Motion passed on a 3-0 call of roll.

12. Discussion and possible action on Townsend St. resurfacing funding

Resurfacing of Townsend. No action taken

13. Discussion and possible action on Change Order No. 2 for Contract No. 12-001 Wastewater Treatment Plant Upgrades

Change order for the wastewater treatment would save approximately \$4,000.

Motion by Hamre, seconded by Ebnetter to approve change order #2 for the wastewater treatment plant. Motion passed on a 3-0 call of roll.

14. Discussion and possible action on transfer of funds for Market Square electrical work

\$5,016.48 transfer from 100-20-53311-111 to account 100-20-53540-820 for the electrical move in market square.

Motion by Hamre, seconded by Ebnetter to transfer of funds for electrical from account 100-20-53311-111 to account 100-20-53540-820. Motion passed on a 3-0 call of roll.

15. Discussion and possible action on award of bid for sidewalk and street projects

A. Contract No. 12-007 Village Road Sidewalk Construction Improvements

Motion by Ebnetter, seconded by Hamre to approve the award of contract 12-007 for Village Rd sidewalk to Van's Construction in the amount of \$25,141. Motion passed on a 3-0 call of roll.

B. Contract No. 12-008 Street Chip Sealing

Motion by Hamre, seconded by Dodd for the approval of contract 12-008 to Scott Construction for the chip seal at Wauona Trail in the amount of \$69,111.30 with the additional overage to be transferred from GIS lights in the capital budget. Motion passed on a 3-0 call of roll.

C. Contract No. 12-009A Street Asphalt Resurfacing

Motion by Dodd, seconded by Hamre to approve 12-009A to Gasser Construction in the amount of \$83,883.40 Motion passed on a 3-0 call of roll.

16. Adjournment

Motion by Hamre, seconded by Ebnetter to adjourn at 7:32pm. Motion passed on a 3-0 call of roll.

Ruth Lohr, Treasurer

City of Portage
Finance/Administration Committee Meeting
(This meeting will constitute a meeting of the Community Development Block
Grant Committee but no business of that committee will be taken up.)
Thursday, August 9, 2012, 6:30 p.m.
Municipal Building, Conference Room One
Agenda

Members: Rick Dodd, Chairperson; Kenneth A. Ebnetter, Carolyn Hamre, Marty Havlovic, Doug Klapper

1. Roll Call

Meeting called to order at 6:30 alderperson Klapper excused all other members present.

2. Discussion and possible action on claims

Motion by Havlovic second by Ebnetter to pay claims in the amount of \$718,636.66.
Motion carried 4-0 on call of role.

3. Adjournment

Motion by Ebnetter second by Havlovic to adjourn. Motion carried 4-0 on call of role.
Adjourned @ 6:35

Submitted by: Rick Dodd

TRAINING REQUEST AND EXPENSE REIMBURSEMENT



Where the North Begins

GENERAL INFORMATION	
DATE:	<u>8/17/12</u>
Employee:	<u>PENNY KIEFER.</u> Department: <u>POLICE</u>
Dates of Attendance:	<u>OCT. 8TH, 9TH & 10TH. 2012</u>
Location of Conference, Seminar, etc.:	<u>INDIANAPOLIS, INDIANA</u>
Conference/Training/Seminar Name:	<u>NATIONAL TRIAD CONFERENCE</u>

Financial Considerations

Expense	Paid by or to be paid:		If paid by CC, Tax Exempt	
	Direct bill	Credit card	Form Sent	Contact Name
Registration Fee:	<input type="checkbox"/>	<input checked="" type="checkbox"/>	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Lodging:	<input type="checkbox"/>	<input checked="" type="checkbox"/>	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Total of Expenses				

Registration Fee: \$ 125.00
 Lodging: \$ 2 NIGHTS @ \$134.00
 \$ = \$268.00
 Total of Expenses \$ 393.00

For the items listed above are Training Funds Budgeted in current year Yes No

Budgeted in Account No. 52120-290 *E K O'Neil*

Are grant funds available to reimburse registration and lodging? Yes No

ESTIMATED REIMBURSEMENTS		
<i>Fill in estimated column only when submitting form for approval.</i>		
	Estimated Expense	Actual Expense
Mileage - 51¢ per mile (if City Vehicle is not available)	<u>TRAINING WANTS TO TAKE \$ HER OWN CAR.</u>	<u>\$ - 0 -</u>
Meals - (Based up receipts turned in, not to exceed \$25.00 per day)	<u>SHE DOES NOT REQUEST MILEAGE OR GAS (\$ EST) 30.00)</u>	<u>ESTIMATE \$ 30.00</u>
Parking, Tolls, etc.	<u>BREAKFAST & LUNCH PROVIDED \$ N/A</u>	<u>\$ N/A</u>
TOTALS	<u>ESTIMATE: \$ 30.00</u>	<u>\$ 30.00 (EST)</u>

For estimated reimbursements are Training Funds Budgeted in current year for this expense Yes No

Budgeted in Account No. 52120-290 *E K O'Neil*

Are grant funds available to reimburse expenses NOT related to registration or lodging? Yes No

Ken M...
Department Head Approval

8-17-12
Date

City Administrator

Date

**NOTE: Receipts are required for all expenses which are to be reimbursed.
All paid lodging receipts should be submitted within one week of training.**

Portage Police Department

Memorandum

To: CHIEF MANTHEY/ASST. CHIEF O'NEILL

From: LT. KIEFER

Date: 08/13/2012

Reference: TRAINING REQUEST

Attached is a registration form for the National Triad Conference slated for October 8th through October 10th, 2012, in Indianapolis, Indiana. I would like to attend this conference. Out-of-state conference attendance I know needs special approval and therefore submitting it now. I would leave on Monday, the 8th and return on Wednesday, the 10th.

I would request that I take my own car to travel this far and would not expect fuel or mileage reimbursement. If any of the other Triad members join me, this would be much more comfortable for them than the Stratus and I do not have faith in the mechanical ability of the Stratus going this far.

Also if a female Triad member(s) were to accompany me, I would pay the difference for the room increase so that they did not suffer the expense of a separate room.

All meals are provided except supper.

Early bird registration ends on 9/14/2012.

Thank you for your time and consideration into this matter.

Penny

Municipal Services - Inspection

City of Portage Detailed Budget Report

MUNICIPAL SERVICES		2010	2011	2012	2012	2013	Higher (Lower) 12 Bdgt	
Fund 100 Dept 20 Object 52400		Actual	Actual	Budget	Actual 6 mo	Budget	13 Bdgt vs	13 Bdgt vs
Account Description							12 Bdgt	12 Bdgt
INSPECTION & PERMITS								
219	OTHER PROFESSIONAL SERVICES	\$ 572	\$ 150	\$ 1,000	\$ -	\$ 300	\$ (700)	-70.00%
228	BUILDING INSPECTION	\$ 70,260	\$ 24,182	\$ 12,600	\$ 7,113	\$ 15,000	\$ 2,400	19.05%
229	PROPERTY MAINTENANCE INSPECT	\$ 1,393	\$ 338	\$ 2,800	\$ 263	\$ 600	\$ (2,200)	-78.57%
310	OFFICE SUPPLIES	\$ 241	\$ 359	\$ 300	\$ -	\$ 250	\$ (50)	-16.67%
340	OPERATING EXPENSES	\$ -	\$ -	\$ 100	\$ -	\$ -	\$ (100)	-100.00%
532	WEIGHTS & MEASURES	\$ 4,800	\$ 4,800	\$ 4,800	\$ 4,800	\$ 4,800	\$ -	0.00%
TOTAL INSPECTION & PERMITS		\$ 77,265	\$ 29,828	\$ 21,600	\$ 12,176	\$ 20,950	\$ (650)	-3.01%

Municipal Services - Administration and Engineering

City of Portage

Detailed Budget Report

MUNICIPAL SERVICES		2010	2011	2012	2012	2013	Higher (Lower) 12 Bdgt	
Fund 100 Dept 20 Object 53100		Actual	Actual	Budget	Actual 6 mo	Budget	13 Bdgt vs	13 Bdgt vs
Account Description							12 Bdgt	12 Bdgt
ENGINEERING & ADMINISTRATION								
110	WAGES-FULLTIME	\$ 59,474	\$ 60,294	\$ 60,687	\$ 29,226	\$ 60,065	\$ (622)	-1.02%
112	OVERTIME COMPENSATION	\$ 1,123	\$ 1,068	\$ 125	\$ -	\$ 125	\$ -	0.00%
115	LONGEVITY	\$ 375	\$ 425	\$ 213	\$ -	\$ 213	\$ 1	0.24%
130	HEALTH INSURANCE	\$ 8,137	\$ 7,079	\$ 6,565	\$ 3,723	\$ 6,565	\$ 0	0.01%
131	TERM LIFE INSURANCE	\$ 260	\$ 263	\$ 326	\$ 132	\$ 325	\$ (1)	-0.18%
132	DENTAL INSURANCE	\$ 273	\$ 270	\$ 240	\$ 136	\$ 240	\$ -	0.00%
134	INCOME CONTINUATION INS	\$ 140	\$ 130	\$ 131	\$ 69	\$ 131	\$ (0)	-0.17%
136	RETIREE BENEFITS	\$ 5,936	\$ 9,366	\$ -	\$ 7,466	\$ -		
150	RETIREMENT	\$ 6,803	\$ 5,664	\$ 3,600	\$ 1,724	\$ 3,564	\$ (36)	-1.01%
151	FICA	\$ 4,650	\$ 4,705	\$ 4,668	\$ 2,186	\$ 4,621	\$ (47)	-1.01%
153	SICK/VACATION ACCRUAL	\$ (1,513)	\$ 98	\$ -	\$ -	\$ -		
213	CONSULTING ENGINEER SERVICES	\$ 12,476	\$ 8,144	\$ 5,000	\$ 7,524	\$ 5,000	\$ -	0.00%
216	ASSOCIATION DUES	\$ 258	\$ 155	\$ 400	\$ -	\$ 400	\$ -	0.00%
220	TELEPHONE	\$ 1,395	\$ 1,612	\$ 1,500	\$ 1,177	\$ 1,500	\$ -	0.00%
221	ELECTRICITY & GAS	\$ -	\$ -	\$ -	\$ -	\$ -		
290	TRAINING	\$ 42	\$ 65	\$ 1,000	\$ -	\$ 1,000	\$ -	0.00%
291	POSTAGE	\$ 338	\$ 345	\$ 200	\$ 57	\$ 200	\$ -	0.00%
292	PRINTING/PUBLISHING	\$ -	\$ 277	\$ 100	\$ 47	\$ 100	\$ -	0.00%
310	OFFICE SUPPLIES	\$ 695	\$ 277	\$ 500	\$ 46	\$ 500	\$ -	0.00%
320	PUBLICATIONS, SUBSCRIPTIONS	\$ -	\$ -	\$ -	\$ -	\$ -		
341	VEHICLE/EQUIP MAINT	\$ 316	\$ 84	\$ 500	\$ (3)	\$ 500	\$ -	0.00%
342	GASOLINE/OIL	\$ 2,373	\$ 600	\$ 1,500	\$ 165	\$ 400	\$ (1,100)	-73.33%
515	STREET LIGHTING	\$ 105,261	\$ 105,965	\$ 110,000	\$ 41,860	\$ 107,000	\$ (3,000)	-2.73%
540	DEPRECIATION	\$ -	\$ -	\$ -	\$ -	\$ -		
790	MISCELLANEOUS EXPENSE	\$ 233	\$ 495	\$ 300	\$ -	\$ 300	\$ -	0.00%
<i>PLOTTER SOFTWARE (NETWORK)</i>								
823	OFFICE FURNISHINGS & EQUIP	\$ -	\$ -	\$ 300	\$ -	\$ 300	\$ -	0.00%
TOTAL ENGINEERING & ADMINISTRATION		\$ 209,044	\$ 207,381	\$ 197,855	\$ 95,535	\$ 193,049	\$ (4,806)	-2.43%
TRANSFER TO VEHICLE REPL								
1002059242000	TRANSFER TO VEHICLE REPL	\$ 188,616	\$ 87,667	\$ 170,000	\$ 85,000	\$ -	\$ (170,000)	-100.00%
TOTAL TRANSFER TO VEH REPL		\$ 188,616	\$ 87,667	\$ 170,000	\$ 85,000	\$ -	\$ (170,000)	-100.00%
TOTAL ENGINEERING & ADMIN		\$ 397,660	\$ 295,048	\$ 367,855	\$ 180,535	\$ 193,049	\$ (174,806)	-47.52%

Municipal Services - Local Road Maintenance

City of Portage Detailed Budget Report

MUNICIPAL SERVICES Fund 100 Dept 20 Object 53311		2010	2011	2012	2012	2013	Higher (Lower) 12 Bdgt	
Account Description		Actual	Actual	Budget	Actual 6 mo	Budget	13 Bdgt vs	13 Bdgt vs
LOCAL ROAD MAINTENANCE							12 Bdgt	12 Bdgt
110	WAGES-FULLTIME	\$ 465,461	\$ 459,771	\$ 492,423	\$ 240,988	\$ 490,376	\$ (2,047)	-0.42%
111	WAGES-PARTTIME	\$ 3,647	\$ -	\$ 10,000	\$ -	\$ 7,680	\$ (2,320)	-23.20%
112	OVERTIME COMPENSATION	\$ 30,390	\$ 22,692	\$ 10,000	\$ 1,698	\$ 13,615	\$ 3,615	36.15%
115	LONGEVITY	\$ 4,500	\$ 4,000	\$ 4,000	\$ -	\$ 3,450	\$ (550)	-13.75%
130	HEALTH INSURANCE	\$ 127,852	\$ 127,169	\$ 138,368	\$ 55,335	\$ 112,241	\$ (26,127)	-18.88%
131	TERM LIFE INSURANCE	\$ 1,449	\$ 1,330	\$ 1,668	\$ 590	\$ 1,492	\$ (176)	-10.57%
132	DENTAL INSURANCE	\$ 4,355	\$ 4,590	\$ 4,800	\$ 2,160	\$ 4,320	\$ (480)	-10.00%
134	INCOME CONTINUATION INS	\$ 1,326	\$ 1,280	\$ 1,349	\$ 610	\$ 1,222	\$ (127)	-9.42%
136	RETIREE BENEFITS	\$ -	\$ -	\$ 14,932	\$ -	\$ 16,865	\$ 1,933	12.95%
140	EMPLOYEE ASSISTANCE PROGRAM	\$ 66	\$ 72	\$ 91	\$ 55	\$ 90	\$ (1)	-1.10%
150	RETIREMENT	\$ 55,068	\$ 57,350	\$ 30,004	\$ 14,321	\$ 27,316	\$ (2,688)	-8.96%
151	FICA	\$ 37,124	\$ 35,145	\$ 39,406	\$ 17,570	\$ 36,090	\$ (3,316)	-8.41%
153	SICK/VACATION ACCRUAL	\$ 6,866	\$ (5,820)	\$ -	\$ -	\$ -		
201	DRUG/ALCOHOL TESTING	\$ 1,048	\$ 591	\$ 700	\$ 413	\$ 700	\$ -	0.00%
213	CONSULTING ENGEINEER SERVICES	\$ -	\$ -	\$ -	\$ -	\$ -		
219	OTHER PROFESSIONAL SERVICES	\$ -	\$ 400	\$ -	\$ -	\$ -		
220	TELEPHONE	\$ 1,018	\$ 1,017	\$ 1,100	\$ 447	\$ 1,050	\$ (50)	-4.55%
221	ELECTRICITY & GAS	\$ 12,556	\$ 14,513	\$ 15,000	\$ 6,629	\$ 15,000	\$ -	0.00%
222	WATER & SEWER CHARGES	\$ 1,888	\$ 1,948	\$ 1,600	\$ 1,664	\$ 1,600	\$ -	0.00%
231	STREET REPAIR/MAINT	\$ 48,611	\$ 47,811	\$ 25,000	\$ 9,703	\$ 25,000	\$ -	0.00%
240	VEHICLE/EQUIP MAINT	\$ -	\$ 84	\$ 500	\$ -	\$ 500	\$ -	0.00%
290	TRAINING	\$ 150	\$ -	\$ 500	\$ -	\$ 500	\$ -	0.00%
293	UNIFORMS	\$ 3,731	\$ 6,218	\$ 4,000	\$ 2,324	\$ 2,000	\$ (2,000)	-50.00%
294	OTHER CONTRACTURAL SERVICES	\$ 7,235	\$ 21,058	\$ 15,000	\$ 11,672	\$ 15,000	\$ -	0.00%
320	PUBLICATIONS, SUBSCRIPTIONS	\$ -	\$ 12	\$ -	\$ -	\$ -		
340	OPERATING SUPPLIES	\$ 15,806	\$ 12,358	\$ 14,000	\$ 3,910	\$ 12,000	\$ (2,000)	-14.29%
341	VEHICLE/EQUIP MAINT SUPPLIES	\$ 50,985	\$ 34,262	\$ 40,000	\$ 20,678	\$ 38,000	\$ (2,000)	-5.00%
342	GASOLINE/OIL	\$ 38,699	\$ 53,264	\$ 40,000	\$ 24,790	\$ 38,000	\$ (2,000)	-5.00%
350	BUILDING REPAIR/MAINT SUPPLIES	\$ 1,243	\$ 638	\$ 500	\$ 14	\$ 500	\$ -	0.00%
352	EQUIP REPAIR/MAINT SUPPLIES	\$ 1,313	\$ 93	\$ 500	\$ -	\$ 4,500	\$ 4,000	800.00%
370	ROADWAY MAINT SUPPLIES	\$ 17,018	\$ 20,381	\$ 20,000	\$ 2,486	\$ 18,000	\$ (2,000)	-10.00%
371	SNOW/ICE CONTROL SUPPLIES	\$ 105,024	\$ 136,377	\$ 110,000	\$ 97,102	\$ 107,500	\$ (2,500)	-2.27%
380	CONSTRUCTION MATERIALS	\$ -	\$ -	\$ 1,000	\$ -	\$ 1,000	\$ -	0.00%

Municipal Services - Local Road Maintenance

City of Portage Detailed Budget Report

390	MISCELLANEOUS SUPPLIES	\$ 123	\$ 224	\$ 200	\$ -	\$ 200	\$ -	0.00%	
505	LICENSE FEE	\$ -	\$ -	\$ -	\$ -				
510	GENERAL LIABILITY INSURANCE	\$ 19,954	\$ 17,148	\$ 19,654	\$ 15,097		\$ (19,654)	-100.00%	
511	WORKMEN'S COMPENSATION INS	\$ 20,207	\$ 19,771	\$ 20,523	\$ 16,064		\$ (20,523)	-100.00%	
512	PROPERTY INSURANCE	\$ 1,305	\$ 1,096	\$ 1,950	\$ 1,298		\$ (1,950)	-100.00%	
540	DEPRECIATION	\$ -	\$ -	\$ -	\$ -				
821	BUILDINGS/GROUNDS	\$ 295	\$ -	\$ 500	\$ -	\$ 500	\$ -	0.00%	
823	OFFICE FURNISHINGS & EQUIP	\$ -	\$ -	\$ 4,000	\$ 865	\$ 500	\$ (3,500)	-87.50%	
840	EQUIPMENT	\$ -	\$ -	\$ -	\$ -				
860	SMALL EQUIPMENT	\$ -	\$ 450	\$ 500	\$ -	\$ 2,000	\$ 1,500	300.00%	
		<i>Safety Equipment \$1,500, other small equip \$800</i>							
TOTAL LOCAL ROAD MAINTENANCE		\$ 1,086,313	\$ 1,097,291	\$ 1,083,768	\$ 548,483	\$ 998,807	\$ (84,961)	-7.84%	

Municipal Services - Local Road Construction and Sidewalk Maint.

City of Portage Detailed Budget Report

MUNICIPAL SERVICES		2010	2011	2012	2012	2013	Higher (Lower) 12 Bdgt	
Fund 100 Dept 20 Object 53315		Actual	Actual	Budget	Actual 6 mo	Budget	13 Bdgt vs	13 Bdgt vs
Account Description							12 Bdgt	12 Bdgt
LOCAL ROAD CONSTRUCTION								
213	CONSULTING ENGINEER SERVICES	\$ -	\$ -	\$ -	\$ -			
351	GROUNDS REPAIR/MAINT SUPPLIES	\$ -	\$ -	\$ -	\$ -			
820	PUBLIC INFRASTRUCTURE	\$ 38,116	\$ 20,676	\$ 26,000	\$ 23,370	\$ 20,000	\$ (6,000)	-23.08%
822	LAND ACQUISITION	\$ -	\$ -	\$ -	\$ -			
TOTAL LOCAL ROAD CONSTRUCTION		\$ 38,116	\$ 20,676	\$ 26,000	\$ 23,370	\$ 20,000	\$ (6,000)	-23.08%

Fund 100 Dept 20 Object 53431		2010	2011	2012	2012	2013	13 Bdgt vs	13 Bdgt vs
Account Description		Actual	Actual	Budget	Actual 6 mo	Budget	12 Bdgt	12 Bdgt
SIDEWALK MAINTENANCE								
820	PUBLIC INFRASTRUCTURE	\$ -	\$ -	\$ 416	\$ -	\$ 2,000	\$ 1,584	380.77%
TOTAL SIDEWALK MAINTAINANCE		-	-	416	-	2,000	\$ 1,584	\$ 4

Municipal Services - Storm Sewer Maintenance

City of Portage Detailed Budget Report

<i>MUNICIPAL SERVICES</i> <i>Fund 100 Dept 20 Object 53441</i>	<i>2010</i> <i>Actual</i>	<i>2011</i> <i>Actual</i>	<i>2012</i> <i>Budget</i>	<i>2012</i> <i>Actual 6 mo</i>	<i>2013</i> <i>Budget</i>	<i>Higher (Lower) 12 Bdgt</i> <i>13 Bdgt vs</i> <i>12 Bdgt</i>	<i>13 Bdgt vs</i> <i>12 Bdgt</i>
Account Description							
STORM SEWER MAINTENANCE							
294 OTHER CONTRACTURAL SERVICES	\$ 5,988	\$ -	\$ -	\$ -	\$ 3,000	\$ 3,000	100.00%
380 CONSTRUCTION MATERIALS	\$ 9,137	\$ 2,063	\$ 1,000	\$ 510	\$ 2,000	\$ 1,000	100.00%
840 EQUIPMENT	\$ -	\$ -	\$ 1,000	\$ -	\$ 560	\$ (440)	-44.00%
860 SMALL EQUIPMENT	\$ -	\$ -	\$ -	\$ -			
TOTAL STORM SEWER MAINTENANCE	\$ 15,125	\$ 2,063	\$ 2,000	\$ 510	\$ 5,560	\$ 3,560	178.00%

Municipal Services - Parking Facilities

City of Portage Detailed Budget Report

<i>MUNICIPAL SERVICES</i>	<i>2010</i>	<i>2011</i>	<i>2012</i>	<i>2012</i>	<i>2013</i>	<i>Higher (Lower) 12 Bdgt</i>	
<i>Fund 100 Dept 20 Object 53450</i>	<i>Actual</i>	<i>Actual</i>	<i>Budget</i>	<i>Actual 6 mo</i>	<i>Budget</i>	<i>13 Bdgt vs</i>	<i>13 Bdgt vs</i>
<i>Account Description</i>						<i>12 Bdgt</i>	<i>12 Bdgt</i>
<i>PARKING FACILITIES</i>							
340 OPERATING SUPPLIES	\$ 176	\$ 537	\$ 2,000	\$ -	\$ 1,940	\$ (60)	-3.00%
359 REPAIR/MAINTENANCE	\$ -	\$ -	\$ 3,000	\$ 2,943	\$ 2,910	\$ (90)	-3.00%
820 PUBLIC INFRASTRUCTURE	\$ -	\$ -	\$ -	\$ -	\$ -		
<i>TOTAL PARKING FACILITIES</i>	<i>\$ 176</i>	<i>\$ 537</i>	<i>\$ 5,000</i>	<i>\$ 2,943</i>	<i>\$ 4,850</i>	<i>\$ (150)</i>	<i>-3.00%</i>

Municipal Services - Municipal Airport

City of Portage

Detailed Budget Report

MUNICIPAL SERVICES Fund 100 Dept 20 Object 53510	2010	2011	2012	2012	2013	Higher (Lower) 12 Bdgt	13 Bdgt vs	13 Bdgt vs
Account Description	Actual	Actual	Budget	Actual 6 mo	Budget	12 Bdgt	12 Bdgt	12 Bdgt
MUNICIPAL AIRPORT								
211 SOFTWARE SUPPORT	\$ 1,490	\$ 262	\$ 1,200	\$ -	\$ -	\$ (1,200)		-100.00%
219 OTHER PROFESSIONAL SERVICES	\$ 13,000	\$ 20,500	\$ 12,350	\$ 7,750	\$ 13,000	\$ 650		5.26%
220 TELEPHONE	\$ -	\$ -	\$ -	\$ -	\$ -			
221 ELECTRICITY & GAS	\$ 6,222	\$ 5,450	\$ 6,500	\$ 2,323	\$ 6,000	\$ (500)		-7.69%
222 WATER & SEWER CHARGES	\$ 207	\$ 493	\$ 500	\$ 144	\$ 500	\$ -		0.00%
290 TRAINING	\$ -	\$ -	\$ -	\$ -	\$ 1,000	\$ 1,000		100.00%
294 OTHER CONTRACTURAL SERVICES	\$ -	\$ 25	\$ -	\$ -	\$ -			
341 VEHICLE/EQUIP MAINT SUPPLIES	\$ -	\$ -	\$ -	\$ -	\$ -			
342 GASOLINE/OIL	\$ -	\$ -	\$ -	\$ -	\$ -			
350 BUILDINGS REPAIR/MAINT SUPPLIES	\$ 12,314	\$ 2,738	\$ 14,440	\$ 4	\$ 11,250	\$ (3,190)		-22.09%
351 GROUNDS REPAIR/MAINT SUPPLIES	\$ 2,888	\$ 2,175	\$ 2,500	\$ 1,879	\$ 9,000	\$ 6,500		260.00%
510 GENERAL LIABILITY INSURANCE	\$ -	\$ 750	\$ 7,300	\$ 375	\$ 1,500	\$ (5,800)		-79.45%
790 MISCELLANEOUS EXPENSE	\$ 11	\$ 303	\$ -	\$ -	\$ -			
800 CAPITAL OUTLAY	\$ -	\$ -	\$ -	\$ -	\$ -			
821 BUILDINGS/GROUNDS	\$ 6,000	\$ 6,500	\$ 6,500	\$ 1,370	\$ 7,500	\$ 1,000		15.38%
840 EQUIPMENT	\$ 5,231	\$ -	\$ -	\$ -	\$ -			
860 SMALL EQUIPMENT	\$ -	\$ -	\$ -	\$ -	\$ -			
TOTAL MUNICIPAL AIRPORT	\$ 47,363	\$ 39,195	\$ 51,290	\$ 13,844	\$ 49,750	\$ (1,540)		-3.00%

Municipal Services - Solid Waste Collection

City of Portage Detailed Budget Report

<i>MUNICIPAL SERVICES</i> <i>Fund 100 Dept 20 Object 53620</i>	<i>2010</i>	<i>2011</i>	<i>2012</i>	<i>2012</i>	<i>2013</i>	<i>Higher (Lower) 12 Bdgt</i>	
<i>Account Description</i>	<i>Actual</i>	<i>Actual</i>	<i>Budget</i>	<i>Actual 6 mo</i>	<i>Budget</i>	<i>13 Bdgt vs</i>	<i>13 Bdgt vs</i>
<i>SOLID WASTE COLLECTION</i>						<i>12 Bdgt</i>	<i>12 Bdgt</i>
110 WAGES-FULLTIME	\$ -	\$ -	\$ -	\$ -	\$ -		
112 OVERTIME COMPENSATION	\$ -	\$ -	\$ -	\$ -	\$ -		
115 LONGEVITY	\$ -	\$ -	\$ -	\$ -	\$ -		
130 HEALTH INSURANCE	\$ -	\$ -	\$ -	\$ -	\$ -		
131 TERM LIFE INSURANCE	\$ -	\$ -	\$ -	\$ -	\$ -		
132 DENTAL INSURANCE	\$ -	\$ -	\$ -	\$ -	\$ -		
134 INCOME CONTINUATION INS	\$ -	\$ -	\$ -	\$ -	\$ -		
136 RETIREE BENEFITS	\$ -	\$ -	\$ -	\$ -	\$ -		
150 RETIREMENT	\$ -	\$ -	\$ -	\$ -	\$ -		
151 FICA	\$ -	\$ -	\$ -	\$ -	\$ -		
153 SICK/VACATION ACCRUAL	\$ -	\$ -	\$ -	\$ -	\$ -		
219 OTHER PROFESSIONAL SERVICES	\$ 106,673	\$ 205,591	\$ 129,600	\$ 89,610	\$ 131,130	\$ 1,530	1.18%
240 VEHICLE/EQUIP MAINT.	\$ -	\$ -	\$ -	\$ -	\$ -		
290 TRAINING	\$ -	\$ -	\$ -	\$ -	\$ -		
293 UNIFORMS	\$ -	\$ -	\$ -	\$ -	\$ -		
341 VEHICLE/EQUIP MAINT SUPPLIES	\$ 2,500	\$ 3,507	\$ -	\$ -	\$ -		
342 GASOLINE/OIL	\$ -	\$ -	\$ -	\$ -	\$ -		
510 GENERAL LIABILITY INSURANCE	\$ -	\$ -	\$ -	\$ -	\$ -		
511 WORKMEN'S COMPENSATION INS	\$ -	\$ -	\$ -	\$ -	\$ -		
TOTAL SOLID WASTE COLLECTION	\$ 109,173	\$ 209,098	\$ 129,600	\$ 89,610	\$ 131,130	\$ 1,530	1.18%

Municipal Services - Recycling

City of Portage

Detailed Budget Report

<i>MUNICIPAL SERVICES</i>	<i>2010</i>	<i>2011</i>	<i>2012</i>	<i>2012</i>	<i>2013</i>	<i>Higher (Lower) 12 Bdgt</i>	<i>13 Bdgt vs</i>	<i>13 Bdgt vs</i>
<i>Fund 100 Dept 20 Object 53635</i>	<i>Actual</i>	<i>Actual</i>	<i>Budget</i>	<i>Actual 6 mo</i>	<i>Budget</i>	<i>12 Bdgt</i>	<i>12 Bdgt</i>	
Account Description								
RECYCLING								
225 RECYCLABLES COLLECTION	\$ 61,288	\$ 68,775	\$ 70,000	\$ 28,995	\$ 71,600	\$ 1,600		2.29%
226 RECYCLING MATERIALS MARKETING	\$ 6,000	\$ 6,000	\$ 6,000	\$ 6,000	\$ 6,000	\$ -		0.00%
351 GROUNDS REPAIR/MAINTENANCE SUP	\$ -	\$ -	\$ -	\$ -	\$ -			
TOTAL RECYCLING	\$ 67,288	\$ 74,775	\$ 76,000	\$ 34,995	\$ 77,600	\$ 1,600		2.11%

Municipal Services - Nuisance Control

City of Portage Detailed Budget Report

<i>MUNICIPAL SERVICES</i> <i>Fund 100 Dept 20 Object 53315</i>	<i>2010</i>	<i>2011</i>	<i>2012</i>	<i>2012</i>	<i>2013</i>	<i>Higher (Lower) 12 Bdgt</i>	
<i>Account Description</i>	<i>Actual</i>	<i>Actual</i>	<i>Budget</i>	<i>Actual 6 mo</i>	<i>Budget</i>	<i>13 Bdgt vs</i>	<i>13 Bdgt vs</i>
NUISANCE CONTROL						<i>12 Bdgt</i>	<i>12 Bdgt</i>
340 OPERATING SUPPLIES	\$ 3,746	\$ 3,258	\$ 6,760	\$ 1,724	\$ 6,560	\$ (200)	-2.96%
840 EQUIPMENT	\$ -	\$ -	\$ -	\$ -			
<i>TOTAL NUISANCE CONTROL</i>	3,746	3,258	6,760	1,724	6,560	(200)	-2.96%

Municipal Services - Planning and Zoning

City of Portage Detailed Budget Report

MUNICIPAL SERVICES Fund 100 Dept 20 Object 56910	2010	2011	2012	2012	2013	Higher (Lower) 12 Bdgt	
Account Description	Actual	Actual	Budget	Actual 6 mo	Budget	13 Bdgt vs	13 Bdgt vs
PLANNING & ZONING						12 Bdgt	12 Bdgt
294 OTHER PROFESSIONAL SVC <i>ZNG ORD TEXT</i>	\$ -	\$ -	\$ 3,000	\$ -	\$ 3,000	\$ -	0.00%
216 ASSOCIATION DUES <i>REZONING</i>	\$ -	\$ -	\$ 240	\$ -	\$ 240	\$ -	0.00%
292 PRINTING/PUBLISHING <i>AM PLANNING ASSOC</i>	\$ 490	\$ 572	\$ 400	\$ 103	\$ 370	\$ (30)	-7.50%
294 OTHER CONTRACTUAL SVC	\$ 15,924	\$ 2,692	\$ 600	\$	\$ 500	\$ (100)	-16.67%
TOTAL PLANNING & ZONING	\$ 16,413	\$ 3,263	\$ 4,240	\$ 103	\$ 4,110	\$ (130)	-3.07%

COMMITTEE
2013 B

Acct #	Cable Tv Fund 100 Dept 35	2013
190216	Associated Dues	\$200
190219	Professional Service	\$6,780
190219	Professional Service P. T.	\$500
190220	Telephone	0
190290	Training	\$1,000
190291	Postage	\$25
190292	Printing / Publishing	\$0
190294	Other Contractual Service	\$1,000
190310	Office Supplies	\$100
190320	Publications / Subscriptions	\$0
190340	Operating Supplies	\$400
190352	Equipment Repair / Maint Supplies	\$1,000
109540	Depreciation	\$0.00
190823	Office Furnishings / Equip	\$400
190840	Equipment	\$5,000
190860	Sm Equipment	\$250
190870	Computer Hardware	\$500.00
190880	Computer Software	\$400
	Cable Total 2013	\$17,555
	Cable 2012 - 3% =16800	\$16,800
	Balance Needed	\$755
	Bright Star Signage Sys	
	Front of City Hall	\$4,771.00
	Conferance Rm's TV,power	\$4,000
	Bracket & Wireing	
	Cable Total	\$26,326.00
	From fund balance	\$9,526
	Cable Total	\$16,800.00