

Golf Course Fund

Mission

To provide an economically self-sustaining recreational activity for the local citizenry to enjoy.

CITY OF ALLENTOWN

FUND SUMMARY - GOLF COURSE FUND

	<u>2003 Actual</u>	<u>2004 Actual</u>	<u>2005 Actual</u>	<u>2006 Actual</u>	<u>2007 Budget</u>	<u>2007 Actual & Estimated</u>	<u>2008 Final Budget</u>
Opening Balance	\$ 51,958	\$ 47,841	\$ 43,757	\$ 72,975	\$ 166,538	\$ 306,417	\$ 342,740
Revenues:							
Cart Rentals	216,681	256,348	252,223	255,199	294,891	270,000	270,000
Greens Fees	598,520	626,234	653,144	667,863	688,078	680,000	680,000
Driving Range	18,017	26,426	24,000	77,633	80,000	100,000	130,000
GC Bar & Restaurant	1,132	20,010	21,260	23,342	23,240	23,000	23,000
State Aid for Pension	1,107	1,181	-	1,292	-	1,292	1,292
Interest Income	3,043	2,451	2,500	8,865	2,500	8,000	8,000
Miscellaneous	5,644	16,112	16,219	43,460	37,500	123,000	157,000
Total Revenue	844,144	948,762	969,346	1,077,654	1,126,209	1,205,292	1,269,292
Total Funds Available	896,102	996,603	1,017,187	1,150,629	1,292,747	1,511,709	1,612,032
Expenditures:							
02 Permanent Wages	128,450	154,833	156,696	159,166	228,737	233,784	246,019
04 Temporary Wages	22,202	35,853	28,614	49,076	103,510	103,510	157,582
06 Premium Pay	9,770	13,424	11,933	11,544	18,182	18,182	18,182
11 Shift Differential	-	-	122	63	-	-	-
12 FICA	12,272	15,608	15,094	16,817	26,808	27,194	32,266
14 Pension	1,771	1,753	1,844	2,296	16,835	18,185	18,700
16 Insurance - Employee Group	24,876	36,152	36,152	53,628	72,336	66,272	66,176
Total Personnel	199,340	257,623	250,455	292,590	466,408	467,127	538,925
20 Electric Power	11,865	10,860	13,503	12,110	13,000	13,000	15,000
22 Telephone	2,997	2,291	2,111	2,427	3,066	3,066	4,000
26 Printing	-	-	1,365	1,034	2,000	2,000	2,000
30 Rentals	1,567	863	473	508	2,200	1,900	3,400
32 Publications & Memberships	275	149	300	375	530	375	750
34 Training & Professional Development	255	245	135	-	3,270	600	4,300
42 Repairs & Maintenance	1,598	1,675	1,460	1,689	1,975	1,688	2,000
44 Professional Service Fees	650	1,000	1,000	288	-	-	-
46 Other Contract Services	138,402	169,222	167,015	171,667	200,238	181,745	122,500
50 Other Services & Charges	-	-	-	-	17,400	15,000	17,400
Total Services & Charges	157,609	186,305	187,362	190,098	243,679	219,374	171,350
54 Repair & Maintenance Supplies	15,085	15,094	10,929	29,387	22,500	17,018	27,500
56 Uniforms	1,095	1,877	1,207	208	3,000	1,200	2,000
58 Office Supplies	495	537	1,706	500	1,100	1,100	1,500
62 Fuels, Oils & Lubricants	3,850	4,716	6,326	6,886	9,000	8,500	10,800
64 Pipe & Fittings	597	1,722	452	2,207	3,500	3,500	3,500
66 Chemicals	33,051	68,855	42,028	-	55,000	55,000	55,000
68 Operating Materials & Supplies	9,601	16,153	7,159	33,718	83,650	83,650	121,250
Total Materials & Supplies	63,773	108,954	69,807	72,906	177,750	169,968	221,550

CITY OF ALLENTOWN

FUND SUMMARY - GOLF COURSE FUND

	<u>2003 Actual</u>	<u>2004 Actual</u>	<u>2005 Actual</u>	<u>2006 Actual</u>	<u>2007 Budget</u>	<u>2007 Actual & Estimated</u>	<u>2008 Final Budget</u>
Expenditures (continued):							
72 Equipment	88,627	36,751	39,204	56,263	86,000	86,000	95,000
76 Construction Contracts	-	121,871	-	300	-	-	215,000
Total Capital Outlays	88,627	158,622	39,204	56,563	86,000	86,000	310,000
84 Capital Fund Contribution	75,000	-	-	-	-	-	-
86 General City Charges	150,000	120,000	46,464	48,006	116,500	116,500	122,325
88 Interfund Transfers	4,890	73,000	348,807	178,299	110,000	110,000	106,480
99 Reserve for Encumbrances	-	48,342	2,113	5,750	-	-	-
Total Sundry	229,890	241,342	397,384	232,055	226,500	226,500	228,805
Total Expenditures	739,240	952,846	944,212	844,212	1,200,337	1,168,969	1,470,630
Loan Repayment to Risk Management Func	109,022	-	-	-	-	-	-
Closing Balance	\$ 47,841	43,757	\$ 72,975	\$ 306,417	92,410	342,740	141,402

PROGRAM DETAIL

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

Program Description:

This program provides for all grounds maintenance including mowing, spraying, aerifying, seeding, sodding and fertilizing grass, care of trees and shrubbery; maintenance of roughs and traps; and maintenance of golf course roadways and cart paths. It provides for the maintenance of equipment used to accomplish the above tasks, including snow removal and pavement treatment to maintain safe walking and driving areas.

Goal(s):

To promote patronage of the municipal golf course by maintaining it in peak condition and producing revenues that exceed expenses. To provide quality recreation efficiently and in a cost-effective manner

Measurable Budget Year Objectives and Long Range Targets:

- Mow greens six (7) days a week, fairways and roughs five (3) days a week, from April to November of each year.
- Continue required maintenance operations weekdays, weekends and holidays throughout the season.
- Use cultural and chemical procedures to control insects, weeds and diseases.
- Improve the character of the course by planting additional trees.
- Professional aerification of greens on a bi-annual basis.
- Retain buildings in a sanitary, safe and useable condition, for use by patrons and employees, through attention to preventative maintenance and good housekeeping.
- Insure clean-up and minor repairs as needed to continue proper operations of the Pro-Shop Bar/Restaurant and Clubhouse. Properly clean all buildings and facilities.
- Control of snow along golf course roadways; shoveled, salted, plowed and/or sanded.
- Adequately meet the public's expectations for a well-maintained golf course, for enjoyment in the sport of golf.
- Finish construction of cart paths.
- Repair bridges as needed.
- Continue equipment upgrades to assure uninterrupted play and produce professional playing surfaces.

Impact/Output Measures	2004 Actual	2005 Actual	2006 Actual	2007 Estimated	2008 Budgeted
Acres of turf mowed	150	150	150	100	100
Acres of turf sprayed	80	80	80	50	50
# of trees/shrubs planted	30	30	30	4	4
# of bridges maintained	8	8	8	10	10

**CITY OF ALLENTOWN
PROGRAM BUDGET
RESOURCE REQUIREMENTS**

**FUND 091 GOLF COURSE
DEPT 08 PARKS AND RECREATION
BUREAU 9001 MUNICIPAL GOLF COURSE
PROGRAM 0001 GROUNDS MAINTENANCE**

Personnel Detail	2003	2004	2005	2006	2007		2007		2008	
	Actual	Actual	Actual	Actual	Budget	Salaries	Actual & Estimated	Salaries	Final Budget	
	Number of Permanent Positions				#	Salaries	#	Salaries	#	Salaries
12N Golf Course Superintendent	1.0	1.0	1.0	1.0	1.0	57,570	1.0	57,582	1.0	59,400
16M Greenskeeper	1.0	1.0	1.0	1.0	1.0	33,397	1.0	34,580	1.0	36,254
09M Maint Mechanic 2	1.0	1.0	1.0	1.0	1.0	36,356	1.0	37,296	1.0	39,266
08M Maintenance Worker II	-	1.0	1.0	1.0	1.0	24,663	1.0	27,575	1.0	29,113
Total Positions	3.0	4.0	4.0	4.0	4.0		4.0		4.0	
Account Detail										
0001-02 PERMANENT WAGES	128,450	154,833	156,696	125,089		151,986		157,033		164,033
0001-04 TEMPORARY WAGES	22,202	35,853	28,614	49,076		50,142		50,142		50,142
0001-06 PREMIUM PAY	9,770	13,424	11,933	11,417		18,182		18,182		18,182
0001-11 SHIFT DIFFERENTIAL	-	-	122	63		-		-		-
0001-12 FICA	12,272	15,608	15,094	14,201		16,854		17,240		17,775
0001-14 PENSION	1,771	1,753	1,844	1,785		13,085		13,085		13,600
0001-16 INSURANCE - EMPLOYEE GRP	24,876	36,152	36,152	41,572		48,224		48,224		48,128
Personnel	199,340	257,623	250,455	243,203		298,473		303,906		311,860
0001-20 ELECTRIC POWER	11,865	10,860	13,503	12,110		13,000		13,000		15,000
0001-22 TELEPHONE	2,997	2,291	2,111	2,427		3,066		3,066		4,000
0001-30 RENTALS	1,567	378	473	508		1,200		900		2,400
0001-32 PUBLICATIONS & MEMBERSHIP	275	149	300	375		530		375		750
0001-34 TRAINING & PROF. DEVELOP	255	245	135	-		470		100		1,500
0001-42 REPAIRS & MAINTENANCE	1,598	1,675	1,460	1,689		1,975		1,688		2,000
0001-44 PROF SERVICES FEES	650	1,000	1,000	288		-		-		-
0001-46 OTHER CONTRACT SERVICES	12,088	12,508	16,433	12,746		21,238		12,745		22,500
Services & Charges	31,295	29,106	35,415	30,143		41,479		31,874		48,150
0001-54 REPAIR & MAINT SUPPLIES	13,986	11,450	8,735	9,519		15,000		9,518		12,500
0001-56 UNIFORMS	1,095	1,877	1,207	208		3,000		1,200		2,000
0001-58 OFFICE SUPPLIES	73	84	84	-		100		100		500
0001-62 FUELS, OILS & LUBRICANTS	3,850	4,716	6,326	6,886		9,000		8,500		10,800
0001-64 PIPE & FITTINGS	420	286	452	372		1,500		1,500		1,500
0001-66 CHEMICALS	33,051	68,855	42,028	-		55,000		55,000		55,000
0001-68 OPERATING MATERIALS & SUPP	8,611	6,931	7,159	8,582		36,650		36,650		22,500
Materials & Supplies	61,085	94,200	65,991	25,567		120,250		112,468		104,800
0001-72 EQUIPMENT	88,627	36,751	39,204	40,000		52,000		52,000		52,500
Capital Outlays	88,627	36,751	39,204	40,000		52,000		52,000		52,500
0001-86 GENERAL CITY CHARGES	150,000	120,000	46,464	48,006		116,500		116,500		122,325
0001-88 INTERFUND TRANSFERS	42,381	73,000	235,809	178,299		110,000		110,000		106,480
0001-99 RESERVE FOR ENCUMBRANCES	-	45,026	976	5,629		-		-		-
Sundry	192,381	238,026	283,249	231,934		226,500		226,500		228,805
Total	572,729	655,706	674,314	570,847		738,702		726,748		746,115

PROGRAM DETAIL

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

Program Description:

Under the direction of the Parks and Recreation Director, this program monitors the payment and receipt of funds at the Municipal Golf Course from the Bar/Restaurant in accordance with the City contract. It also provides for the proper operation of the Pro Shop and golf course to ensure customer satisfaction.

Goal(s):

To provide year-round contracted recreational activities/programs in an efficient and cost effective manner.

Measurable Budget Year Objectives and Long Range Targets:

- To provide food and beverage service to all patrons using the bar/restaurant, pavilion and lower level meeting room, and complete all clean-up and debris removal necessary for the concessions' safe and healthful operations.
- To increase pro shop receipts.
- To increase awareness of the Golf Course through a targeted marketing program.

Impact/Output Measures	2004 Actual	2005 Actual	2006 Actual	2007 Estimated	2008 Budgeted
Number of patrons (golfers & non-golfers)	40,000	39,900	36,900	42,000	46,000
Number of days of service	310	320	290	330	290

**CITY OF ALLENTOWN
PROGRAM BUDGET
RESOURCE REQUIREMENTS**

**FUND 091 GOLF COURSE
DEPT 08 PARKS AND RECREATION
BUREAU 9001 MUNICIPAL GOLF COURSE
PROGRAM 0004 ADMINISTRATION**

	2003	2004	2005	2006	2007		2007		2008	
	Actual	Actual	Actual	Actual	Budget		Actual & Estimated		Final Budget	
Personnel Detail	Number of Permanent Positions				#	Salaries	#	Salaries	#	Salaries
13N Golf Course Manager	-	-	-	1.0	1.0	56,650	1.0	56,650	1.0	59,401
10N Seasonal Assistant Manager	-	-	-	1.0	-	-	-	-	-	-
09N Administrative Super.	-	-	-	-	0.5	20,101	0.5	20,101	-	-
05N Clerk III Confidential	-	-	-	-	-	-	-	-	0.5	22,585
	-	-	-	2.0	1.5	-	1.5	-	1.5	-
Account Detail										
0004-02 Permanent Wages	-	-	-	34,077		76,751		76,751		81,986
0004-04 Temporary Wages	-	-	-	-		53,368		53,368		107,440
0004-06 Premium Pay	-	-	-	126		-		-		-
0004-12 FICA	-	-	-	2,616		9,954		9,954		14,491
0004-14 Pension	-	-	-	511		3,750		5,100		5,100
0004-16 Insurance - Employee Group	-	-	-	12,056		24,112		18,048		18,048
Personnel				49,386		167,935		163,221		227,065
0004-26 PRINTING	-	-	1,365	1,033		2,000		2,000		2,000
0004-34 TRAINING & PROFESSIONAL DEVELOP	-	-	-	-		2,800		500		2,800
0004-46 OTHER CONTRACT SERVICES	126,067	156,354	149,082	157,679		140,000		130,000		100,000
0004-50 OTHER SERVICES CHARGES	-	-	-	-		17,400		15,000		17,400
Services & Charges	126,067	156,354	150,447	158,712		162,200		147,500		122,200
0004-54 REPAIR & MAIN SUPPLIES	-	-	948	-		-		-		-
0004-58 OFFICE SUPPLIES	422	453	376	500		1,000		1,000		1,000
0004-68 OPERATING MATERIALS & SUPPLIES	-	-	-	25,136		45,000		45,000		96,750
Materials & Supplies	422	453	1,324	25,636		46,000		46,000		97,750
0004-72 EQUIPMENT	-	-	-	16,263		9,500		9,500		12,500
Capital Outlays	-	-	-	16,263		9,500		9,500		12,500
Total	ADMINISTRATION	126,490	156,807	151,771	249,997	385,635		203,000		459,515

PROGRAM DETAIL

Bureau: Municipal Golf Course	No: 08-9001	Department: Parks and Recreation	Program: Capital Improvements	No: 0005
---	-----------------------	--	---	--------------------

Program Description:

This program dispenses the golf course profits and capital finances for Capital Improvements to grounds and buildings and provides renovations and improvements to course buildings, restrooms, and ranges.

Goal(s):

Continue reconstruction and renovations to golf course grounds and facilities consistent with the golf course Master Plan.

Measurable Budget Year Objectives and Long Range Targets:

- Continue implementation of capital projects recommended by the golf course Master Plan.
- Upgrade restroom areas to meet ADA standards.
- Continue stream bank restorations.
- Design and construct driving range renovations for increased revenue.
- Design and construct chemical storage building.

Impact/Output Measures	2004 Actual	2005 Actual	2006 Actual	2007 Estimated	2008 Budgeted
Maintain a revenue stream constituting net revenues of at least \$110,000 for continuing golf course capital improvements to grounds/facilities	\$23,594	\$13,241	0	0	0

**CITY OF ALLENTOWN
PROGRAM BUDGET
RESOURCE REQUIREMENTS**

**FUND 091 GOLF COURSE
DEPT 08 PARKS AND RECREATION
BUREAU 9001 MUNICIPAL GOLF COURSE
PROGRAM 0005 CAPITAL IMPROVEMENTS**

	2003	2004	2005	2006	2007		2008			
	Actual	Actual	Actual	Actual	Budget		Final Budget			
Personnel Detail	Number of Permanent Positions				#	Salaries	#	Salaries	#	Salaries
	-	-	-	-	-	-	-	-	-	-
Account Detail										
0005-30 RENTALS	-	484	-	-	1,000	1,000				1,000
0005-46 OTHER CONTRACT SERVICES	247	360	1,500	1,242	39,000	39,000				-
0005-50 OTHER SERVICES & CHARGES	-	-	-	-	-	-				-
Services & Charges	247	845	1,500	1,242	40,000	40,000				1,000
0005-54 REPAIR & MAINT SUPPLIES	1,099	3,644	1,246	19,868	7,500	7,500				15,000
0005-64 PIPE & FITTINGS	176	1,435	-	1,835	2,000	2,000				2,000
0005-68 OPERATING MATERIALS & SUPP	990	9,223	-	-	2,000	2,000				2,000
Materials & Supplies	2,265	14,302	1,246	21,703	11,500	11,500				19,000
0005-72 EQUIPMENT	-	-	-	-	24,500	24,500				30,000
0005-76 CONSTRUCTION CONTRACTS	-	121,871	-	300	-	-				215,000
Capital Outlays	-	121,871	-	300	24,500	24,500				245,000
0005-84 CAPITAL FUND CONTRIBUTION	75,000	-	-	-	-	-				-
0005-88 INTERFUND TRANSFERS	4,890	-	112,998	-	-	-				-
0005-99 RESERVE FOR ENCUMBRANCES	-	3,317	1,137	121	-	-				-
Sundry	79,890	3,317	114,135	121	-	-				-
Total										
CAPITAL IMPROVEMENTS	82,402	140,334	116,881	23,366	76,000	76,000				265,000

THIS PAGE INTENTIONALLY LEFT BLANK