

1. 6:00 P.M. September 16, 2019 - PRC Agenda

Documents:

[09.16.2019- PR AGENDA.PDF](#)

2. 09.16.2019 - PRC Packet

Documents:

[09.16.2019.PDF](#)

Parks/Recreation Committee

Regular Meeting Notice and Agenda

Village of Cross Plains

2417 Brewery Road

Cross Plains, WI 53528

(608) 798-3241

Monday, September 16, 2019

6:00 pm

- I. Call to Order, Roll Call, and Pledge of Allegiance

- II. Public Comment – This is an opportunity for anyone to address the Committee on any issue NOT on the current agenda. *Please observe the time limit of 3 minutes.* While the Committee encourages input from residents, it may not discuss or act on any issue that is not duly noticed on the agenda.

- III. Reports
 1. Committee Chairperson
 2. Committee Members
 3. Parks and Recreation Director

- IV. Committee Discussion
 1. Discussion regarding Village owned land East of Baer Park.
 2. Discussion and action regarding the pool fee schedule for the 2020 Operating Season.
 3. Discussion and action regarding part-time seasonal employees within the Parks, Recreation and Conservancy Department.
 4. Discussion and action regarding the 2020 Parks, Recreation and Conservancy Operating Budget.

- V. Adjournment

This meeting notice constitutes an official meeting of the above referenced group and was posted in accordance with all applicable laws related Open Meetings Law. It is possible that members of and possibly a quorum of members of other governmental bodies of the municipality may be in attendance at the above stated meeting to gather information. No action will be taken by any governmental body at the above stated meeting other than the governmental body specifically referred to above in this notice. Upon reasonable notice, efforts will be made to accommodate the needs of disabled individuals. For additional information or to request this service, contact the Village Hall at (608) 798-3241 or bchang@cross-plains.wi.us

Parks/Recreation Committee

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Parks/Recreation Committee

Regular Meeting Minutes

Village of Cross Plains

2417 Brewery Road

Cross Plains, WI 53528

(608) 798-3241

Monday, August 19, 2019

7:30 pm

I. Call to Order, Roll Call, and Pledge of Allegiance

The meeting was called to order at 7:30 pm.

Roll call: Melissa Hinz, Bill Brosius, Jennifer Bontli, Sarah Francois

Not Present: Michael Cliff

II. Public Comment – None

III. Reports

1. Committee Chairperson - None

2. Committee Members – Bill Brosius commented that the PRC Committee should have t-shirts for the next meeting with the community (October 21).

3. Parks and Recreation Director – Director Axon gave his report

IV. Committee Discussion

1. Discussion and action regarding UTV/ATV use within the Village boundaries. –

Following a presentation by Doug Brunner, a motion was made by Bill Brosius and seconded by Melissa Hinz to table the UTV/ATV use within the Village Boundaries. Motion carried.

2. Discussion and action to implement a policy allowing resident registration for recreation programs 24 hours in advance of non-residents. –

Following discussion, a motion was made by Melissa Hinz and seconded by Jennifer Bontli to not implement a 24-hour policy at this time but look at this again in July 2020. Motion carried.

3. Discussion regarding the Glacial Valley Park playground project and timeline. –

Information to get the community more involved in the process will be included in the Village Newsletter in September allowing for Village Residents to look at the documents on the Village Website. Information will be gathered by the Parks and Recreation Director and presented at the October 21 PRC Committee meeting.

V. Adjournment

A motion was made by Bill Brosius, seconded by Melissa Hinz and unanimously approved to adjourn at 9:00 pm.

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Village of Cross Plains

Parks and Recreation Department

Memorandum

To: Parks, Recreation and Conservancy Committee
 From: Michael Axon, Village of Cross Plains Parks, Recreation and Conservancy Director
 Date: September 11, 2019
 Re: Cross Plains Swimming Pool Fee Schedule

Due to the increase needs for operating costs at the Cross Plains Swimming Pool and budget constraints, I'm proposing the following fee increases for 2020:

Service	2019 Fee	2020 Resident Fee	2019 Non-Resident Fee	2020 Non-Resident Fee
Individual Pool Membership	\$75.00	\$75.00	\$100.00	\$115.00
Family Pool Membership	\$115.00	\$125.00	\$145.00	\$155.00
Swimming Lesson	\$40.00	\$40.00	\$50.00	\$50.00

Based on the previous season, the 2020 operating budget would have the following impact:

Service	2019 Revenue	2020 Operating Budget	Net Increase
Pool Membership	\$68,500.00	\$70,150.00	\$1650.00

These numbers were equated by comparison of other communities, including:

	'19 Season Pass Resident	'19 Season Pass Non-Resident
Goodman Pool – Madison	\$185.00	\$310.00
Middleton Outdoor	\$175.00	\$375.00
MCPASD	\$200.00	\$310.00
Oregon	\$115.00	\$240.00
Monona Outdoor	\$125.00	\$200.00
Average	\$160.00	\$287.00

I look forward to our discussion on these topics and entertain any questions you may have prior to the meeting.

Sincerely,

Michael Axon
 Village of Cross Plains
 Parks and Recreation Director



Village of Cross Plains

Parks and Recreation Department

Memorandum

To: Village of Cross Plains Trustees
 From: Michael Axon, Village of Cross Plains Parks, Recreation and Conservancy Director
 Date: September 11, 2019
 Re: Parks, Recreation and Conservancy Committee

The Parks, Recreation and Conservancy Department is composed of 4 full-time, 39 part-time/seasonal and numerous independent contractors. Over the last few years, the Cross Plains Swimming Pool has had issues attracting and retaining seasonal staff, mainly certified lifeguards and swim instructors. Competing with facilities like the Middleton-Cross Plains School District, Walter Barman Aquatic Center (Middleton) and Goodman Aquatic Center, we've not only experienced less applicants but a large increase in turnover. (Experienced staff going to these facilities) At this time, I'm proposing an increase in certified staff as presented:

- (1) Pool Manager: \$15.00 per hour (Must have Wisconsin Swim Instructor)
- (2) Assistant Pool Manager: \$12.50 per hour (Must have Wisconsin Swim Instructor)
- (12) Lifeguard (WSI): \$11.00 per hour (Must have Wisconsin Swim Instructor)
- (3+) Swim Instructor: \$10.00 per hour (Must have Wisconsin Swim Instructor)
- Lifeguard: \$9.50 per hour (No WSI)
- (4) Cashier/Basket-room: \$8.00 per hour

Position	2019 Wages	2020 Wages
Pool Manager	\$12.00	\$15.00
Assistant Manager	\$10.00	\$12.00
Lifeguard (WSI)	\$9.00	\$11.00
Swim Instructor (WSI)	\$9.00	\$10.00
Lifeguard (No WSI)	\$8.50	\$9.50
Cashier/Basket-room	\$7.35	\$8.00

Based on the previous season, the 2020 operating budget would have the following impact:

Position	2019 Operating Budget	2020 Operating Budget	Net Increase
Pool Managers	\$12,000.00	\$13,500.00	\$1,500.00
Lifeguards	\$35,000.00	\$52,000.00	\$17,000.00

Below, you'll find a chart with 2019 wages for communities we're now competing with. I've also included wages of the Cross Plains Stingrays, our local swim team that employs a number of our lifeguards.

Position	Wage	Yearly Increase (Returning)
Head Coach	\$16.50 per hour	\$.50
Assistant Coach	\$9.50 per hour	\$.50

	Manager	Ass. Manager	Lifeguard	Swim Instructor	Cashier
Goodman Pool	\$19.18	NA	\$13.86	NA	NA
Middleton Outdoor	\$12,000 year	\$14.00	\$10-\$12	\$12.00	\$9.00
MCPASD	\$15.00	NA	\$12.00	\$14.00	NA
Oregon	NA	\$14.75	\$9.50	\$20.00	\$8.50
Verona	NA	\$10.25	\$9.5	\$13.25	NA

Over the last few years, the Parks, Recreation and Conservancy Department expanded their services offering Full Day Camp and After School Care in conjunction with our other programming. As our program offerings expand, our need for qualified staff increases as well. To stay competitive, not only with other communities but also other positions within our department, I'm proposing the following wages:

- Full Day Camp Manager: \$10.50 per hour (Must have CPR/First Aid/AED Certification; Child Care Certification Preferred)
- Full Day Camp Staff I: \$9.50 per hour (CRP/First Aid/AED Certification)
- Full Day Camp Staff II: \$8.50 per hour (No CPR/First Aid/AED Certification)
- After School Care Staff 1: \$9.50 per hour (CPR/First Aid/AED Certification)
- After School Care Staff II: \$8.50 per hour (No CPR/First Aid/AED Certification)

Position	2019 Wages	2020 Wages
Full Day Camp Manager	\$10.25	\$10.50
Full Day Camp Staff I/ASCSI	\$8.75	\$9.50
Full Day Camp Staff II/ASCSII	\$8.50	\$8.50

Based on the previous season, the 2020 operating budget wouldn't be impacted with the increase as revenues for the operating budget would offset any increase to the levy.

Each employee would receive a \$.25 increase each year they returned based upon their evaluation completed by their direct supervisor the previous year.

I appreciate your time on this topic and look forward to any questions you may have prior to the meeting.

Sincerely,

Michael Axon
Village of Cross Plains
Parks and Recreation Director

**PERSONNEL
PARKS/RECREATION FUND - FUND 140**

MISSION STATEMENT:

To provide a competitive, yet cost-effective benefit package in order to recruit and retain quality employees.

PROGRAM DESCRIPTION:

The Personnel Budget includes all fringe benefit costs associated with the full-time and part-time employment of all employees within the Parks and Recreation Fund. The Village provides a package of fringe benefits to all full-time staff including health insurance, dental insurance, retirement, social security, Medicare, life insurance, and income continuation (disability). Non-monetary benefits also include vacation, sick time, employee funded retirement, etc.

PROGRAM OBJECTIVES:

Stay current with changing laws regarding benefits related to employer and employee contributions.

Review benefits provided to achieve cost savings where possible.

PERSONNEL BUDGET SUMMARY

REVENUES		2018	2019	YTD	2019	2020	% Change
		Actual	Budget	6/30/2019	Projected	Budget	vs. 2019
Allocated Revenue		60,974	65,025	31,835	61,399	69,000	6.11%
EXPENDITURES		2018	2019	YTD	2019	2020	% Change
		Actual	Budget	6/30/2019	Projected	Budget	vs. 2019
51430							
110	Bonus Pool	2,625	3,625	2,949	2,949	3,750	3.45%
171	Health Insurance	29,931	27,250	12,699	23,500	27,250	0.00%
172	Dental	833	1,000	679	1,250	1,250	25.00%
173	Retirement	9,665	12,500	6,413	12,500	14,000	12.00%
174	Social Security	14,432	16,250	7,320	17,000	18,000	10.77%
175	Medicare	3,375	4,000	1,712	4,000	4,500	12.50%
176	Life Insurance	113	400	64	200	250	-37.50%
177	Income Continuation	-	-	-	-	-	-----
Total PERSONNEL Expense		60,974	65,025	31,835	61,399	69,000	6.11%

Notes:

- 110 Employees may be provided Merit Pay (i.e. - Bonus) upon successful completion of a Performance Evaluation. Amount of Bonus Pool determined based upon 2% of the total wages for the Department which is the maximum afforded merit pay.
- 171 Budget assumes 4 single plans selected. The 2019 fee for single is \$1,582.90 per month. The family rate is approximately 1.4% higher than 2018. The employee is responsible for paying 12.0% of that cost.
- 172 Cost for Dental Insurance is budgeted based on an average of claims paid for from the previous year.
- 173 Budget assumes 4.0 employees enrolled in WRS. The employer contribution rate for General employees is 7.35% which represents an approximate 2.7% increase over 2019.
- 174 The Village is responsible for paying 6.2% of all employees gross pay towards Social Security.
- 175 The Village is responsible for paying 1.45% of all employees gross pay towards Medicare.
- 176 The employer's share of life insurance premium rates is based on the employee's age and annual salary.
- 177 The employers share of income continuation premium rates is based on the employee's annual salary. Rates are set by the Department of Employee Trust Funds.

**AGING
PARKS/RECREATION FUND - FUND 140**

MISSION STATEMENT:

Our mission is to support and assist seniors and their families by providing programs and services that promote well-being, independence, involvement in their community and the ability for them to stay in their home.

PROGRAM DESCRIPTION:

The Village is a member of Northwest Dane Senior Services, Inc. (NWDSS) that is a non-profit organization. Since 1975, NWDSS continues to provide programs and services to seniors and their families in the rural communities of Northwest Dane County. Serving seniors and their families in the following neighboring towns and villages of Black Earth, Cross Plains, Mazomanie, Roxbury, Vermont, and Berry. NWDSS is located in the Village of Cross Plains on Bourbon Road.

PROGRAM OBJECTIVES:

Expand opportunities for Seniors through this organization and the Village website and/or newsletter.

Continue to provide for cost-effective senior services as desired.

AGING BUDGET SUMMARY

REVENUES

	2018 Actual	2019 Budget	YTD 6/30/2019	2019 Projected	2020 Budget	% Change vs. 2019
Allocated Revenue	19,210	20,000	19,210	19,210	23,052	15.26%

EXPENDITURES

	2018 Actual	2019 Budget	YTD 6/30/2019	2019 Projected	2020 Budget	% Change vs. 2019
54600						
103 Senior Coordinator	-	250	-	-	-	-100.00%
204 Dues & Subscription	19,210	19,750	19,210	19,210	20,000	1.27%
Total AGING Expense	19,210	20,000	19,210	19,210	23,052	15.26%

Notes:

PARKS
PARKS/RECREATION FUND - FUND 140

MISSION STATEMENT:

The Parks Department is charged with planning, developing, and maintaining high quality park and open space facilities that enhance the quality of life for all Village residents.

PROGRAM DESCRIPTION:

The Parks Department is in charge of planning and maintaining 12 parks, (49 acres) and 6 conservancies (147 acres) throughout the Village. It is made up of 1 full time Parks and Recreation Director, 1 full time Parks Maintenance worker, and assistance from Public Facilities staff.

PROGRAM OBJECTIVES:

Enhance and maintain all Village parks and conservancies at a minimal cost to residents.

Increase awareness of conservancy trails and hillsides with literature and programming for local residents.

PARKS BUDGET SUMMARY

REVENUES

		2018 Actual	2019 Budget	YTD 6/30/2019	2019 Projected	2020 Budget	% Change vs. 2019
	Allocated Revenue	82,070	101,350	31,851	101,433	106,433	5.02%
43200	Federal Grants	-	-	-	-	-	-----
43520	State	-	-	-	-	-	
43730	Park Related Grants	-	-	-	-	-	
46720-101	Parks General Revenue	1,636	2,250	1,287	1,600	2,250	0.00%
46720-103	Parks Concessions	1,280	2,500	1,738	1,900	2,500	0.00%
46726	Baer Park Improvement	6,167	1,000	3,660	6,500	-	-100.00%
	Total PARKS Revenue	91,154	107,100	38,536	111,433	111,183	3.81%

Notes:

46720-101 A fee is charged for renting park related facilities.

46726 Program users of Baer Park are charged \$10 per application that collects annual with other funds collected to be used in the future for a to be determined improvement for Baer Park. Currently \$10,000 is taken out of this account to pay for Mary's Place Park Shelter. Payments will be made until 2021.

EXPENDITURES

PERSONNEL SERVICES

		2018 Actual	2019 Budget	YTD 6/30/2019	2019 Projected	2020 Budget	% Change vs. 2019
	55200						
101	Director	19,116	19,250	9,252	23,333	23,333	21.21%
102	Parks Maintenance	36,530	38,750	18,860	39,000	38,750	0.00%
104	Part-Time Staff	6,195	10,000	5,200	10,000	10,000	0.00%
178	Uniform	500	1,000	75	1,000	1,000	0.00%
	Total PERSONNEL SERVICES Expense	62,340	69,000	33,388	73,333	73,083	5.92%

Notes:

101 The Director's salary is split equally between Parks, Recreation, and Pool.

178 Park Maintenance uniforms and safety equipment.

PARKS (Continued)
PARKS/RECREATION FUND - FUND 140

EXPENDITURES (Continued)

<i>CONTRACTUAL SERVICES</i>		2018	2019	YTD	2019	2020	% Change
		Actual	Budget	6/30/2019	Projected	Budget	vs. 2019
55200							
202	Communication	1,500	1,600	330	1,600	1,600	0.00%
203	Utilities	5,852	5,250	2,223	5,250	5,250	0.00%
204	Dues & Subscriptions	175	500	-	500	500	0.00%
205	Meetings	846	1,000	-	1,000	1,000	0.00%
206	Printing	1,000	1,000	-	1,000	1,000	0.00%
207	Support Services	2,538	3,500	-	3,500	3,500	0.00%
Total CONTRACTUAL SERVICES Exp		11,911	12,850	2,553	12,850	12,850	0.00%

Notes:

- 202** Two cell phones (Director, Parks Maintenance)
- 203** Utilities for both shelters at Baer Park.
- 204** Dues for Parks Maintenance position into the Wisconsin Parks and Recreation Association.
- 205** The increase would allow the Parks/Recreation Director and Parks Maintenance position to further develop professional skills. Includes attending the Annual WPRA Conference in November.
- 206** The printing of the Spring/Summer Activity Guide.
- 207** The main expense for this line item is portable restrooms in the parks at Glacial Valley, Legion Park, Raspberry Park, and Park School. A handicap accessible toilet has been added to the pool for easier access and to cover high usage during home swim meets and parties.

<i>SUPPLIES AND EXPENSES</i>		2018	2019	YTD	2019	2020	% Change
		Actual	Budget	6/30/2019	Projected	Budget	vs. 2019
55200							
301	Equipment	334	1,000	-	1,000	1,000	0.00%
302	Technology	76	500	-	500	500	0.00%
303	Fuel	536	1,750	169	1,750	1,750	0.00%
304	Supplies	2,830	3,000	562	3,000	3,000	0.00%
305	Maintenance	12,131	16,000	1,000	16,000	16,000	0.00%
307	Concessions	996	2,500	738	2,500	2,500	0.00%
399	Miscellaneous	-	500	126	500	500	0.00%
Total SUPPLIES AND EXPENSES		16,903	25,250	2,596	25,250	25,250	0.00%

Notes:

- 301** This account would allow for the purchase of tools for park/conservancy related projects. As our goals and objectives for 2020 include opening current trails, tools such as hand saws, rakes, and chemicals as needed.
- 302** Provides funding for the software for park reservations and field rentals. The ongoing costs for the program are split between Recreation and Swimming budgets.
- 303** Includes fuel for the 3 Parks/Recreation vehicles and utility tractor.
- 304** Includes funding for basic supplies of the Parks including signage, cleaning materials, and other basic supplies.
- 305** Funding provides for repair of picnic tables, playground equipment, buildings and ball diamonds and any other park related expenses.
- 307** Expenses related to concession stand supplies at Mary's Place. Offset by the revenues collected on the sales. Excess revenue is to be put into the Baer Park Improvement Account until the building is paid in full. (2021)
- 399** For parks expenses not accounted for, normally vehicle maintenance.

Total PARKS Expense	91,154	107,100	38,536	111,433	111,183	3.81%
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RECREATION PROGRAMS AND EVENTS PARKS/RECREATION FUND - FUND 140

MISSION STATEMENT:

The Recreation Department is committed to improving the quality of life for all village residents through promoting and providing well-organized and maintained leisure services through a variety of recreational programs and special events throughout the year.

PROGRAM DESCRIPTION:

The Recreation Department is made up of a Parks and Recreation Director, Recreation Coordinator, part-time staff, and many independent contractors including umpires, referees, and instructors. The Recreation Department looks to promote a wide variety of affordable recreation programs for all ages while also working with the Middleton-Cross Plains School District and local businesses to be sure to benefit each resident in Cross Plains.

PROGRAM OBJECTIVES:

Add 3-5 youth programs, reaching out to residents for recreational ideas while also implementing new program ideas from Staff and Annual WPRA Conference.

Expand on after school and all-day summer camp programs to be held at the Cross Plains-Berry Fire Station.

Coordinate with our local school district and its coaches to encourage more camps (skills/drills) to increase feeder programs in Cross Plains. (ex. - Dance, Poms, Tennis, Volleyball, Baseball, Football, other).

RECREATION PROGRAMS AND EVENTS BUDGET SUMMARY

REVENUES

		2018 Actual	2019 Budget	YTD 6/30/2019	2019 Projected	2020 Budget	% Change vs. 2019
	Allocated Revenue	45,877	69,750	-	22,998	38,783	-44.40%
46725	Recreation	135,776	100,000	116,626	135,000	128,000	28.00%
46736	After School Program Fees	-	26,000	26,000	48,000	44,000	69.23%
46760	Schools	837	2,500	791	2,500	2,500	0.00%
	Total REC. PROGRAMS & EVENTS Rev.	182,490	198,250	143,417	208,498	213,283	7.58%

46725 Increase in revenue due to increased participation in Summer Camp program.

46736 Increase in revenue due to increased participants in After School Program

RECREATION PROGRAMS AND EVENTS (Continued)
PARKS/RECREATION FUND - FUND 140

EXPENDITURES
PERSONNEL SERVICES

		2018 Actual	2019 Budget	YTD 6/30/2019	2019 Projected	2020 Budget	% Change vs. 2019
	55300						
101	Director	18,762	19,250	9,081	23,333	23,333	21.21%
102	Recreation Coordinator/Special Event Coord.	37,671	71,750	30,623	68,000	71,750	0.00%
103	Part-Time Staff	25,860	22,500	5,350	26,000	26,000	15.56%
104	Part-Time Staff - After School Club	18,752	6,000	5,871	10,000	12,000	100.00%
178	Uniform	291	750	478	750	1,000	33.33%
	Total PERSONNEL SERVICES Expense	101,335	120,250	51,402	128,083	134,083	11.50%

Notes:

- 101** The Director's salary is split equally between Parks, Recreation, and Pool.
- 102** Recreation Coordinator and After School/Special Event Coordinator wages
- 103** Increase is due to the increased need of summer camp staff. Due to the increased responsibilities of staff, we went to a 4 to 1 ratio of students to staff, offset by increased revenues 46725.
- 104** Increase is needed to help with the increased participants, offset by the increased revenues in 46736.

CONTRACTURAL SERVICES

		2018 Actual	2019 Budget	YTD 6/30/2019	2019 Projected	2020 Budget	% Change vs. 2019
	55300						
201	Postage	471	500	31	500	500	0.00%
202	Communication	2,244	2,000	930	2,000	2,000	0.00%
204	Dues & Subscriptions	215	250	80	250	250	0.00%
205	Meetings	1,279	1,500	405	1,500	1,500	0.00%
206	Printing	3,322	3,250	1,400	3,500	3,500	7.69%
207	Support Services	21,301	32,000	7,208	32,000	32,000	0.00%
	Total CONTRACTUAL SERVICES Exp	28,832	39,500	10,055	39,750	39,750	0.63%

Notes:

- 202** Cell phone payments for recreation staff.
- 204** Dues for one member of the department for civic group (Optimist) and WPRA
- 205** This would be for staff trainings including first aid, cpr and aed along with professional certifications such as Certified Parks and Recreation Professional.
- 206** Printing of the Spring/Summer Activity guide as increased due to the number of new homes and apartments in the community.
- 207** This provides funding for independent contractors such as umpires, referees and fitness instructors.

SUPPLIES AND EXPENSES

		2018 Actual	2019 Budget	YTD 6/30/2019	2019 Projected	2020 Budget	% Change vs. 2019
	55300						
302	Technology	9,691	4,500	6,615	6,615	5,200	15.56%
304	Supplies	7,058	9,250	840	9,250	9,250	0.00%
306-101	Programs	23,302	22,000	11,812	22,000	22,000	0.00%
306-102	Programs - Life Foundation	10,913	-	-	-	-	-----
306-103	Programs - After School Club	1,358	2,750	913	2,800	3,000	9.09%
	Total SUPPLIES AND EXPENSES	52,323	38,500	20,180	40,665	39,450	2.47%

- 302** The increase is for Sportsman Software, allowing the program to be web-based rather than Village Server based. This was completed in 2019, needing an increase in overall funding to continue service.
- 304** Supplies for camp related expenses.
- 306-101** Supplies for program related expenses.
- 306-103** Supplies for after-school related expenses.

Total REC. PROGRAMS & EVENTS Exp.	182,490	198,250	81,637	208,498	213,283	7.58%
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**SWIMMING POOL
PARKS/RECREATION FUND - FUND 140**

MISSION STATEMENT:

The Cross Plains Pool is committed to offering a variety of services including swimming lessons, both competitive and leisure swimming, water safety instruction, and educational opportunities for all ages and abilities.

PROGRAM DESCRIPTION:

The Cross Plains pool is made up of 1 Parks and Recreation Director and 24 staff members. It is broken down into 1 pool manager, 2 assistant managers, 14 lifeguards, and 4 basket room/concession workers. The Cross Plains pool offers swimming lessons for tiny tots through Little Stingrays. (Ages 3-17) The facility is also home to the Cross Plains Stingrays (Parent ran swim team).

PROGRAM OBJECTIVES:

Continue to enhance training methods/procedures for staff members working with local organizations and groups.

Continue swimming instruction courses at a variety of levels while also looking to add more programming for adults/seniors.

SWIMMING POOL BUDGET SUMMARY

REVENUES		2018	2019	YTD	2019	2020	% Change
		Actual	Budget	6/30/2019	Projected	Budget	vs. 2019
	Allocated Revenue	35,980	47,750	-	49,831	67,683	41.74%
46734-101	Pool General Revenue	69,657	68,500	42,701	68,500	70,150	2.41%
46734-103	Pool Concessions	2,050	4,500	740	4,500	4,500	0.00%
	Total SWIMMING POOL Revenue	107,687	120,750	43,441	122,831	142,333	17.87%

Notes:

46734 Revenue generated by the pool has been steady over the last several years.

46734-103 Revenue generated from pool concessions.

EXPENDITURES

PERSONNEL SERVICES		2018	2019	YTD	2019	2020	% Change
		Actual	Budget	6/30/2019	Projected	Budget	vs. 2019
	55420						
101	Director	18,762	19,250	9,081	23,333	23,333	21.21%
102	Pool Managers	12,573	12,000	2,643	12,000	13,500	12.50%
103	Lifeguards	31,896	35,000	7,440	35,000	52,000	48.57%
104	Swim Team	15,675	18,000	5,730	18,000	18,000	0.00%
178	Uniform	300	500	219	500	500	0.00%
	Total PERSONNEL SERVICES Expense	79,205	84,750	25,113	88,833	107,333	26.65%

Notes:

101 The Director's salary is split equally between the three budgets that he manages: Parks, Recreation, and Pool.

102 The pool is made up annually of 1 manager & 2 assistant managers. The 3 positions work on average of 47 hours per pay period. Each manager must obtain their lifeguarding certification, CPR/AED, along with a Wisc Swim Instructor certification.

103 The pool is made up of 14 lifeguards & 4 basket room/concession attendants. Lifeguards work on average of 38 hours each pay period and must be at least 15 years of age, have a current lifeguarding certificate, CPR/First Aid, and AED certification. Guards may also obtain their WSI (Wisconsin Swim Instructor Certificate) Basket room/concession attendants work on average of 33 hours per pay period (2 weeks) & must be 14 years old.

104 Swim Team is a separate entity from the Village that pays for their own employees. The Village uses its payroll system to pay each swim team employee and receives 100% reimbursement for their cost at the end of the summer.

SWIMMING POOL (Continued)
PARKS/RECREATION FUND - FUND 140

EXPENDITURES (Continued)

CONTRACTURAL SERVICES

		2018 Actual	2019 Budget	YTD 6/30/2019	2019 Projected	2020 Budget	% Change vs. 2019
	55420						
203	Utilities	13,445	12,500	6,817	12,500	12,500	0.00%
204	Dues & Subscriptions	1,048	1,250	1,048	1,048	1,250	0.00%
207	Support Services	-	500	-	500	500	0.00%
Total CONTRACTUAL SERVICES Exp		14,493	14,250	7,865	14,048	14,250	0.00%

SUPPLIES AND EXPENSES

		2018 Actual	2019 Budget	YTD 6/30/2019	2019 Projected	2020 Budget	% Change vs. 2019
	55420						
301	Equipment	710	4,000	650	3,000	3,000	-25.00%
302	Technology	-	500	-	500	500	0.00%
304	Supplies	7,693	8,000	5,712	8,000	8,000	0.00%
305	Maintenance	2,021	6,250	2,173	6,250	6,250	0.00%
307	Concessions	3,565	3,000	718	2,200	3,000	0.00%
820	Pool Improvements	-		-		-	-----
Total SUPPLIES AND EXPENSES		13,989	21,750	9,253	19,950	20,750	-4.60%

301 Shade umbrellas were purchased in 2019, allowing us to decrease this line item.

302 Computer related issues and internet or data usage is paid for in this line item.

304 Pool supplies include chlorine, acid and cleaning products for the facility.

305 Maintenance for the facility during the season.

307 Concession supplies - Candy, Ice Cream that is sold from the facility.

Total SWIMMING POOL Expense		107,687	120,750	42,230	122,831	142,333	17.87%
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**TRANSFERS TO OTHER FUNDS
PARKS/RECREATION FUND - FUND 140**

MISSION STATEMENT:

To allow for the ability to transfer money to other funds as needed and/or approved by the Village Board.

PROGRAM DESCRIPTION:

Occasionally, other funds within the Village require money to be transferred. This line item is included for accounting purposes as the auditor typically identifies when this is necessary according to applicable accounting standards.

PROGRAM OBJECTIVES:

Reduces the need to amend the budget if a transfer between funds is needed.

Transfers will be identified in the annual Audit.

TRANSFERS TO OTHER FUNDS BUDGET SUMMARY

REVENUES		2018	2019	YTD	2019	2020	% Change
		Actual	Budget	6/30/2019	Projected	Budget	vs. 2019
	Allocated Revenue	4,538	-	-	-	-	-----
46720-102	Parks Improvement Fund	-	11,300	-			-100.00%
46734-102	Pool Improvement Fund	5,462	6,000	365			-100.00%
49300	Fund Balance Applied (Park Impr)	-	10,000	-			-100.00%
	Total TRANSFERS Revenue	10,000	27,300	365	-	-	-100.00%

EXPENDITURES

		2018	2019	YTD	2019	2020	% Change
		Actual	Budget	6/30/2019	Projected	Budget	vs. 2019
	59200						
59200	Transfers to Other Funds	10,000	10,000	-			-100.00%
	Total TRANSFERS Expense	10,000	10,000	-	-	-	-100.00%

Notes:

59200 Transfer is from Fund 140 (Parks/Rec) to Fund 150 (Debt Service) in the amount of \$10,000 for Mary's Place as authorized by the Village Board in 2010. This expense is offset by Revenue Line Item 140-49300-000 (Park Improvement Fund). As of December 31, 2016 the Park Improvement Fund had a positive fund balance of \$58,941. These payments will continue through 2021.

Village of Cross Plains
2020 Parks/Recreation Fund Operating Budget

SUMMARY of REVENUES

	2018 Actual	2019 Budget	YTD 6/30/2019	2019 Projected	2020 Budget	% Change vs. 2019
Taxes	248,450	278,575	278,575	278,575	293,301	5.29%
Intergovernmental Revenues	-	-	-	-	-	-----
Public Charges for Services	271,010	232,550	194,964	270,000	265,550	14.19%
Miscellaneous Revenues	17,956	-	-	-	-	-----
Other Financing Sources	-	10,000	-	-	-	-100.00%
Total Budget Revenue	537,416	521,125	473,539	548,575	558,851	7.24%

SUMMARY of EXPENDITURES

	2018 Actual	2019 Budget	YTD 6/30/2019	2019 Projected	2020 Budget	% Change vs. 2019
51430 PERSONNEL	60,974	65,025	31,835	61,399	69,000	6.11%
54600 AGING	19,210	20,000	19,210	19,210	23,052	15.26%
55200 PARKS	91,154	107,100	38,536	111,433	111,183	3.81%
55300 RECREATION PROGRAMS AND EVENTS	182,490	198,250	81,637	208,498	213,283	7.58%
55420 SWIMMING POOL	107,687	120,750	42,230	122,831	142,333	17.87%
59200 TRANSFERS TO OTHER FUNDS	10,000	10,000	-	-	-	-100.00%
Total Budget Expenditures	471,515	521,125	213,449	523,371	558,851	7.24%

Difference in Revenues over Expenditures	65,901	-	260,090	25,204	-
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Village of Cross Plains
2020 Parks/Recreation Fund Operating Budget

Index Expenditures Summary

<i>PERSONNEL SERVICES</i>		2018	2019	YTD	2019	2020	% Change
		Actual	Budget	6/30/2019	Projected	Budget	vs. 2019
101	Department Head	56,639	57,750	27,414	69,999	69,999	21.21%
102	First Subordinate	86,774	122,500	52,127	119,000	124,000	1.22%
103, 104	Part-Time Employees	98,377	91,750	29,591	99,000	118,000	28.61%
110	Bonus Pool	2,625	3,625	2,949	2,949	3,750	3.45%
171	Health Insurance	29,931	27,250	12,699	23,500	27,250	0.00%
172	Dental	833	1,000	679	1,250	1,250	25.00%
173	Retirement	9,665	12,500	6,413	12,500	14,000	12.00%
174	Social Security	14,432	16,250	7,320	17,000	18,000	10.77%
175	Medicare	3,375	4,000	1,712	4,000	4,500	12.50%
176	Life Insurance	113	400	64	200	250	-37.50%
177	Disability Insurance	-	-	-	-	-	-----
178	Uniform	1,090	2,250	772	2,250	2,500	11.11%
Total PERSONNEL SERVICES Expense		303,854	339,275	141,738	351,648	383,499	13.03%

<i>CONTRACTUAL SERVICES</i>		2018	2019	YTD	2019	2020	% Change
		Actual	Budget	6/30/2019	Projected	Budget	vs. 2019
201	Postage	471	500	31	500	500	0.00%
202	Communication	3,744	3,600	1,260	3,600	3,600	0.00%
203	Utilities	19,297	17,750	9,040	17,750	17,750	0.00%
204	Dues & Subscriptions	20,648	21,750	20,338	21,008	22,000	1.15%
205	Meetings	2,125	2,500	405	2,500	2,500	0.00%
206	Printing	4,322	4,250	1,400	4,500	4,500	5.88%
207	Support Services	23,839	36,000	7,208	36,000	36,000	0.00%
Total CONTRACTUAL SERVICES Exp		74,446	86,350	39,682	85,858	86,850	0.58%

<i>SUPPLIES AND EXPENSES</i>		2018	2019	YTD	2019	2020	% Change
		Actual	Budget	6/30/2019	Projected	Budget	vs. 2019
301	Equipment	1,044	5,000	650	4,000	4,000	-20.00%
302	Technology	9,767	5,500	6,615	7,615	6,200	12.73%
303	Fuel	536	1,750	169	1,750	1,750	0.00%
304	Supplies	17,581	20,250	7,114	20,250	20,250	0.00%
305	Maintenance	14,152	22,250	3,173	22,250	22,250	0.00%
306	Programs	35,573	24,750	12,724	24,800	25,000	1.01%
307	Concessions	4,561	5,500	1,456	4,700	5,500	0.00%
399	Miscellaneous	-	500	126	500	500	0.00%
820	Pool Improvements	-	-	-	-	-	-
Total SUPPLIES AND EXPENSES		83,215	85,500	32,028	85,865	85,450	-0.06%

<i>OTHER</i>		2018	2019	YTD	2019	2020	% Change
		Actual	Budget	6/30/2019	Projected	Budget	vs. 2019
59200	Transfers to Other Funds	10,000	10,000	-	-	-	-100.00%
Total OTHER Expenses		10,000	10,000	-	-	-	-100.00%
Total Budget Expenditures		471,515	521,125	213,449	523,371	555,799	6.65%