VILLAGE OF GERMANTOWN
N112 W17001 MEQUON ROAD
GERMANTOWN, WI 53022

MEETING: **PARK & RECREATION COMMISSION**

DATE AND TIME: **WEDNESDAY, SEPTEMBER 20, 2017 at 5:30 p.m.**

LOCATION: **GERMANTOWN CONFERENCE ROOM A**
N112 W17001 Mequon Road

CALL TO ORDER: This meeting has been given public notice in accordance with Wisconsin Statutes, Section 19.83 and 19.84 in such form that will apprise the general public and news media of subject matter that is intended for discussion and action.

I. **ROLL CALL**

II. **INTRODUCTION & WELCOME TO NEW PARK & RECREATION COMMISSIONER RAY BORDEN**

III. **APPROVAL OF MINUTES:** August 23, 2017

IV. **PUBLIC INPUT:** Please be advised per State Statute Section 19.84(2), information will be received from the public. It is the policy of this municipality that there be a three (3) minute time period, per person, with time extensions per the Chief Presiding Officer's discretion; be further advised that there may be limited discussion on the information received, however, NO ACTION will be taken under public comments.

V. **CORRESPONDENCE**

VI. **OLD BUSINESS:**
1. Haupt Strasse Park Playground Equipment Project
2. Kinderberg Park Basketball Court Project

VII. **NEW BUSINESS**
1. 2018 Park & Recreation Operating & Capital Improvements Fund Budgets

VIII. **VILLAGE BOARD:**

IX. **SCHOOL BOARD REPORT:**

X. **DIRECTOR'S REPORT:**

XI. **ANNOUNCEMENTS OF PUBLIC INTEREST:**
The next Park & Recreation Commission meeting will be **October 18th @ 5:30p.m.**

XII. **ADJOURNMENT:**

UPON REASONABLE NOTICE, *efforts will be made to accommodate the needs of disabled individuals through appropriate aids and services. For additional information or to request this service please contact the Clerk's Office at (262)250-4740 at least 2 days prior to the meeting.*

VILLAGE OF GERMANTOWN
PARK & RECREATION COMMISSION MINUTES
CONFERENCE ROOM A
August 23, 2017

CALL TO ORDER: The meeting was called to order at 5:32 p.m. by Chair Coulthurst.

I. **ROLL CALL:** Chair Coulthurst, Commissioners Leukert, Depies and Trustee Rep. Miller. Absent and excused was Commissioners Knop & Stapelman. Absent and unexcused was School Board Rep. Brian Medved. Also present were Director Schroeder and Secretary Lemke.

II. **APPROVAL OF MINUTES:** ***Motion by Miller, seconded by Depies to approve the minutes from July 19, 2017 as presented with the stated correction Under New Business, #1, sentence 5 should read as "The Historical Society will also purchase tent sides to attach to the side of the shelter". Motion unanimously carried.***

III. **PUBLIC INPUT:**

IV. **CORRESPONDENCE**

V. **OLD BUSINESS**

1. **HAUPT STRASSE PARK PLAYGROUND EQUIPMENT PROJECT** - The equipment delivery/installation was originally anticipated for mid-August. Due to weather challenges and communication issues, the playground company is behind with the installation schedule. A better idea on the delivery/installation schedule will be known the week of September 5th.

2. **KINDERBERG PARK BASKETBALL COURT PROJECT** - The project site work, stone base, and asphalt paving components were awarded to Payne & Dolan as part of the 2017 village paving program. Payne & Dolan started on the roadway paving contract on July 5th, but is currently behind schedule. The pre-construction meeting for the basketball court project has been tentatively scheduled for early September. Installation of the basketball standards, and court surfacing/lining to follow. Depending on the weather, installation of the acrylic and color surface may need to be pushed back to next Spring.

VI. **NEW BUSINESS**

1) **2018 PARK & RECREATION OPERATING & CAPITAL IMPROVEMENTS FUND BUDGETS** - Staff is completing work on the 2018 Budgets. For the ***Recreation Budget***, staff is anticipating a decrease in revenues due to the loss of school district facilities for summer 2018 programs. An additional $10,000 is being requested for facility rental costs. Operating capital projects proposed for 2018 include repairs to both the Spassland Park Tennis Courts and Haupt Strasse Park skatepark. Capital Projects proposed for 2018 include Firemen's Park Shelter Design Plans, Spassland Park Play Equipment, Spassland Park Basketball Standards, Friedenfeld Pathways and Electric Service. The 2018 ***Senior Center Budget*** includes a capital request to replace the Senior Center Van.

VII. VILLAGE BOARD REPORT: Rick stated the board is in the process of interviewing the current candidates for Village Administrator. They are looking at getting down to 4 or 5 candidates and having them come back for 1 on 1 interviews with the board members. The board will be working on the department budgets over the next couple of months. Rick stated that the Village currently has numerous road projects in progress.

Trustee Rep. Miller excused at 6:00 p.m.

VIII. SCHOOL BOARD REPORT: Absent

IX. DIRECTOR'S REPORT:

1) **Haupt Strasse Park Pickleball Court Project** – The grand opening/ribbon cutting was held on August 15th. Over 50 people participated in the event with many positive comments on the facility.
2) **Haupt Strasse Park Play Equipment Project** –The equipment delivery/installation was originally anticipated for mid-August. Due to weather challenges and communication issues, the playground company is behind with the installation schedule. A better idea on the delivery/installation schedule will be known the week of September 5th.
3) **Haupt Strasse Park sewer lateral** – As part of the Main Street sanitary sewer relay project, the village directed the contractor to install a 14' section of 8" pipe to serve future restroom facilities at the park.
4) **Kinderberg Park Basketball Court Project** –The project site work, stone base, and asphalt paving components were awarded to Payne & Dolan as part of the 2017 village paving program. Payne & Dolan started on the roadway paving contract on July 5th, but is currently behind schedule. The pre-construction meeting for the basketball court project has been tentatively scheduled for early September. Installation of the basketball standards, and court surfacing/lining to follow. Depending on the weather, installation of the acrylic and color surface may need to be pushed back to next Spring.
5) **2017 EAB ASH Treatment Program** – M&M Tree Care started the trunk injection treatment project on August 1st. The project has been completed with 159 ash trees treated in village parks and municipal grounds.
6) **Baseball Tomorrow Fund Grant** – The village has received the $5,000 check. This $5,000 grant is for the purchase of field maintenance equipment, services, or supplies to improve youth baseball and/or softball fields in the community. Projects must be completed in 2017.
7) **2018 Park & Recreation Operating & Capital Improvements Fund Budgets** – Staff is completing work on the 2018 Budgets. For the ***Recreation Budget***, staff is anticipating a decrease in revenues due to the loss of school district facilities for summer 2018 programs. An additional $10,000 is being requested for facility rental costs. Operating capital projects proposed for 2018 include repairs to both the Spassland Park Tennis Courts and Haupt Strasse Park skatepark. Capital Projects proposed for 2018 include Firemen's Park Shelter Design Plans, Spassland Park Play Equipment, Spassland Park Basketball Standards, Friedenfeld Pathways and Electric Service. The 2018 ***Senior Center Budget*** includes a capital request to replace the Senior Center Van.
8) **Senior Center Office Assistant** – The 2017 Budget included monies for a second 12-15 hour/week office assistant position. Applications were accepted through August 18th, with interviews scheduled for the week of August 28th.

9) **School District Facility Use Requests** – The 2017-2018 Fall/Winter/Spring Facility Use Requests were approved at the July 24th School Board of Education Meeting. There were minimal adjustments to the program schedule. For the summer of 2018, there will be little to no use of school buildings for recreation programming.

10) **2017-2018 Fall/ Winter Recreation Guide** – The fall/winter recreation guide was mailed to the community the first week of August. Registration for village and school district residents began on Monday, August 14th.

11) **Oktoberfest Celebration** – The Germantown Historical Society's Hunsrucker Octoberfest is scheduled for Saturday and Sunday, September 23rd & 24th at Dheinsville Park.

12) **Homestead Hollow Dog Park** – The Washington County Parks staff will be holding two public informational meetings regarding the proposed dog park. The meetings are scheduled at 6:30 p.m. on Thursday, September 7th and Wednesday, September 13th at Homestead Hollow County Park shelter #3.

Recreation Division Report –
Most of the summer programs are completed with staff gearing up for the fall season.
Registration started on August 14th for residents and school district residents and August 16th for Non-residents. Registration for school year Kid's Klub went online on August 7th.
The department has 51 programs starting in September including: Dance, Belly Dancing, Poms, Gymnastics, Fall Girls Volleyball League, Tech Camps – STREAM Sampler, Little Gridders, Pee Wee & U6 Soccer, Oodles Of Art, Preschool Play group, Music Fun, Music Fun for Babies, Family Scavenger Hunt, Explore Martial Arts, Open Volleyball, Open Basketball, Softball Pitching Clinic, Intro To Tae Kwon Do, Pickleball, Learn To Skate, Intro To Hockey, Kids Klub, Co-Rec Volleyball League, Thursday Women's Volleyball League, Restore Your Core, Yoga, PULSE, TRX, Boxenfit, Babysitter's Training, Golf Lessons, Junior Golf, Beginner Pilates Mat, Zumba, Zumba Kids, Proper Pruning and Maintenance Techniques, Scrapbooking Crop, I-pad/I-phone Tips, Tricks & Techniques, How to use the Camera in Your Smartphone, Advance Digital Photography, Jazz Crusaders, Dixielanders, Clutter Class, Safety Awareness Training, Middle School Art, Henna, Acrylic Painting, Watercolor Painting, Tai Chi and Tree Climbing.
Upcoming events include the following:
Flag Football: The Flag Football Coaches meeting was held on August 3rd. There are 4 teams in each grade level: 1st, 2nd, 4th/5th, and 6 teams in 3rd grade. We have 49 volunteer coaches.
Soccer/Gridders: Pee Wee & U6 Soccer and Little Gridders Football will be starting on September 9th. Coaches meetings are set for August 23rd and August 30th to help coaches prepare for their upcoming seasons.
Girls Volleyball Leagues: There are 4 teams in the 3rd/4th grade division and 3 in the 5th/6th grade division, games will start on September 16th.

X. ANNOUNCEMENTS OF PUBLIC INTEREST: The next meeting will be held September 20th @ 5:30 p.m.

XI. ADJOURNMENT: There being no further business, the meeting was adjourned at 6:16 p.m.

Shannon Lemke

Shannon Lemke
Secretary

RECREATION
2018 BUDGET LINE ITEM WORKSHEET
REVENUES

ACCOUNT	DESCRIPTION	2015 ACTUAL	2016 ACTUAL	2017 ACTUAL JAN-JUN	2017 PROJECTED JUL-DEC	2017 PROJECTED TOTAL	2017 BUDGET	2018 BUDGET	% INCR 2018 BUDGET VS 2017 PROJ	% INCR 2018 BUDGET VS 2017 BUDG	
INTERGOVERNMENTAL REVENUES				0							
10-430-431-5520	STATE AID - DNR TREE GRANT	0	0	0	0	0	0	0	#DIV/0!	#DIV/0!	v
TOTAL INTERGOVERNMENTAL REVENUES		**0**	**0**	**0**	**0**	**0**	**0**	**0**	**#DIV/0!**	**#DIV/0!**	
PUBLIC CHARGES FOR SERVICES											
10-460-467-7210	PARK SHELTER & FIELD RENTAL	14,781	14,017	8,189	6,000	14,189	15,000	15,000	5.72%	0.00%	v
10-460-467-7212	PARK LAND FEES	1	673	1	344	345	345	365	5.80%	5.80%	v
10-460-467-7310	RECREATION FEES	965,794	981,764	485,773	465,000	950,773	960,000	930,000	-2.18%	-3.13%	v
10-460-467-7315	WPRA TICKET SALES	660	829	5,031	(4,181)	850	850	700	-17.60%	-17.65%	v
10-460-467-7317	ADVERTISING - REC DEPT BROCHURE	2,419	1,934	2,581	250	2,831	2,500	3,000	5.97%	20.00%	v
10-460-467-7340	CREDIT CARD	17,712	19,546	6,205	13,500	19,705	20,000	20,000	1.50%	0.00%	v
TOTAL PUBLIC CHARGES FOR SERVICES		**1,001,367**	**1,018,764**	**507,780**	**480,913**	**988,693**	**998,695**	**969,065**	**1.01%**	**-2.97%**	
MISCELLANEOUS REVENUES											
10-440-441-2400	FARMERS MARKET	880	900	720	120	840	900	900	7.14%	0.00%	v
10-480-485-5730	RECREATION DONATIONS	21,547	22,083	37,762	500	38,262	21,500	21,500	-43.81%	0.00%	v
10-480-485-5740	OUTDOOR IMPROVEMENT DONATIONS	0	0	0		0	0	0	#DIV/0!	#DIV/0!	v
TOTAL MISCELLANEOUS REVENUES		**22,427**	**22,983**	**38,482**	**620**	**39,102**	**22,400**	**22,400**	**-42.71%**	**0.00%**	
DEPARTMENT TOTAL		**1,023,794**	**1,041,747**	**546,262**	**481,533**	**1,027,795**	**1,021,095**	**991,465**	**-3.53%**	**-2.90%**	

JUSTIFICATION

INTERGOVERNMENTAL REVENUES

			EXPLANATION OF BUDGET REQUEST
10-430-431-5520	STATE AID - DNR TREE GRANT	0	
TOTAL INTERGOVERNMENTAL REVENUES		0	

PUBLIC CHARGES FOR SERVICES

10-460-467-7210	PARK SHELTER FEES	15,000	Fees from picnic shelter, facility, and athletic field rentals.
10-460-467-7212	PARK LAND FEES	365	Little League Park and Veteran's Memorial Leases.
10-460-467-7310	RECREATION FEES	930,000	Fees associated with recreation programming. Note: Projected revenue decrease of $30,000 compared to 2017 Budget due to loss of school facilitied in Summer 2018 as part of building referendum constructions projects
10-460-467-7315	WPRA TICKET SALES	700	Department receives $.75 for every ticket sold. Number of tickets sold on an annual basis is weather dependent. (Six Flags Great America, Noah's Ark, Mt. Olympus, Milwaukee County Zoo, Chula Vista, Country Springs Water Park)

10-460-467-7317	ADVERTISING - REC DEPT BROCHURE	3,000	Advertising space in seasonal recreation brochures.
10-460-467-7340	CREDIT CARD	20,000	Credit card charges - offset by recreation fees
TOTAL PUBLIC CHARGES FOR SERVICES		969,065	

MISCELLANEOUS REVENUES

10-440-441-2400	FARMERS MARKET	900	Vendor space rental.
10-480-485-5730	RECREATION DONATIONS	21,500	Sponsorship monies from business and community organizations.
10-480-485-5740	OUTDOOR IMPROVEMENTS	0	
TOTAL MISCELLANEOUS REVENUES		22,400	

RECREATION
2018 BUDGET LINE ITEM WORKSHEET
EXPENDITURES

ACCOUNT	DESCRIPTION	2015 ACTUAL	2016 ACTUAL	2017 ACTUAL JAN-JUN	2017 PROJECTED JUL-DEC	2017 PROJECTED TOTAL	2017 BUDGET	2018 BUDGET	% INCR 2018 BUDGET VS 2017 PROJ	% INCR 2018 BUDGET VS 2017 BUDG
SALARIES AND WAGES										
10-552-510-1100	SALARIES - REGULAR	223,093	233,291	115,289	120,000	235,289	234,578	238,942	1.55%	1.86%
10-552-510-1500	SALARIES - CUSTODIAL AND GROUNDS	5,874	5,087	1,926	4,000	5,926	9,000	6,000	1.25%	-33.33%
10-552-510-1800	SALARIES - PART TIME PROGRAMS	390,679	389,781	150,897	242,000	392,897	394,128	392,178	-0.18%	-0.49%
10-552-510-1810	SALARIES - OFFICE	0	0	0	0	0	0	0	#DIV/0!	#DIV/0!
10-552-510-1850	SALARIES - PARK AND REC COMM	1,230	775	260	740	1,000	1,000	1,000	0.00%	0.00%
TOTAL SALARIES AND WAGES		**620,877**	**628,933**	**268,373**	**366,740**	**635,113**	**638,706**	**638,120**	**0.47%**	**-0.09%**
FRINGE BENEFITS										
10-552-520-2100	SOCIAL SECURITY	46,375	46,418	20,727	26,500	47,227	48,631	48,816	3.36%	0.38%
10-552-520-2200	STATE RETIREMENT	21,532	22,565	11,739	13,500	25,239	25,512	25,350	0.44%	-0.63%
10-552-520-2300	HEALTH INSURANCE	66,050	125,625	46,575	46,000	92,575	93,150	90,400	-2.35%	-2.95%
10-552-520-2400	DENTAL INSURANCE	3,400	9,667	3,336	3,336	6,672	6,672	6,183	-7.33%	-7.33%
10-552-520-2500	LIFE INSURANCE	815	1,061	539	539	1,078	1,114	1,114	3.32%	0.00%
TOTAL FRINGE BENEFITS		**138,172**	**205,337**	**82,916**	**89,875**	**172,791**	**175,079**	**171,863**	**-0.54%**	**-1.84%**
OPERATING SUPPLIES AND EXPENSES										
10-552-530-3100	GENERAL SUPPLIES AND EXPENSE	2,340	2,504	1,537	1,200	2,737	2,800	2,800	2.29%	0.00%
10-552-530-3200	OFFICE SUPPLIES	3,535	3,553	1,233	2,300	3,533	3,500	3,600	1.91%	2.86%
10-552-530-3300	COPY MACHINE	11,541	9,468	5,517	5,600	11,117	11,000	11,000	-1.06%	0.00%
10-552-530-3400	POSTAGE	3,204	4,000	272	3,028	3,300	3,300	3,500	6.06%	6.06%
10-552-530-3700	GAS AND OIL	818	425	40	700	740	1,100	900	21.68%	-18.18%
10-552-530-3800	PROGRAM SUPPLIES AND EXPENSE	250,609	241,730	81,949	180,000	261,949	255,000	265,000	1.16%	3.92%
10-552-530-3810	SPRAYGROUND MAINTENANCE	4,755	5,274	786	3,500	4,286	5,000	5,000	16.67%	0.00%
10-552-530-3820	CELEBRATIONS & ENTERTAINMENT	789	1,000	0	950	950	1,000	1,000	5.26%	0.00%
10-552-530-3830	CHARGE CARD FEE	17,478	20,507	7,904	12,500	20,404	20,000	21,000	2.92%	5.00%
10-552-530-3900	OTHER SUPPLIES - PARK AND REC	20,267	18,962	3,703	15,000	18,703	19,000	19,000	1.59%	0.00%
10-552-530-5400	EQUIPMENT REPAIR AND MAINT	6,925	5,548	4,412	2,300	6,712	7,000	7,000	4.28%	0.00%
10-552-530-5500	VEHICLE REPAIR AND MAINT	59	231	453	300	753	800	800	6.20%	0.00%
10-552-530-7200	TELEPHONE	3,940	4,635	2,301	2,500	4,801	4,400	4,800	-0.03%	9.09%
10-552-530-7300	INSURANCE AND BONDS	10,530	39,229	29,114	20,523	49,637	49,637	41,960	-15.47%	-15.47%
10-552-530-7600	PRINTING AND PUBLISHING	20,382	21,568	9,600	12,500	22,100	23,500	23,500	6.34%	0.00%
10-552-530-7700	TRAINING AND SEMINARS	1,010	1,299	(250)	1,700	1,450	1,700	1,700	17.24%	0.00%
10-552-530-7800	TRAVEL	855	1,255	164	1,300	1,464	1,500	1,500	2.46%	0.00%
TOTAL OPERATING SUPPLIES		**359,038**	**381,187**	**148,736**	**265,901**	**414,636**	**410,237**	**414,060**	**-0.14%**	**0.93%**
CAPITAL ITEMS										
10-552-570-8100	MISCELLANEOUS EQUIPMENT	0	0	0	0	0	0		#DIV/0!	#DIV/0!
10-552-570-8200	LAND IMPROVEMENTS	6,499	0	12,270	0	12,270	15,000	22,500	83.37%	50.00%
TOTAL CAPITAL ITEMS		**6,499**	**0**	**12,270**	**0**	**12,270**	**15,000**	**22,500**	**83.37%**	**50.00%**
DEPARTMENT TOTAL		**1,124,586**	**1,215,457**	**512,294**	**722,516**	**1,234,810**	**1,239,022**	**1,246,543**	**0.95%**	**0.61%**

Covered by Revenue

RECREATION DEPARTMENT
2018 EXPENDITURE JUSTIFICATION

SALARIES AND WAGES

			EXPLANATION FOR BUDGET REQUEST
10-552-510-1100	SALARIES - REGULAR	238,942	Salaries for Park & Recreation Director, Recreation Supervisors (2), and Secretaries (2)
10-552-510-1500	SALARIES - CUSTODIAL AND GROUNDS	6,000	
10-552-510-1800	SALARIES - PART TIME PROGRAMS	392,178	**Covered by Program Revenue from acct: 10-460-467-7310 -**
10-552-510-1810	SALARIES - PART TIME OFFICE HELP	0	
10-552-510-1850	SALARIES - PARK AND REC COMMISSION	1,000	
TOTAL SALARIES AND WAGES		**638,120**	

FRINGE BENEFITS

10-552-520-2100	SOCIAL SECURITY	48,816	
10-552-520-2200	STATE RETIREMENT	25,350	
10-552-520-2300	HEALTH INSURANCE	90,400	
10-552-520-2400	DENTAL INSURANCE	6,183	
10-552-520-2500	LIFE INSURANCE	1,114	
TOTAL FRINGE BENEFITS		**171,863**	

OPERATING SUPPLIES AND EXPENSES

10-552-530-3100	GENERAL SUPPLIES AND EXPENSES	2,800	Dues & Subscriptions to WPRA (Staff & Commission) , NRPA (Director Only), & Certifications , Unemployment
10-552-530-3200	OFFICE SUPPLIES	3,600	
10-552-530-3300	COPY MACHINE	11,000	Per Finance
10-552-530-3400	POSTAGE	3,500	Per Finance
10-552-530-3700	GAS AND OIL	900	Gas & Oil (3) Vehicles; 2000 Pontiac Montana, 2013 Chevy Express, 2000 Crown Victoria
10-552-530-3800	PROGRAM SUPPLIES AND EXPENSE	265,000	**Covered by Program Revenue from acct: 10-460-467-7310, monies added for facility rental costs - 2018 summer programs**
10-552-530-3810	SPRAYGROUND	5,000	Chemicals, parts and repairs

10-552-530-3820	CELEBRATIONS AND ENTERTAINMENT	1,000	Special event supplies, activities and materials (i.e. Movies in the Park, Wipe Out, Carnival, Amazing Race)
10-552-530-3830	CREDIT CARD RECONCILIATION	21,000	Expense is directly offset by revenue from acct: 10-460-467-7340
10-552-530-3900	OTHER SUPPLIES & EXP - PARK & REC	19,000	Port-A-Johns, playground replacement parts, engineered wood fiber (playground surfacing), trash cans, tennis, basketball, volleyball court repairs, picnic tables, community garden, planting beds, skatepark, signage, etc
10-552-530-5400	EQUIPMENT REPAIR AND MAINT	7,000	RecTrac Annual Maintenance. (VSI in implementing a 10% increase for annual support over next three years - approx 3% per year, 8 Business PC's, Computer Lab (14 PC's) 10 laptop, 9 printers
10-552-530-5500	VEHICLE REPAIR AND MAINT	800	Preventive and emergency maint (3) vehicles
10-552-530-7200	TELEPHONE	4,800	Office & Cell Phones
10-552-530-7300	INSURANCE AND BONDS	41,960	Per Finance
10-552-530-7600	PRINTING AND PUBLISHING	23,500	Professional design, Typesetting , Printing & Mailing of 3 seasonal brochures. Includes Senior Center pages
10-552-530-7700	TRAINING AND SEMINARS	1,700	Various Conferences, Workshop s & Seminars
10-552-530-7800	TRAVEL	1,500	Hotels & Meals, travel,
TOTAL OPERATING SUPPLIES		414,060	

CAPITAL ITEMS

10-552-570-8100	MISCELLANEOUS EQUIPMENT	0	
10-552-570-8200	LAND IMPROVEMENTS	7,500	Haupt Strasse Park Skatepark repair
10-552-570-8200	LAND IMPROVEMENTS	15,000	Spassland Park Tennis Court Repair
TOTAL CAPITAL ITEMS		22,500	

RECREATION
2018 CAPITAL ITEMS

CAPITAL ITEMS

ACCOUNT	DESCRIPTION	2015 ACTUAL	2016 ACTUAL	2017 ACTUAL JAN-JUN	2017 PROJECTED JUL-DEC	2017 PROJECTED TOTAL	2017 BUDGET	2018 BUDGET	% INCR 2018 BUDGET VS 2017 PROJ	% INCR 2018 BUDGET VS 2017 BUDG
CAPITAL OUTLAY										
40-552-570-8210	BUILDING IMPROVEMENTS	0	0	0	0	0	0	0	#DIV/0!	#DIV/0!
40-552-570-8310	LAND IMPROVEMENTS	3,121	39,577	10,373	70,000	80,373	90,719	125,000	55.53%	37.79%
40-552-570-8420	OFFICE EQUIPMENT	0	0	0	0	0	0	0	#DIV/0!	#DIV/0!
40-552-570-8450	OTHER EQUIPMENT	0	81,625	0	90,000	90,000	95,000	90,000	0.00%	-5.26%
40-552-570-8520	VEHICLES	0	0	0	15,000	15,000	15,000	0	-100.00%	-100.00%
40-552-570-8530	OTHER MACHINERY AND EQUIP	0	0	0	0	0	0	0	#DIV/0!	#DIV/0!
TOTAL CAPITAL OUTLAY		**3,121**	**121,202**	**10,373**	**175,000**	**185,373**	**200,719**	**215,000**	**0.00%**	**7.11%**
DEPARTMENT TOTAL		**3,121**	**121,202**	**10,373**	**175,000**	**185,373**	**200,719**	**215,000**	**15.98%**	**7.11%**

JUSTIFICATION

CAPITAL OUTLAY			EXPLANATION OF BUDGET REQUEST
40-552-570-8210	BUILDING IMPROVEMENTS	0	
40-552-570-8310	LAND IMPROVEMENTS	20,000	Fireman's Park Shelter Design
	LAND IMPROVEMENTS	50,000	Friedenfeld Park Pathways
	LAND IMPROVEMENTS	25,000	Friedenfeld Park Electric
	LAND IMPROVEMENTS	30,000	Spassland Park Basketball Court Standards
40-552-570-8420	OFFICE EQUIPMENT		
40-552-570-8450	OTHER EQUIPMENT	90,000	Spassland Park - play equipment (materials & labor to replace 1994 equipment)
40-552-570-8520	VEHICLES	0	
40-552-570-8530	OTHER MACHINERY AND EQUIPMENT	0	
TOTAL CAPITAL OUTLAY		215,000	

ITEM: Firemen's Park Shelter Design Plans

DEPT: Park & Recreation

COST: $20,000

SOURCE: Borrowing

SUMMARY: Professional consulting services to prepare design plans for new multi-purpose shelter at Firemen's Park

DESCRIPTION: Monies were identified in the Village of Germantown Capital Outlay Plan (2017-2019) to replace the existing open park shelter with a multi-purpose building. The existing wood and sheet metal shelter has been in deteriorating condition for several years, and is inadequate to serve the needs of the community. Firemen's Park is home to several well attended programs and special events including the 4th of July, Taste of Germantown, Germantown Community Band Concerts, Family Carnival, as well as 50 plus park rentals each year by the general public.

The Kiwanis Club of Germantown is currently completing fundraising for the Performing Arts Pavilion. With the anticipated completion of construction in 2018 on this north side facility, the planning focus should shift to the multi-purpose shelter building. Plans should also take into consideration pathway locations, electrical service, and security lighting to link all park amenities with the goal of achieving maximum and efficient use of the park for all programs and special events.

The planning process will include public input meetings with community officials and project stakeholders. Deliverables will include site layout plans, schematic design plans, building elevations, utility plans and cost estimates/budget that are based on the to be determined design program for the facility.

ITEM:	Friedenfeld Park Pathways
DEPT:	Park & Recreation
COST:	$50,000
SOURCE:	Borrowing
SUMMARY:	Materials and labor to pave a section of the existing stone pathway system at Friedenfeld Park

DESCRIPTION:

Monies were identified in the Village of Germantown Capital Outlay Plan (2017-2019) for continued improvements to the Friedenfeld Park pathway system.

Friedenfeld Park is a 53-acre community park that features active recreation facilities that are heavily used by youth football, soccer, and baseball/softball programs. In addition, the park features a pedestrian trail system that is used by adjacent residents and the community for walking, running, and biking.

In 2007, the department paved the two parking lots and a portion of the pathway system. There remains an additional 4,000 LF of stone pathways to be paved.

Over the years, the stone pathways have started to be overgrown with grass/weeds. Low areas and ruts have developed along the trail that require an increasing level of maintenance each year. For safety and maintenance reasons, the department would like to begin a program to complete the paving of the remaining pathway sections over the next 2-3 years as part of the village's annual roadway paving program.

The first phase would include materials and labor to add stone base material and asphalt to complete approximately 2,775 LF of 8' wide pedestrian pathway in the southeast area of the park.

ITEM: Friedenfeld Park Electric Service

DEPT: Park & Recreation

COST: $25,000

SOURCE: Borrowing

SUMMARY: Materials and labor to install 3-phase primary service to the eastern side of the park

DESCRIPTION:

Friedenfeld Park is a 53-acre community park that features active recreation facilities that serve youth football, soccer, and baseball/softball programs. The park features a pedestrian trail system that is used by adjacent residents and the community for walking, running, and biking.

To date, electrical service is provided to the western portion of the park to serve the football concession stand and irrigation system. The park master plan completed in 2000, identifies several improvements on the east side of the park that require electrical service including restroom/shelter building, and parking lot and pathway lighting. In addition, the Germantown Soccer Club and Mai-fest programs are utilizing the eastern portion of the park for programs and events.

The project would include materials and labor to install 3-phase primary service from the west side of Country Aire Drive, running power from the existing service in the park, and then trenching approximately 1280 LF to the east central area of the park setting a 3-phase transformer.

This project would provide primary service that can be used to provide electric to the existing soccer/concession building, as well as future Mai-fest celebrations. In addition, this project would serve future park development including multi-purpose restroom/shelter building, and security lighting to the parking areas and along the park pathways.

ITEM:	Spassland Park Basketball Courts
DEPT:	Park & Recreation
COST:	$30,000
SOURCE:	Borrowing
SUMMARY:	Purchase & installation of 4 new basketball standards and goals.
DESCRIPTION:	The Spassland Park basketball courts are the most heavily used courts in the community. The courts are used for park and recreation programs, by youth basketball club teams, and by the general public. The existing standards/backboards/rims are 25 plus years old, and showing signs of rust and deterioration. Replacement of the basketball standards will provide increased play value and safety for all users. The project would include removal of existing basketball standards and concrete footings, as well as materials and labor to purchase and install four new basketball standard/backboards/rims, re-installed in concrete footings.

ITEM: Spassland Park Playground

DEPT: Park & Recreation

COST: $90,000

SOURCE: Borrowing

SUMMARY: Removal of existing playground structure and site amenities. Materials and labor to purchase and install a new playground structure within the park.

DESCRIPTION: The Consumer Products Safety Commission and the National Playground Safety Institute recommend replacing playground equipment every 15-20 years based upon normal, ordinary use. The Spassland Park playground was installed in 1994, making it 24 years old.

The playground has sustained typical wear and tear from usage and vandalism over the past 24 years. Finding replacement parts on this particular playground is difficult as the type of posts, clamps, decking, slides, etc. are no longer manufactured. In addition, the playground does not meet all current ADA standards or safety requirements.

The project would include purchase and installation of a new playground structure, safety surfacing (wood fiber), concrete border with concrete sidewalk connection to the existing asphalt pathway, benches, and landscape restoration.

RECREATION FACILITY FEE FUND
2018 BUDGET LINE ITEM WORKS
REVENUES

ACCOUNT	DESCRIPTION	2015 ACTUAL	2016 ACTUAL	2017 ACTUAL JAN-JUN	2017 PROJECTED JUL-DEC	2017 PROJECTED TOTAL	2017 BUDGET	2018 BUDGET	% INCR 2018 BUDGET VS 2017 PROJ	% INCR 2018 BUDGET VS 2017 BUDGET
INTERGOVERNMENTAL										
		0	0	0	0	0	0	0	#DIV/0!	#DIV/0!
TOTAL INTERGOVERNMENTAL		**0**	**0**	**0**	**0**	**0**	**0**	**0**	**#DIV/0!**	**#DIV/0!**
CHARGES FOR SERVICES										
16-480-485-5150	VILLAGE FACILITY FEE REVENUE	9,086	8,941	5,726	3,400	9,126	11,000	11,500	26.02%	4.55%
16-480-485-5160	SCHOOL DISTRICT FACILITY FEE REV	18,689	22,314	11,519	8,000	19,519	18,000	16,000	-18.03%	-11.11%
16-480-485-5170	ATHLETIC CLUB FEES	7,340	6,829	3,180	4,000	7,180	7,500	7,500	4.46%	0.00%
TOTAL CHARGES FOR SERVICES		**35,116**	**38,083**	**20,424**	**15,400**	**35,824**	**36,500**	**35,000**	**-2.30%**	**-4.11%**
INTEREST REVENUE										
16-480-481-1100	INVESTMENT INTEREST	517	620	570	200	770	1,000	600	-22.05%	-40.00%
TOTAL INTEREST REVENUE		**517**	**620**	**570**	**200**	**770**	**1,000**	**600**	**-22.05%**	**-40.00%**
DEPARTMENT TOTAL		**35,633**	**38,703**	**20,994**	**15,600**	**36,594**	**37,500**	**35,600**	**-2.72%**	**-5.07%**

EXPENDITURES

ACCOUNT	DESCRIPTION	2015 ACTUAL	2016 ACTUAL	2017 ACTUAL JAN-JUN	2017 PROJECTED JUL-DEC	2017 PROJECTED TOTAL	2017 BUDGET	2018 BUDGET	% INCR 2018 BUDGET VS 2017 PROJ	% INCR 2018 BUDGET VS 2017 BUDGET
GENERAL EXPENDITURES										
16-567-530-3100	VILLAGE OWNED EXPENSE	8,838	0	200	5,000	5,200	8,000	10,500	101.93%	31.25%
16-567-530-3200	SCHOOL DISTRICT OWNED	1,946	18,989	12,562	3,500	16,062	20,000	15,000	-6.61%	-25.00%
16-567-530-3300	ATHLETIC CLUB EXPENDITURE	7,290	5,195	1,170	5,000	6,170	7,500	7,500	21.56%	0.00%
TOTAL EXPENDITURES		**18,074**	**24,184**	**13,932**	**13,500**	**27,432**	**35,500**	**33,000**	**20.30%**	**-7.04%**
DEPARTMENT TOTAL		**18,074**	**24,184**	**13,932**	**13,500**	**27,432**	**35,500**	**33,000**	**20.30%**	**-7.04%**

SENIOR CENTER
2018 BUDGET LINE ITEM WORKSHEET
REVENUES

ACCOUNT	DESCRIPTION	2015 ACTUAL	2016 ACTUAL	2017 ACTUAL JAN-JUN	2017 PROJECTED JUL-DEC	2017 PROJECTED TOTAL	2017 BUDGET	2018 BUDGET	% INCR 2018 BUDGET VS 2017 PROJ	% INCR 2018 BUDGET VS 2017 BUDGET	
INTERGOVERNMENTAL											
10-430-431-2500	FEDERAL AID - NUTRITION	600	600	600	0	600	600	600	0.00%	0.00%	√
10-430-431-7215	COUNTY GRANT - AGING & DISBILITY	6,000	6,000	6,000	0	6,000	6,000	6,000	0.00%	0.00%	√
TOTAL INTERGOVERNMENTAL		**6,600**	**6,600**	**6,600**	**0**	**6,600**	**6,600**	**6,600**	**0.00%**	**0.00%**	
PUBLIC CHARGES FOR SERVICES											
10-460-467-7320	SENIOR CENTER FEES	10,757	10,215	5,060	6,000	11,060	13,000	13,000	17.54%	0.00%	√
10-460-467-7330	SENIOR CENTER RENTAL	5,152	5,469	4,795	2,000	6,795	6,000	7,000	3.01%	16.67%	√
10-460-467-7350	SENIOR TRIP FEES	11,808	12,678	6,133	6,500	12,633	15,000	14,000	10.82%	-6.67%	√
TOTAL PUBLIC CHARGES FOR SERVICES		**27,717**	**28,363**	**15,988**	**14,500**	**30,488**	**34,000**	**34,000**	**11.52%**	**0.00%**	
DEPARTMENT TOTAL		**34,317**	**34,963**	**22,588**	**14,500**	**37,088**	**40,600**	**40,600**	**9.47%**	**0.00%**	

JUSTIFICATION

INTERGOVERNMENTAL — **EXPLANATION OF BUDGET REQUEST**

10-430-431-2500	FEDERAL AID - NUTRITION	600	Meal Program
10-430-431-7215	COUNTY GRANT – AGING & DISABILITY	6,000	Annual payment from Washington County for use of Germantown Senior Center
TOTAL INTERGOVERNMENTAL		**6,600**	

PUBLIC CHARGES FOR SERVICES

10-460-467-7320	SENIOR CENTER FEES	13,000	Fees associated with senior programs and services.
10-460-467-7330	SENIOR CENTER RENTAL	7,000	Rental fees from community use of facility
10-460-467-7350	SENIOR TRIP FEES	14,000	Fees associated with Senior trips and tours
TOTAL PUBLIC CHARGES FOR SERVICES		**34,000**	

SENIOR CENTER
2018 BUDGET LINE ITEM WORKSHEET
EXPENDITURES

ACCOUNT	DESCRIPTION	2015 ACTUAL	2016 ACTUAL	2017 ACTUAL JAN-JUN	2017 PROJECTED JUL-DEC	2017 PROJECTED TOTAL	2017 BUDGET	2018 BUDGET	% INCR 2018 BUDGET VS 2017 PROJ	% INCR 2018 BUDGET VS 2017 BUDGET
SALARIES AND WAGES										
10-554-510-1100	SALARIES - ADMINISTRATION	0	0	0		0	0	0	#DIV/0!	#DIV/0!
10-554-510-1800	SALARIES - STAFF	43,267	40,572	24,754	25,500	50,254	54,225	53,737	6.93%	-0.90%
TOTAL	**SALARIES AND WAGES**	**43,267**	**40,572**	**24,754**	**25,500**	**50,254**	**54,225**	**53,737**	**6.93%**	-0.90%
FRINGE BENEFITS										
10-554-520-2100	SOCIAL SECURITY	3,238	3,033	1,859	2,000	3,859	4,148	4,111	6.53%	-0.89%
10-554-520-2200	STATE RETIREMENT	2,832	2,557	1,637	1,500	3,137	3,127	3,466	10.48%	10.84%
10-554-520-2300	HEALTH INSURANCE	7,550	7,550	3,525	3,525	7,050	7,050	6,800	-3.55%	-3.55%
10-554-520-2400	DENTAL INSURANCE	425	489	245	245	490	489	489	-0.10%	0.00%
10-554-520-2500	LIFE INSURANCE	25	199	149	160	309	317	326	5.37%	2.84%
TOTAL FRINGE BENEFITS		**14,070**	**13,829**	**7,415**	**7,430**	**14,845**	**15,131**	**15,192**	**2.34%**	**0.40%**
OPERATING SUPPLIES AND EXPENSES										
10-554-530-3100	GENERAL SUPPLIES & EXPENSES	1,120	1,017	134	1,200	1,334	1,800	1,800	34.91%	0.00%
10-554-530-3200	OFFICE SUPPLIES		253	182	100	282	0	0		
10-554-530-3700	GAS AND OIL	1,632	1,211	333	1,000	1,333	2,000	2,000	50.05%	0.00%
10-554-530-3800	SENIOR PROGRAM EXPENSE	6,000	7,732	3,308	4,200	7,508	10,250	10,250	36.51%	0.00%
10-554-530-3810	SENIOR TRIPS EXPENSE	11,640	8,788	3,837	6,300	10,137	12,500	12,500	23.31%	0.00%
10-554-530-5400	EQUIPMENT REPAIR AND MAINT	4,256	1,907	210	1,600	1,810	4,300	4,300	137.59%	0.00%
10-554-530-5500	VEHICLE REPAIR AND MAINT	385	1,740	4	1,000	1,004	1,200	1,200	19.56%	0.00%
10-554-530-7100	UTILITIES	16,473	16,787	7,111	10,389	17,500	17,500	18,000	2.86%	2.86%
10-554-530-7200	TELEPHONE	2,060	2,091	1,253	1,400	2,653	2,300	2,800	5.53%	21.74%
10-554-530-7300	INSURANCE AND BONDS	1,794	2,189	1,278	901	2,179	2,179	2,018	-7.39%	-7.39%
10-554-530-7700	TRAINING AND SEMINARS	425	90	0	400	400	425	425	6.25%	0.00%
10-554-530-7800	TRAVEL	199	92	0	150	150	200	200	33.33%	0.00%
TOTAL	**OPERATING SUPPLIES**	**45,983**	**43,899**	**17,650**	**28,640**	**46,290**	**54,654**	**55,493**	**19.88%**	**1.54%**
CAPITAL ITEMS										
10-554-570-8100	MISCELLANEOUS EQUIPMENT	0	0	7,616	0	7,616	7,500	0	-100.00%	-100.00%
TOTAL CAPITAL ITEMS		**0**	**0**	**7,616**	**0**	**7,616**	**7,500**	**0**	**-100.00%**	-1
DEPARTMENT TOTAL		**103,320**	**98,300**	**57,435**	**61,570**	**119,005**	**131,510**	**124,422**	**4.55%**	**-5.39%**

SENIOR CENTER

2018 EXPENDITURE JUSTIFICATION

SALARIES AND WAGES

			EXPLANATION OF BUDGER REQUEST
10-554-510-1100	SALARIES - ADMINISTRATION	0	
10-554-510-1800	SALARIES – STAFF	53,737	Senior Center Coordinator and 2 part-time office assistants, rental attendents
TOTAL SALARIES AND WAGES		**53,737**	

FRINGE BENEFITS

10-554-520-2100	SOCIAL SECURITY	4,111	
10-554-520-2200	STATE RETIREMENT	3,466	
10-554-520-2300	HEALTH INSURANCE	6,800	
10-554-520-2400	DENTAL INSURANCE	489	
10-554-520-2500	LIFE INSURANCE	326	
TOTAL FRINGE BENEFITS		**15,192**	

OPERATING SUPPLIES AND EXPENSES

10-554-530-3100	GENERAL SUPPLIES AND EXPENSES	1,800	Dues & subscriptions to WPRA & WASC, Monies for document center/copier contract.
10-554-530-3200	OFFICE SUPPLIES	0	All office supplies paid for by the Senior Club
10-554-530-3400	POSTAGE	0	All postage paid for by the Senior Club
10-554-530-3700	GAS AND OIL	2,000	Gas & oil used for vehicles and to transport seniors
10-554-530-3800	SENIOR PROGRAM EXPENSE	10,250	**Covered by revenue** from acct: 10-460-467-7320 (senior center fees): Fees cover contractual, supplies and staffing expenses related to delivery of programs
10-554-530-3810	SENIOR TRIPS EXPENSE	12,500	**Covered by revenue** from acct: 10-460-467-7350 (senior trip fees): Fees cover all costs associated with the trip (e.g. tickets, bus, meals) and/or all contractual expenses.
10-554-530-5400	EQUIPMENT REPAIR AND MAINT	4,300	(2) Business PC's, computer lab (10)_ PC's, copier, sound system, (3) TV's, LCD Projector, (2) treadmills, (4) exercise bikes, etc
10-554-530-5500	VEHICLE REPAIR & MAINT	1,200	Preventative and emergency repairs on two (2) vehicles: Dodge Caravan & Dodge Magnum
10-554-530-7100	UTILITIES	18,000	
10-554-530-7200	TELEPHONE	2,800	Phones, Time Warner Cable/Internet

10-554-530-7300	INSURANCE AND BONDS	2,018	
10-554-530-7700	TRAINING AND SEMINARS	425	WASC and WPRA Annual Conference, workshops, seminars, etc
10-554-530-7800	TRAVEL	200	Hotel and per diem, travel
TOTAL OPERATING SUPPLIES		**55,493**	

CAPITAL ITEMS

10-554-570-8100	MISCELLANEOUS EQUIPMENT	0	
TOTAL CAPITAL ITEMS		0	

SENIOR CENTER
2018 CAPITAL ITEMS

ACCOUNT	DESCRIPTION	2015 ACTUAL	2016 ACTUAL	2017 ACTUAL JAN-JUN	2017 PROJECTED JUL-DEC	2017 PROJECTED TOTAL	2017 BUDGET	2018 BUDGET	% INCR 2018 BUDGET VS 2017 PROJ	% INCR 2018 BUDGET VS 2017 BUDGET
CAPITAL OUTLAY										
40-554-570-8200	BUILDING IMPROVEMENTS	0	0	0	0	0	0	0	#DIV/0!	#DIV/0!
40-554-570-8410	FURNITURE	0	0	0	0	0	0	0	#DIV/0!	#DIV/0!
40-554-570-8420	OFFICE EQUIPMENT	0	0	0	0	0	0	0	#DIV/0!	#DIV/0!
40-554-570-8450	OTHER EQUIPMENT	5,892	0	0	0	0	0	0	#DIV/0!	#DIV/0!
40-554-570-8520	VEHICLES	0	0		0	0	0	55,000	#DIV/0!	#DIV/0!
TOTAL CAPITAL OUTLAY		**5,892**	**0**	**0**	**0**	**0**	**0**	**55,000**	**#DIV/0!**	**#DIV/0!**
DEPARTMENT TOTAL		**5,892**	**0**	**0**	**0**	**0**	**0**	**55,000**	**#DIV/0!**	**#DIV/0!**

JUSTIFICATION

CAPITAL OUTLAY			EXPLANATION OF BUDGET REQUEST
40-554-570-8210	BUILDING IMPROVEMENTS	0	
40-554-570-8410	FURNITURE	0	
40-554-570-8420	OFFICE EQUIPMENT	0	
40-554-570-8450	OTHER EQUIPMENT	0	
40-554-570-8520	VEHICLES	55,000	Ford Para-Transit 350 8-passenger van to replace the 2007 Doge Caravan - partial offset by Senior Van Replacement Fund
TOTAL CAPITAL OUTLAY		**55,000**	

ITEM:	Para-Transit 8-Passenger Van
DEPT:	Park & Recreation
COST:	$55,000
SOURCE:	Senior Van Replacement Fund & Capital Borrowing
SUMMARY:	Replace the 2007 Dodge Grand Caravan with a new 8-Passenger Para Transit Van
DESCRIPTION:	In 2008, the department purchased a 2007 Dodge Grand Caravan passenger van. This van is used on a year-round basis for the Senior Van Transportation Program. Volunteer drivers transport seniors from their home to various destinations around the area. Seniors pay a nominal fee for rides within a 20-mile radius. The money collected is deposited into the Senior Van Replacement Fund that has a balance of $27,310 as of June 30, 2017. Van fares averaged $2,850 per year for the 3-year period from 2014-2016. In talking with the Department of Public Works, the vehicle is in average to poor condition with repair costs increasing yearly. The mileage on the Dodge Grand Caravan is approximately 110,000. The vehicle has experienced considerable wear and tear with the numerous stops and starts. The department would like to purchase a larger vehicle that provides additional passenger space as well as easier access for seniors with mobility issues. The 8-passenger van can also be used for senior day trips/tours. The Senior Center Advisory Committee reviewed this item at the July 27, 2017 meeting, with a recommendation to enter monies in the proposed 2018 Budget to purchase a new senior center van.