

**City of Portage
Park and Recreation Board Meeting
Tuesday, September 10, 2013 - 6:00 p.m.
Municipal Building, 115 West Pleasant Street
Conference Room One
Agenda**

Members: Brian Zirbes Chairperson; Kirk Konkel, Todd Kreckman, Mike Lindner, Larry Messer, Fred Reckling

1. Roll Call
2. Approval of minutes of July 23, 2012 meeting
3. Discussion and possible recommendation on Request From Brownie Troop 1148 for Book Station at Park and Recreation Office.
4. Discussion and possible recommendation on Request to Install Mural on Park & Recreation Office.
5. Discussion and possible recommendation on Proposed Policy for Waiver of Park Rental Fees.
6. Discussion and possible Recommendation on Selection Process for Manager of Park & Recreation.
7. Discussion and review on proposed 2014 Budget
8. Manager's Report
9. Adjournment

Respectfully submitted
Shawn Murphy, City Administrator

**City of Portage
Park and Recreation Board Meeting
Tuesday, July 23, 2013 - 6:00 p.m.
Municipal Building Conference Room #1
Minutes**

Members: Brian Zirbes Chairperson; Kirk Konkel, Larry Messer, Todd Kreckman, Fred Reckling, Mike Lindner

Others present: Leslie Hawkinson, Craig Sauer (Daily Register), Shawn Murphy, City Administrator

1. Roll Call

The meeting was called to order at 6:00 p.m. by chairperson Zirbes, all members were present.

2. Approval of minutes of May 14, 2013 meeting

Motion was made by Konkel and seconded by Messer to approve the minutes from the May 14, 2013. The motion passed 6-0 on call of the roll.

3. Discussion and possible recommendation on Park Comprehensive Plan

Zirbes reported that Draper finished the Park and Recreation Comprehensive Plan. Discussion occurred relative to the comparative size and number of parks in Portage as compared to communities with population range between 10,000 – 20,000. Motion by Kreckman, second by Reckling to recommend approval of Park and Recreation Comprehensive Plan as presented. Motion carried 6-0 on call of the roll.

4. Discussion and possible recommendation on Park & Recreation Manager Position Description

Murphy summarized the proposed revisions to the existing position description. Konkel expressed concern with conflicting oversight and supervisory responsibility of the Parks staff. Murphy explained that the revisions emphasized the intent to better coordinate and utilize staff, equipment and resources with other City Departments. Motion by Reckling, second by Messer to recommend approval of Park & Recreation Manager position description as presented. Motion carried 6-0 on call of the roll.

5. Discussion and possible recommendation on Park and Recreation Foreman Position Description

Murphy summarized the proposed position description stating this position would be open to the existing staff. Konkel expressed concern similar to the Park and Recreation Manager position with conflicting oversight and supervisory responsibility to the Public Works Superintendent position. Board supported the position with the intent to review after implementation. Motion by Reckling, second by Kreckman to recommend approval of Park & Recreation Foreman position description as presented. Motion carried 6-0 on call of the roll.

6. Discussion and possible recommendation on Proposed Revisions to Park and Recreation Board Ordinance

Murphy summarized the changes to the current ordinance which provides budgetary and supervisory authority to the Park and Recreation Board. While forestry duties will not be

included in the Park & Recreation Manager position, they will be responsibility of the Park and Recreation Board. Reckling noted a correction in the revisions to change Commissioner to Board members. Konkel recommended changing Alder term to reflect staggered terms similar to the citizen members. Motion by Reckling, second by Messer to recommend ordinance changes to Legislative and Regulatory Committee.

7. Manager's Report

Hawkinson reported on Department programs, number of participants, Brewer Game Day event, beach activities including break-in at the beach house. Additionally a leak in the new Beach House roof was observed. City will follow up. Park & Recreation is linked to City financial system which has improved reporting and cash control procedures. Murphy commended Hawkinson for all her efforts after Raimer's retirement.

8. Adjournment

Motion by Reckling, second by Kreckman to adjourn. Motion carried 6-0 upon call of the roll. Meeting adjourned at 6:54 p.m.

Respectfully submitted
Shawn Murphy, City Administrator



Dear Park and Rec Director,

We are Brownie Troop 1148 of Portage. A troop of 8 girls entering 3rd grade. We are working on our Brownie Quest badges. To earn the badges we need to do a community service project. We would like to build a Little Free Library for the city of Portage. It would provide people of all ages with some "free" reading materials.

Here is how it works. We would fill the library with books and anyone would be able to take a book to read or place a different book in the library for others to read. Our Girl Scout troop would maintain it and check on it periodically for supply of books in it. People are able to check out a book and it will have no return date and they can return it to any little library in any city or state.

The girls would like to provide some books for other girls to read for free. They would like to help other kids learn new words. They would like to have some animal, baby, nature, chapter, toddler and grown-up books.

We have talked to you in the past about building a Little Free Library and placing it by the Park and Rec office. We are hoping that this option is still available to us.

We are going to paint the library at our next few meetings and should be able to have the library ready before the ground freezes. We will provide everything and just need your approval for your preference of placement.

Thank you for reading about our project. We hope you will help us and write back.

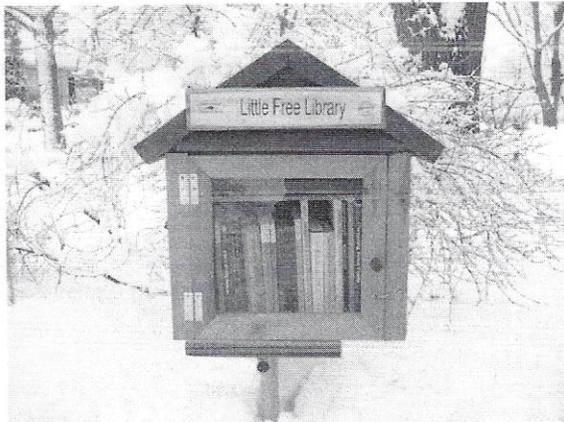
Sincerely,

Girl Scout Troop 1148

Bethany B

Debbie Krumpas - Troop Leader

Debbie Krumpas



Debbie Krumpas
420 Herman St
Portage, WI 53901





City of Portage
Parks and Recreation
Facility Fee Exemption Policy

Draft 9/6/2013

Purpose

The purpose of the policy is to establish standard procedures and guidelines for granting exemptions to the assessment of fees for use of public parks and recreation lands and facilities owned and/or operated by the City of Portage.

Authority

The granting of fee exemptions shall be the function of Parks and Recreation Board. Upon review and recommendation by the Parks and Recreation Board, the Common Council shall have final approval.

Objectives

- A. Provide guidance to the Manager of Parks and Recreation in the granting of exemptions to assessment of fees to individuals or groups renting City of Portage Park and Recreational facilities.
- B. Provide criteria for eligibility for groups seeking exemptions from rental fees.
- C. Insure that the granting of exemptions is consistent with budget guidelines and the ordinances and laws governing the use of public funds and facilities.

Qualifying Agencies/Organizations

The following agencies may be eligible for exemption of from fees for use of park and recreation facilities upon request:

- A. Units of local, county, state and federal government if the use of the facility is for the provision of programs and services to their employees or general public.
- B. Volunteer, tax-exempt organizations whose charter mission is to promote and assist with the development of Portage Parks and Recreation lands and facilities.
- C. Individuals, students or organizations whose use of Portage Parks and Recreation lands and facilities is necessary for the study, development, planning or evaluation of their use and enjoyment.

Fee Exemption Request Process

- A. Individuals, groups and/or organizations that are eligible per this policy may request exemption from rental fees, in writing to the Parks and Recreation Manager.

- B. The Manager of Parks and Recreation will determine if the request meets the eligibility criteria for the user and the function.
- C. The Manager of Parks and Recreation will notify the group if their request is approved or denied. If denied, the group may request an appeal of the decision no later than 5 days after the decision is rendered.
- D. The Parks and Recreation Board shall consider the appeal no later than 20 days after the appeal is filed and issue a written decision no later than 5 days after the appeal is considered at a properly noticed Park & Recreation Board meeting. Decisions of the Park and Recreation Board shall be final.

Criteria for Use in Determining Fee Exemption Requests

Critical examination will be conducted to insure that fee exemptions are consistent with this policy, do not violation applicable laws or regulations. Additionally, such granting of exemptions shall not be granted for any of the following reasons, even if the request is made by an eligible group or individual:

1. For the purpose of selling any goods, services or programs to guests or general public.
2. For recurring, on-going or regularly scheduled meetings, events or uses.
3. For events that obstruct or restrict the general enjoyment of the park, may result in damage to the facility or if, in the opinion of the Manager of Parks and Recreation the location or facility will not safely accommodate the number of users or function or such use will adversely affect the enjoyment of the park or surrounding neighborhood.
4. For any events in which the purpose is to advocate or distribute information or goods and services (whether sold or given away free) to the public or invited guests that are of a nature or whose intent is to influence those in attendance. This does not imply such uses or functions are prohibited but that they are not eligible for fee exemptions.

Proposed Revisions to Park & Recreation Fees - 2014

Park and Recreation

54-42 Fees and Charges (Parks and Recreation..... Cross Reference with 54-93

54-93 **Park Reservation Fee**

Monday through Friday for residents \$2015.00/day

Monday through Friday for non-residents \$3025.00/day

Saturday, Sunday and Holiday for residents..... \$25.00/day

Saturday, Sunday and Holiday for non-residents \$50.00/day

Dog Park

Residents \$20/year or \$2/day

Non-Residents \$25/year

Flea Market

Outside booth.....~~\$15~~**20**

Inside booth.....~~\$20~~**25**

Youth Programs

Resident and Non-resident \$15.00 per event per person

Non-resident has additional \$25.00 fee to be paid each six (6) month period, unless the township pays a co-sponsorship fee of \$1,000 per year.

A family can petition the Park and Recreation Board for a hardship waiver for the payment of fees.

Adult Programs

Non-resident..... \$25/season.

Basketball..... \$325/team

Karate \$20/session

Senior Fitness \$1/day

Softball \$325/team

Volleyball \$65/team - \$150/team officiated

Swimming Program

Spring/Fall Semester Passes..... \$100

Summer & Youth Semester Passes \$75

Punch Card (11 sessions)..... ~~\$28~~**30** (non-resident)

\$25 (Adult Resident)

\$20 (Student)

Daily Rates ~~\$3~~**4.00** (aerobics)

~~\$2.75~~**3.00** (adults)

~~\$2.25~~**2.00** (students)

Lessons

Student (Level 1-6)

Resident \$33

Non-Resident \$43

Max/Family..... \$100 Resident/\$125 Non-Resident

Preschool/Infant

Resident \$23

Non-Resident	\$33
Max/Family	\$50 Resident/\$90 Non-Resident
Adult Lessons.....	\$33 Resident/\$43 Non-Resident

Storage Fees – Veterans Memorial Field Buildings (plus 5.5% Sales Tax)

Enclosed Buildings (Concrete Floor & Locked):

All vehicles except as listed below	\$11.00/foot (measured bumper to bumper)
Boat & Trailer/Pontoons	\$11.00/foot (measured prop to trailer hitch)
Camping Trailer	\$11.00/foot (measured bumper/spare tire to trailer hitch)
Pontoons.....	\$200.00 /winter storage, remove by
4/15
5/1	\$215.00 /winter storage, remove by
Mobile Campers	\$200.00 /winter storage, remove by
4/15
5/1	\$215.00 /winter storage, remove by
Boats (>20').....	\$150.00 /winter storage, remove by
4/15
5/1	\$165.00 / winter storage, remove by
Automobiles	\$150.00 /winter storage, remove by
4/15
5/1	\$165.00 / winter storage, remove by
Personal Watercraft	\$9085.00 /winter storage, remove by
4/15
5/1	\$100.00 / winter storage, remove by
Motorcycle	\$7060.00 /winter storage, remove by
4/15
5/1	\$9075.00 / winter storage, remove by
Recreational Vehicle (per foot of length).....	\$118.00/foot(measured bumper/spare tire to bumper) -winter storage,
	remove by 4/15 \$8.50 /foot winter storage, remove by 5/1

Other Buildings (Dirt floor - unlocked/Roof – no walls)

All vehicles except as listed below	\$6.00/foot (measured from bumper to bumper)
Boat & Trailer/Pontoons	\$6.00/foot (measured from prop to trailer hitch)
Camping Trailer	\$6.00/foot (measured bumper/spare tire to trailer hitch)
Recreational Vehicle	\$6.00/foot (measured from bumper/spare tire to bumper)
Personal Watercraft	\$50.00/winter storage
Motorcycle	\$40.00/winter storage

All vehicles must be removed by April 30.

**CITY OF PORTAGE
PARK & REC SUMMARY**

	2011 ACTUAL	2012 ACTUAL	2013 BUDGET	2013 ACT 6	2014 BUDGET	% CHANGE	\$ CHANGE
REVENUES	68,619	71,279	84,200	32,601	87,950	4.45%	3,750
REVENUES GENERAL	2,779	(14,936)	(33,200)	(241)	(32,850)	-1.05%	350
TOTAL REVEUNES	71,398	56,343	51,000	32,360	55,100	8.04%	4,100
EXPENDITURES							
ADMINISTRATION	193,198	212,921	201,345	91,182	191,548	-4.87%	-9,797
RECREATION	70,973	69,875	77,096	32,620	77,181	0.11%	85
PARK MAINTENANCE	345,080	331,209	332,368	154,065	355,948	7.09%	23,581
TOTAL EXPENDITURES	609,251	614,005	610,809	277,867	624,677	2.27%	13,868
EXPENSE COMPONENTS							
PERSONNEL	438,722	444,697	447,979	199,785	455,290	1.63%	7,311
ADMINSTRATIVE EXPENSES	39,512	41,865	48,272	28,227	39,379	-18.42%	-8,893
PURCHASED SERVICES	3,916	5,385	4,200	1,690	6,300	50.00%	2,100
SUPPLIES/MATERIALS	71,398	56,343	51,000	32,360	55,100	8.04%	4,100
REPAIRS/MAINTENANCE							
UTILITIES	35,070	38,970	33,500	15,483	39,000	16.42%	5,500
OUTLAY	20,634	26,745	25,858	322	29,608	14.50%	3,750
TOTAL EXPENDITURES	609,251	614,005	610,809	277,867	624,677	2.27%	13,868

PARK & REC DEPARTMENT SUMMARY

09/06/2013

YTD June Review

	Higher (Lower)
Revenues:	
46752-OTHER CULTURE & RI Summer Ticket Sales - late start	(4,500)
Change in Anticipated P&R Revenues	(4,500)

P&R ADMIN

Wages & Bene's	Mngr Vacancy	(18,000)
Retiree Benefits	Health Ins Mngr	3,065
ICI	No Charge from State this year	(241)

PARK & REC PROGRAMS

Wash - ups/downs

PARK MAINTENANCE

ICI	No Charge from State this year	(138)
Water & Sewer	Splash Pad	2,000

Total Fire Expenditure Differences	(13,314)
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2014 Budget Review

	Higher (Lower)
Revenues:	
46720-PARK FACILITIES RENTAL	2,000
46751-RECREATION PROGRAM FEES	4,200
46752-OTHER CULTURE & RECREATION	(1,250)
48230-BUILDING RENTAL - VETS FIELD	(1,200)
Change in Anticipated P&R Revenues	3,750

P&R ADMIN

Wages & Bene's	2% increase; offset by lower	(12,400)
Retiree Benefits	Health Ins Mngr	7,363
Other Prof	Arborist Consultant	1,100
Training	New Director	500
General Insurance	WC decrease; decrease Genl &	(8,043)
Computer Hdwe/Sftwe	Laptop & Software	1,230
Other		452
Admin Subtotal		(9,798)

PARK & REC PROGRAMS

Wages & Bene's	Include Bene's Patrol officers ref	885
Uniforms	Adj to actual	(1,000)
Other		200
P&R Prog Subtotal		85

PARK MAINTENANCE

Wages & Bene's	2% increase	4,681
Wages Part Time	Increase pay \$8/hr to \$9.50/hr	6,500
Other Prof Svc	Forestry Field Work	1,000
Electricity & Water & Sewer	Splash Pad	5,500
Operating Supplies	Adj to actual	1,000
Grounds Repair/Maint	Sign Maint	2,000
Building/Grounds	Roofs on Dugouts	1,200
Other		1,700
PARK MAINT Subtotal		23,581

Total P&R Differences	13,868
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PARK & RECREATION REVENUE		2011	2012	2013	2013	2014	Higher (Lower) 13 Bdgt	
Fund 100		Actual	Actual	Budget	Act 6 month	Budget	14 Bdgt vs	14 Bdgt vs
Account Description							13 Bdgt	13 Bdgt
46720-000	PARK FACILITIES RENTAL	\$ 21,060	\$ 24,087	\$ 22,000	\$ 4,898	\$ 24,000	\$ 2,000	9.09%
46751-000	RECREATION PROGRAM FEES	\$ 29,990	\$ 33,688	\$ 38,000	\$ 24,469	\$ 42,200	\$ 4,200	11.05%
46752-000	OTHER CULTURE & RECREATION	\$ 15,519	\$ 11,504	\$ 19,000	\$ 3,234	\$ 17,750	\$ (1,250)	-6.58%
48230-000	BUILDING RENTAL - VETS FIELD	\$ 2,050	\$ 2,000	\$ 5,200	\$ -	\$ 4,000	\$ (1,200)	-23.08%
48450-000	INSURANCE RECOVERY-PARK	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
48309-000	SALE OF PROPERTY-OTHER	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
48500-000	DONATIONS	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
48900-000	MISCELLANEOUS REVENUE	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
48910-000	REFUND OF PRIOR YEAR EXPENSE	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
48920-000	INSURANCE DIVIDEND	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
		\$ -						
TOTAL REVENUE		\$ 68,619	\$ 71,279	\$ 84,200	\$ 32,601	\$ 87,950	\$ 3,750	4.45%

Park and Rec - Administration

City of Portage Detailed Budget Report

PARK & REC		2011	2012	2013	2013	2014	Higher (Lower) 13 Bdgt	14 Bdgt vs 14 Bdgt vs
Fund 100 Dept 30 Object 55200		Actual	Actual	Budget	Act 6 month	Budget	13 Bdgt	13 Bdgt
Account Description								
P&R ADMIN								
110	WAGES-FULLTIME	\$ 101,638	\$ 110,214	\$ 99,552	\$ 47,249	\$ 89,405	\$ (10,147)	-10.19%
111	WAGES-PARTTIME	\$ 2,037	\$ 364	\$ 510	\$ 758	\$ 510	\$ -	0.00%
112	OVERTIME COMPENSATION	\$ 409	\$ -	\$ 100	\$ -	\$ 100	\$ -	0.00%
115	LONGEVITY	\$ 800	\$ -	\$ 810	\$ -	\$ 360	\$ (450)	-55.56%
130	HEALTH INSURANCE	\$ 20,421	\$ 18,820	\$ 16,723	\$ 7,831	\$ 16,723	\$ -	0.00%
131	TERM LIFE INSURANCE	\$ 485	\$ 439	\$ 675	\$ 174	\$ 65	\$ (610)	-90.36%
132	DENTAL INSURANCE	\$ 925	\$ 975	\$ 864	\$ 386	\$ 864	\$ -	0.00%
134	INCOME CONTINUATION INS	\$ 263	\$ 255	\$ 241	\$ -	\$ 241	\$ -	0.00%
136	RETIREE BENEFITS			\$ -	\$ -	\$ 7,353	\$ 7,353	100.00%
140	EMPLOYEE ASSISTANCE PROGRAM	\$ 33	\$ 27	\$ 35	\$ -	\$ 35	\$ -	0.00%
150	RETIREMENT	\$ 9,947	\$ 6,575	\$ 6,681	\$ 3,145	\$ 6,291	\$ (390)	-5.84%
151	FICA	\$ 7,622	\$ 7,951	\$ 7,724	\$ 3,485	\$ 6,914	\$ (811)	-10.49%
153	SICK/VACATION ACCRUAL	\$ (1,889)	\$ 1,359	\$ -	\$ -	\$ -	\$ -	
216	ASSOCIATION DUES	\$ 155	\$ 150	\$ 500	\$ 257	\$ 450	\$ (50)	-10.00%
219	OTHER PROFESSIONAL SERVICES <i>Arborist Consultant</i>	\$ 3,125	\$ 4,587	\$ 3,400	\$ 1,116	\$ 4,500	\$ 1,100	32.35%
220	TELEPHONE	\$ 3,312	\$ 3,737	\$ 3,800	\$ 1,812	\$ 3,800	\$ -	0.00%
221	ELECTRICITY & GAS	\$ 230	\$ -	\$ -	\$ -	\$ -	\$ -	
290	TRAINING <i>New Director</i>	\$ 1,000	\$ -	\$ -	\$ -	\$ 500	\$ 500	100.00%
291	POSTAGE	\$ 250	\$ 312	\$ 350	\$ 158	\$ 350	\$ -	0.00%
292	PRINTING/PUBLISHING	\$ 1,397	\$ 1,220	\$ 900	\$ 413	\$ 950	\$ 50	5.56%
310	OFFICE SUPPLIES	\$ 319	\$ 795	\$ 500	\$ 224	\$ 500	\$ -	0.00%
320	PUBLICATIONS, SUBSCRIPTIONS	\$ 829	\$ 774	\$ 300	\$ 496	\$ 450	\$ 150	50.00%
390	MISCELLANEOUS SUPPLIES	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
505	LICENSE FEE	\$ 363	\$ 433	\$ 1,300	\$ 250	\$ 500	\$ (800)	-61.54%
510	GENERAL LIABILITY INSURANCE	\$ 7,880	\$ 7,554	\$ 7,683	\$ 5,706	\$ 6,488	\$ (1,195)	-15.55%
511	WORKMEN'S COMPENSATION INS	\$ 12,743	\$ 13,423	\$ 13,810	\$ 9,055	\$ 12,574	\$ (1,236)	-8.95%
512	PROPERTY INSURANCE	\$ 5,824	\$ 11,211	\$ 12,529	\$ 8,353	\$ 7,717	\$ (4,812)	-38.41%
540	DEPRECIATION	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
740	LOSSES	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
823	OFFICE FURNISHINGS & EQUIP	\$ -	\$ 156	\$ -	\$ -	\$ -	\$ -	
860	SMALL EQUIPMENT	\$ -	\$ 260	\$ 200	\$ 179	\$ 250	\$ 50	25.00%
870	COMPUTER HARDWARE	\$ -	\$ -	\$ -	\$ -	\$ 1,200	\$ 1,200	100.00%
880	COMPUTER SOFTWARE	\$ 40	\$ 330	\$ 200	\$ 135	\$ 500	\$ 300	150.00%
TOTAL P&R ADMIN		\$ 180,155	\$ 191,921	\$ 179,387	\$ 91,182	\$ 169,590	\$ (9,797)	-5.46%
TRANSFER TO VEH REPL								
10030592	TRANSFER TO VEHICLE REPL	\$ 13,043	\$ 21,000	\$ 21,958	\$ -	\$ 21,958	\$ -	0.00%
TOTAL TRANSFER TO VEH REPL		\$ 13,043	\$ 21,000	\$ 21,958	\$ -	\$ 21,958	\$ -	
							\$ -	
TOTAL PARK & REC ADMIN		\$ 193,198	\$ 212,921	\$ 201,345	\$ 91,182	\$ 191,548	\$ (9,797)	-4.87%

Park Recreation Programs

City of Portage

Detailed Budget Report

PARK & REC Fund 100 Dept 30 Object 55300	2011	2012	2013	2013	2014	Higher (Lower) 13 Bdgt	
	Actual	Actual	Budget	Act 6 month	Budget	14 Bdgt vs	14 Bdgt vs
Account Description						13 Bdgt	13 Bdgt
RECREATION PROGRAMS							
111 WAGES-PARTTIME	\$ 59,003	\$ 60,570	\$ 64,000	\$ 24,696	\$ 64,000	\$ -	0.00%
130 HEALTH INSURANCE	\$ 502	\$ 716	\$ -	\$ 287	\$ 500	\$ 500	100.00%
131 TERM LIFE INSURANCE	\$ 3	\$ 4	\$ -	\$ 2	\$ 5	\$ 5	100.00%
132 DENTAL INSURANCE	\$ 17	\$ 26	\$ -	\$ 5	\$ 25	\$ 25	100.00%
134 INCOME CONTINUATION INS	\$ 5	\$ 7	\$ -	\$ -	\$ 5	\$ 5	100.00%
150 RETIREMENT	\$ 349	\$ 447	\$ -	\$ 194	\$ 350	\$ 350	100.00%
151 FICA	\$ 4,473	\$ 4,620	\$ 4,896	\$ 1,884	\$ 4,896	\$ -	0.00%
290 TRAINING	\$ -	\$ -	\$ 200	\$ -	\$ 200	\$ -	0.00%
293 UNIFORMS	\$ 2,749	\$ 1,783	\$ 4,000	\$ 1,223	\$ 3,000	\$ (1,000)	-25.00%
340 OPERATING SUPPLIES	\$ 3,783	\$ 1,703	\$ 4,000	\$ 4,329	\$ 4,200	\$ 200	5.00%
860 SMALL EQUIPMENT	\$ 90	\$ -	\$ -	\$ -	\$ -	\$ -	
TOTAL RECREATION PROGRAMS	\$ 70,973	\$ 69,875	\$ 77,096	\$ 32,620	\$ 77,181	\$ 85	0.11%

Park Maintenance
City of Portage
Detailed Budget Report

PARK & REC Fund 100 Dept 30 Object 55400	2011	2012	2013	2013	2014	Higher (Lower) 13 Bdgt	14 Bdgt vs	14 Bdgt vs
Account Description	Actual	Actual	Budget	Act 6 month	Budget	13 Bdgt	13 Bdgt	13 Bdgt
PARK MAINTENANCE								
110 WAGES-FULLTIME	\$ 127,591	\$ 132,491	\$ 141,875	\$ 65,771	\$ 144,461	\$ 2,586		1.82%
111 WAGES-PARTTIME	\$ 30,599	\$ 33,275	\$ 34,000	\$ 12,957	\$ 40,500	\$ 6,500		19.12%
<i>4250 hours \$9.50/hr</i>								
112 OVERTIME COMPENSATION	\$ 2,193	\$ 214	\$ 492	\$ 861	\$ 2,500	\$ 2,008		408.05%
115 LONGEVITY	\$ 1,150	\$ -	\$ 1,500	\$ -	\$ 1,575	\$ 75		5.00%
130 HEALTH INSURANCE	\$ 42,937	\$ 42,185	\$ 41,432	\$ 19,206	\$ 40,106	\$ (1,326)		-3.20%
131 TERM LIFE INSURANCE	\$ 434	\$ 396	\$ 674	\$ 179	\$ 753	\$ 79		11.69%
132 DENTAL INSURANCE	\$ 1,471	\$ 1,463	\$ 1,500	\$ 668	\$ 1,452	\$ (48)		-3.20%
134 INCOME CONTINUATION INS	\$ 337	\$ 325	\$ 529	\$ -	\$ 504	\$ (25)		-4.81%
150 RETIREMENT	\$ 15,078	\$ 7,856	\$ 9,559	\$ 4,405	\$ 10,336	\$ 777		8.13%
151 FICA	\$ 11,322	\$ 10,807	\$ 13,607	\$ 5,642	\$ 14,461	\$ 854		6.28%
153 SICK/VACATION ACCRUAL	\$ (1,430)	\$ 2,317	\$ -	\$ -	\$ -	\$ -		
201 DRUG/ALCOHOL TESTING	\$ 792	\$ 798	\$ 800	\$ 574	\$ 800	\$ -		0.00%
216 ASSOCIATION DUES	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		
219 OTHER PROFESSIONAL SERVICES	\$ -	\$ -	\$ -	\$ -	\$ 1,000	\$ 1,000		100.00%
<i>Forestry Field Work</i>								
221 ELECTRICITY & GAS	\$ 29,661	\$ 32,757	\$ 28,500	\$ 13,293	\$ 29,000	\$ 500		1.75%
222 WATER & SEWER CHARGES	\$ 5,179	\$ 6,213	\$ 5,000	\$ 2,190	\$ 10,000	\$ 5,000		100.00%
<i>Splash Pad</i>								
290 TRAINING	\$ 485	\$ -	\$ 500	\$ -	\$ 400	\$ (100)		-20.00%
293 UNIFORMS	\$ 2,395	\$ 1,268	\$ 2,400	\$ 504	\$ 2,000	\$ (400)		-16.67%
294 OTHER CONTRACTURAL SERVICES	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		
340 OPERATING SUPPLIES	\$ 23,706	\$ 27,034	\$ 20,000	\$ 13,208	\$ 21,000	\$ 1,000		5.00%
341 VEHICLE/EQUIP MAINT SUPPLIES	\$ 10,071	\$ 4,693	\$ 8,000	\$ 4,073	\$ 8,000	\$ -		0.00%
342 GASOLINE/OIL	\$ 16,232	\$ 14,975	\$ 13,000	\$ 6,479	\$ 13,500	\$ 500		3.85%
350 BUILDING REPAIR/MAIN SUPPLIES	\$ 2,764	\$ 2,165	\$ 500	\$ 989	\$ 900	\$ 400		80.00%
351 GROUNDS REPAIR/MAINT SUPPLIES	\$ 14,524	\$ 4,978	\$ 5,000	\$ 3,058	\$ 7,000	\$ 2,000		40.00%
<i>Sign Maint</i>								
790 MISCELLANEOUS EXPENSE	\$ 130	\$ -	\$ -	\$ -	\$ -	\$ -		
810 TREE PROGRAM	\$ 6,087	\$ 2,371	\$ 3,500	\$ 8	\$ 4,000	\$ 500		14.29%
821 BUILDINGS/GROUNDS	\$ -	\$ 1,925	\$ -	\$ -	\$ 1,200	\$ 1,200		100.00%
<i>Roofs on Dugouts</i>								
823 OFFICE FURNISHINGS & EQUIP	\$ 709	\$ -	\$ -	\$ -	\$ 250	\$ 250		100.00%
860 SMALL EQUIPMENT	\$ 665	\$ 703	\$ -	\$ -	\$ 250	\$ 250		100.00%
TOTAL PARK MAINTENANCE	\$ 345,080	\$ 331,209	\$ 332,368	\$ 154,065	\$ 355,948	\$ 23,581		7.09%