

Notes:

**CITY OF ALLENTOWN
PROGRAM BUDGET**

**091 GOLF COURSE
08 PARKS AND RECREATION
9001 MUNICIPAL GOLF COURSE
0001 GROUNDS MAINTENANCE**

<i>Account Number</i>	<i>2020 Budget</i>	<i>2020 Adj. Budget</i>	<i>2020 A&E</i>	<i>2021 Budget</i>
0001-02 PERMANENT WAGES	215,283	215,283	215,283	203,645
0001-04 TEMPORARY WAGES	60,000	57,454	60,000	60,000
<i>Line Item Detail</i>				
1 Seasonal Employees (25,000 moved from 091-08-9001-0004-04)				60,000.00
		Line Items Total		60,000.00
0001-06 PREMIUM PAY	15,200	14,200	15,200	16,000
<i>Line Item Detail</i>				
1 Overtime for Full Time and Seasonal Staff				16,000.00
		Line Items Total		16,000.00
0001-08 LONGEVITY	532	532	532	665
0001-11 SHIFT DIFFERENTIAL	200	200	200	200
<i>Line Item Detail</i>				
1 Shift Differential				200.00
		Line Items Total		200.00
0001-12 FICA	22,339	22,339	22,339	21,312
<i>Line Item Detail</i>				
1 FICA				21,311.83
		Line Items Total		21,311.83
0001-14 PENSION	25,654	25,654	25,654	30,654
<i>Line Item Detail</i>				
1 PENSION				30,653.76
		Line Items Total		30,653.76
0001-16 INSURANCE - EMPLOYEE GRP	83,541	83,541	83,541	102,648
<i>Line Item Detail</i>				
1 INS				102,648.00
		Line Items Total		102,648.00
0001-20 ELECTRIC POWER	13,500	13,500	13,500	13,500
<i>Line Item Detail</i>				
1 ELECTRIC FOR GOLF COURSE				13,500.00
		Line Items Total		13,500.00

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9001 MUNICIPAL GOLF COURSE
0001 GROUNDS MAINTENANCE**

Account Number	2020 Budget	2020 Adj. Budget	2020 A&E	2021 Budget
0001-22 TELEPHONE	1,000	0	1,000	1,000
Line Item Detail				
1 Sevice Electirc Internet				1,000.00
		Line Items Total		1,000.00
0001-30 RENTALS	121,700	118,426	121,700	165,390
Line Item Detail				
1 John Deere Equipment Lease (payment 3 of 5)				24,500.00
2 KS Bank Equipment Lease (payment 5 of 5)				35,000.00
3 Portable Toilets				1,750.00
4 Air Compressor Rental				450.00
5 Golf Cart Lease (current lease expires Feb 2021, new RFP will go out, new lease will be for 5 years)				70,000.00
6 Univest Equipment Lease (payment 1 of 5)				33,690.00
		Line Items Total		165,390.00
0001-32 PUBLICATIONS & MEMBERSHIP	800	1,090	800	800
Line Item Detail				
1 GSCAA				600.00
2 Pesticides Licensure Renewals				200.00
		Line Items Total		800.00
0001-34 TRAINING & PROF. DEVELOP	615	2,615	2,615	2,115
Line Item Detail				
1 GSCAA TRAINING				615.00
2 Various trainings				1,500.00
		Line Items Total		2,115.00
0001-42 REPAIRS & MAINTENANCE	4,500	1,920	4,500	3,000
Line Item Detail				
1 Irrigation Pump Repairs				3,000.00
		Line Items Total		3,000.00
0001-46 OTHER CONTRACT SERVICES	2,200	10,700	8,700	2,200
Line Item Detail				
1 Soil Testing				2,200.00

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Account Number	2020 Budget	2020 Adj. Budget	2020 A&E	2021 Budget
		Line Items Total		2,200.00
0001-50 OTHER SERVICES & CHARGES	700	325	700	700
Line Item Detail				
1 Fuel Tank Fees				700.00
		Line Items Total		700.00
0001-54 REPAIR & MAINT SUPPLIES	17,000	25,486	25,556	17,000
Line Item Detail				
1 Equipment Repair Parts & Supplies				2,500.00
2 Mechanic's Service Tools				1,000.00
3 Maintenance Supplies				2,500.00
4 Miscellaneous Supplies				4,500.00
5 Hand Tools, Rakes, etc.				2,250.00
6 Building and Repair Supplies				4,250.00
		Line Items Total		17,000.00
0001-56 UNIFORMS	500	485	500	1,144
Line Item Detail				
1 Uniforms				500.00
2 Safety Shoes				644.00
		Line Items Total		1,144.00
0001-62 FUELS, OILS & LUBRICANTS	16,700	16,700	16,700	16,700
Line Item Detail				
1 Heating Oil and Propane				16,700.00
		Line Items Total		16,700.00
0001-64 PIPE & FITTINGS	5,000	2,192	5,000	5,000
Line Item Detail				
1 Irrigation System Pipe				1,000.00
2 Irrigation Replacement Parts				4,000.00
		Line Items Total		5,000.00
0001-66 CHEMICALS	85,000	91,870	86,800	100,000
Line Item Detail				

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0001 GROUNDS MAINTENANCE**

Account Number	2020 Budget	2020 Adj. Budget	2020 A&E	2021 Budget
Line Item Detail				
1 Fertilizers			45,000.00	
2 Fungicide			45,000.00	
3 Wetting Agents			4,000.00	
4 Insecticides			3,000.00	
5 Herbicides			3,000.00	
		Line Items Total	100,000.00	
0001-68 OPERATING MATERIALS & SUPP	23,500	34,442	23,500	24,500
Line Item Detail				
1 Tee Markers, Flags, Green Products, etc.			4,000.00	
2 Greens Grass Seed			1,000.00	
3 Fairway and Rough Grass Seed			1,500.00	
4 Top Dressing Sand			8,000.00	
5 Sand Mix			2,500.00	
6 Irrigation Hoses and Applicators			1,000.00	
7 Yardage Stakes, Ropes and Signs			3,000.00	
8 Toro NSN Software			2,500.00	
9 Educational Programming			1,000.00	
		Line Items Total	24,500.00	
0001-72 EQUIPMENT	16,000	17,267	16,500	16,000
Line Item Detail				
1 Utility Cart			13,000.00	
2 Small Equipment			3,000.00	
		Line Items Total	16,000.00	
0001-86 GENERAL CITY CHARGES	343,561	343,561	343,561	360,045
Line Item Detail				
1 General City Charges			360,045.00	
		Line Items Total	360,045.00	
Total GROUNDS MAINTENANCE	1,075,025	1,099,782	1,094,381	1,164,218

PROGRAM DETAIL

Bureau: Municipal Golf Course	No. 08-9001	Department: Parks and Recreation	Program: Grounds Maintenance	No. 0001
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Items Maintained

Not all Duties May be Presented

Maintained Turf		General Maintenance	Total	Irrigation	Total
Greens	3 Acres	Tee Markers	180	Pump Station	1
Tees	3 Acres	Bunkers	56	Satellites	8
Approaches	6 Acres	Ponds	2	Valves	95
Fairways	30 Acres	Bird Houses	24	Tee Heads	103
Green Surrounds	15 Acres	Pollinator Gardens	3	Green Heads	102
Rough	60 Acres	Flower Beds	8	Fairway Heads	158
Natives	30 Acres	Bridges	7	Spray Heads	30
Driving Range	5 Acres	Buildings & Pavilion	3	Quick Couplers	48

Fairways: Mowing, Blowing, Spraying

Bunkers: Edging, Hover Mowing, Raking, Fixing Wash Outs, Pumping, Adding Sand

Administration: Education, Office Work, Spray Schedules, Inventories

Greens: Mowing, Rolling, Venting, Topdressing, Spraying, Changing Pins, Hand Watering, Aerifying

Irrigation: Repairs, Heads, Valves, Drives, Quick Couplers, Breaks, Satellite Boxes

Natives: Spraying, Mowing, Seeding

Surrounds: Mowing, Fertilizing, Spraying, Blowing

Tees: Mowing, Aerifying, Spraying, Top Dressing, Filling Divots, Blowing, Moving Tee Markers

PROGRAM DETAIL

Bureau: Municipal Golf Course	No. 08-9001	Department: Parks and Recreation	Program: Grounds Maintenance	No. 0001
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The golf course itself is a living and breathing asset. It is subject to adverse weather conditions, along with biotic and abiotic stresses such as excessive play, heat, flooding, insect and disease pressure. Additionally, the golf course is aging. The property is over 20 years since its renovation while we still battle construction issues from the time due to its age the infrastructure is failing.

The goal is to look at a strategic plan to increase efficiency, playability, and overall customer satisfaction while implementing capital projects to address these issues.

Capital Items

<u>Greens</u>	<u>Tees</u>	
Irrigation	Irrigation	Maintenance Building
XGD Drainage	Leveling	Cart Paths
Ecolite Soil Amendment	Expansion	Irrigation Infrastructure
Remove Collar Dams	Re-Turf Tee Surrounds	Bunker Renovation
Turf Fans	Over Seed & Amend Soil Tees	Revolving Equipment

**CITY OF ALLENTOWN
PROGRAM BUDGET**

**091 GOLF COURSE
08 PARKS AND RECREATION
9001 MUNICIPAL GOLF COURSE
0004 ADMINISTRATION**

Account Number	2020 Budget	2020 Adj. Budget	2020 A&E	2021 Budget
0004-02 PERMANENT WAGES	92,138	92,138	92,138	93,516
0004-04 TEMPORARY WAGES	109,350	93,250	102,500	109,350
Line Item Detail				
1 Temporary Wages				109,350.00
		Line Items Total		109,350.00
0004-06 PREMIUM PAY	1,900	1,900	1,900	2,000
Line Item Detail				
1 Premium Pay				2,000.00
		Line Items Total		2,000.00
0004-08 LONGEVITY	1,426	1,426	1,426	1,526
0004-12 FICA	15,676	15,676	15,676	15,789
Line Item Detail				
1 FICA				15,788.99
		Line Items Total		15,788.99
0004-14 PENSION	7,893	7,893	7,893	9,579
Line Item Detail				
1 PENSION				9,579.30
		Line Items Total		9,579.30
0004-16 INSURANCE - EMPLOYEE GRP	25,705	25,705	25,705	32,078
Line Item Detail				
1 Health Insurance				32,077.50
		Line Items Total		32,077.50
0004-22 TELEPHONE	3,000	2,250	3,000	1,000
Line Item Detail				
1 Internet Service				1,000.00
		Line Items Total		1,000.00
0004-26 PRINTING	200	950	200	200
Line Item Detail				
1 Copier Usage				200.00
		Line Items Total		200.00

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PROGRAM BUDGET**

**091 GOLF COURSE
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0004 ADMINISTRATION**

Account Number	2020 Budget	2020 Adj. Budget	2020 A&E	2021 Budget
0004-32 PUBLICATIONS & MEMBERSHIP	1,450	1,450	1,450	1,450
Line Item Detail				
1 KPGA Fees				300.00
2 USGA Fees				400.00
3 PA Golf Association Fees				350.00
4 NGF				400.00
		Line Items Total		1,450.00
0004-42 REPAIRS & MAINTENANCE	2,800	2,317	2,800	2,800
Line Item Detail				
1 Range Cart Repairs				2,000.00
2 Quest Pest Control				800.00
		Line Items Total		2,800.00
0004-46 OTHER CONTRACT SERVICES	4,500	2,850	4,500	4,500
Line Item Detail				
1 Constant Contact Email Marketing				1,000.00
2 RMW Website Hosting				2,000.00
3 Security Service Alarm Service				1,500.00
		Line Items Total		4,500.00
0004-50 OTHER SERVICES & CHARGES	39,087	40,320	39,087	39,750
Line Item Detail				
1 Internet Advertising				3,500.00
2 Publications Advertising				1,000.00
3 Miscellaneous Advertising				2,250.00
4 County and school property taxes to e reimbursed by tenants renting property from us on the golf course				6,000.00
5 Sales Tax and Credit Card Fees				27,000.00
		Line Items Total		39,750.00
0004-54 REPAIR & MAINT SUPPLIES	805	12,305	805	3,805
Line Item Detail				
1 Miscellaneous repairs for Pro Shop and Driving Range				805.00
2 Electrical Repairs to Driving Range				3,000.00

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**091 GOLF COURSE
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0004 ADMINISTRATION**

Account Number	2020 Budget	2020 Adj. Budget	2020 A&E	2021 Budget
		Line Items Total		3,805.00
0004-68 OPERATING MATERIALS & SUPP	14,600	18,543	14,700	16,600
Line Item Detail				
1 Golf Now Software				2,000.00
2 Gallus Golf App Software				1,800.00
3 Range Balls				12,000.00
4 Pencils				800.00
		Line Items Total		16,600.00
0004-70 PRO SHOP INVENTORY	50,000	44,557	50,000	50,000
Line Item Detail				
1 Golf Balls				22,000.00
2 Gloves				10,000.00
3 Shoes and Accessories				8,000.00
4 Hats				2,000.00
5 Shirts				4,000.00
6 Handicap Fees				4,000.00
		Line Items Total		50,000.00
0004-72 EQUIPMENT	20,500	2,744	2,144	12,500
Line Item Detail				
1 Driving Range Ball Picker				4,500.00
2 Driving Range Building Upgrade				8,000.00
		Line Items Total		12,500.00
Total ADMINISTRATION	391,030	366,274	365,924	396,443

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PROGRAM DETAIL

Bureau: Municipal Golf Course	No. 08-9001	Department: Parks and Recreation	Program: Administration	No. 0004
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Program Description:

This program is responsible for offering a quality golf course and driving range to all customers at a competitive price. It also provides for the proper operation and maintenance of the golf course, driving range and pro shop operation to ensure customer satisfaction. In addition, the program offers a food and beverage establishment for golf patrons and the public.

Goals:

- To provide recreational golf in an efficient, safe and cost-effective manner
- To provide a facility able to meet customers' needs including an 18-hole golf course, practice areas, driving range, pro shop and golf instruction

Measurable Budget Year Objectives and Long Range Targets:

- Maintain fiscal responsibility and increase revenue to exceed expenses
- Maximize golf course availability to potential 11 months per year
- Continue to increase number of patrons
- Increase use of internet bookings to satisfy customer demand
- Expand marketing to include print, website and social media outlets
- Continue to train staff to achieve superior customer service

Impact/Output Measures	2019 Actual	2020 Estimated	2021 Budgeted
Revenue derived from course operations			
Revenue derived from pro shop operations			
Number of days open			
Number of golf course patrons			
Number of driving range patrons			
Number of internet bookings			
Number of marketing notices published			

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