

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 (091)

	<i>2012 Budget</i>	<i>2012 A & E</i>	<i>2013 Proposed</i>
Revenues:			
091-3182 Cart Rentals	340,000	287,400	315,000
091-3183 Greens Fees	780,000	691,419	815,000
091-3184 Driving Range	130,000	141,500	150,000
091-3186 Pro Shop Rental/Miscellaneous	140,000	136,657	150,000
091-3187 G/C Bar & Rest	50,000	35,000	45,000
091-3189 State Aid Pension	3,747	4,059	4,360
Total Revenue	1,443,747	1,296,035	1,479,360

CITY OF ALLENTOWN
FUND SUMMARY - GOLF COURSE FUND (091)

	<i>2012 Budget</i>	<i>2012 A & E</i>	<i>2013 Proposed</i>
Expenditures:			
02 PERMANENT WAGES	288,496	265,849	293,677
04 TEMPORARY WAGES	233,600	266,956	245,000
06 PREMIUM PAY	17,000	21,155	17,000
11 SHIFT DIFFERENTIAL	100	125	0
12 FICA	41,249	42,388	41,846
14 PENSION	14,659	14,659	18,970
16 INSURANCE - EMPLOYEE GRP	75,759	75,759	92,125
Total Personnel	670,863	686,891	708,618
20 ELECTRIC POWER	18,000	16,693	20,000
22 TELEPHONE	3,700	3,700	3,700
26 PRINTING	2,000	1,450	1,000
30 RENTALS	3,700	3,700	3,750
32 PUBLICATIONS & MEMBERSHIP	1,250	1,250	1,250
34 TRAINING & PROF. DEVELOP	3,500	0	1,500
42 REPAIRS & MAINTENANCE	1,800	1,800	1,800
46 OTHER CONTRACT SERVICES	75,000	64,900	59,975
50 OTHER SERVICES & CHARGES	13,000	8,000	10,500
Total Services & Charges	121,950	101,493	103,475
54 REPAIR & MAINT SUPPLIES	12,000	19,500	10,500
56 UNIFORMS	2,000	2,000	2,000
62 FUELS, OILS & LUBRICANTS	22,000	19,000	19,000
64 PIPE & FITTINGS	2,000	0	2,000
66 CHEMICALS	35,000	35,929	40,000
68 OPERATING MATERIALS & SUPP	117,000	144,200	117,500
Total Materials & Supplies	190,000	220,629	191,000
72 EQUIPMENT	55,000	39,671	47,500
Total Capital Outlays	55,000	39,671	47,500
86 GENERAL CITY CHARGES	206,981	206,981	217,330
88 INTERFUND TRANSFERS	106,480	106,480	106,480
99 RESERVE FOR ENCUMBRANCES	0	17,850	0
Total Sundry	313,461	331,311	323,810
Total Expenditures	1,351,274	1,379,995	1,374,403
Annual Fiscal Change		(83,960)	104,957

**CITY OF ALLENTOWN
FUND SUMMARY - GOLF COURSE FUND (091)**

	<i>2008 Actuals</i>	<i>2009 Actuals</i>	<i>2010 Actuals</i>	<i>2011 Actuals</i>
Revenues:				
091-3182 Cart Rentals	285,121	293,899	297,271	303,431
091-3183 Greens Fees	745,664	731,733	746,124	705,251
091-3184 Driving Range	102,829	117,355	116,287	132,476
091-3185 Interest Inc	7,752	5,249	2,636	0
091-3186 Pro Shop Rental/Miscellaneous	116,758	129,897	121,385	145,264
091-3187 G/C Bar & Rest	28,350	24,087	35,000	35,000
091-3189 State Aid Pension	3,566	3,474	2,829	4,152
Total Revenue	1,290,040	1,305,694	1,321,532	1,325,574

**CITY OF ALLENTOWN
FUND SUMMARY - GOLF COURSE FUND (091)**

	<i>2008 Actuals</i>	<i>2009 Actuals</i>	<i>2010 Actuals</i>	<i>2011 Actuals</i>
Expenditures:				
02 PERMANENT WAGES	243,167	225,703	233,981	283,636
04 TEMPORARY WAGES	210,672	222,720	252,164	244,662
06 PREMIUM PAY	17,444	12,760	11,163	12,776
11 SHIFT DIFFERENTIAL	53	50	34	42
12 FICA	35,856	35,210	37,826	41,191
14 PENSION	11,951	12,323	8,613	10,202
16 INSURANCE - EMPLOYEE GRP	66,176	57,938	59,850	71,375
Total Personnel	585,319	566,704	603,631	663,884
20 ELECTRIC POWER	13,787	14,418	15,363	14,955
22 TELEPHONE	3,866	4,702	2,640	3,201
26 PRINTING	940	991	1,430	1,541
30 RENTALS	0	3,549	3,773	2,775
32 PUBLICATIONS & MEMBERSHIP	630	1,229	1,119	969
34 TRAINING & PROF. DEVELOP	2,667	0	35	350
42 REPAIRS & MAINTENANCE	0	1,850	1,548	1,828
44 PROF SERVICES FEES	0	61	0	0
46 OTHER CONTRACT SERVICES	76,682	69,470	65,609	60,990
50 OTHER SERVICES & CHARGES	16,370	11,851	13,114	11,195
Total Services & Charges	114,942	108,121	104,631	97,804
54 REPAIR & MAINT SUPPLIES	15,545	16,408	8,167	13,042
56 UNIFORMS	1,310	792	1,068	643
58 OFFICE SUPPLIES	2,284	1,181	1,248	0
62 FUELS, OILS & LUBRICANTS	16,605	10,077	13,002	14,252
64 PIPE & FITTINGS	67	713	310	94
66 CHEMICALS	344	59,020	15,441	47,635
68 OPERATING MATERIALS & SUPP	145,178	100,130	114,979	125,415
Total Materials & Supplies	181,333	188,321	154,215	201,081
72 EQUIPMENT	91,310	79,159	44,750	42,197
76 CONSTRUCTION CONTRACTS	16,227	47,258	50,000	0
Total Capital Outlays	107,537	126,417	94,750	42,197
86 GENERAL CITY CHARGES	122,325	312,325	278,441	292,363
88 INTERFUND TRANSFERS	106,480	106,480	106,480	106,480
99 RESERVE FOR ENCUMBRANCES	5,949	134,901	1,842	111
Total Sundry	234,754	553,706	386,763	398,954
Total Expenditures	1,223,885	1,543,269	1,343,990	1,403,920

PROGRAM DETAIL

Bureau: Municipal Golf Course	No: 08-9001	Department: Parks and Recreation	Program: Grounds Maintenance	No: 0001
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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. The program also 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 to seven days a week, fairways and roughs three days a week, from April to November.
- 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.
- Repair bridges as needed.
- Continue equipment upgrades to assure uninterrupted play and produce professional playing surfaces.
- Upgrade size of tee areas to accommodate amount of play.

Impact/Output Measures	2009 Actual	2010 Actual	2011 Actual	2012 Estimated	2013 Budgeted
Acres of turf mowed	100	125	125	125	125
Acres of turf sprayed	100	100	100	100	100
# of trees/shrubs planted	25	10	5	5	15
# of bridges maintained	10	9	7	7	7

**CITY OF ALLENTOWN
PERSONNEL SUMMARY**

FUND 081 GOLF COURSE
DEPT 08 PARKS & RECREATION
BUREAU 9001 MUNICIPAL GOLF COURSE
PROGRAM 0001 GROUNDS MAINTENANCE

	<u>2008</u>	<u>2009</u>	<u>2010</u>	<u>2011</u>	<u>2012</u>		<u>2012</u>		<u>2013</u>	
	Actual				Final Budget		Actual & Estimated		Proposed Budget	
	Number of Permanent Positions				#	Salaries	#	Salaries	#	Salaries
12N Golf Course Superintendent	1.0	1.0	1.0	1.0	1.0	63,082	1.0	63,082	1.0	64,122
16M Greenskeeper	1.0	1.0	1.0	1.0	1.0	49,908	1.0	49,908	1.0	52,066
09M Maintenance Mechanic 2	1.0	1.0	1.0	1.0	1.0	44,887	1.0	22,228	1.0	44,838
08M Maintenance Worker 2	1.0	1.0	-	1.0	1.0	44,863	1.0	44,863	1.0	45,513
Total Positions	4.0	4.0	3.0	4.0	4.0	202,740	4.0	180,081	4.0	206,539

**CITY OF ALLENTOWN
PROGRAM BUDGET**

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

<i>Account Number</i>	<i>2012 Budget</i>	<i>2012 A & E</i>	<i>2013 Proposed</i>
0001-02 PERMANENT WAGES	202,740	180,081	206,539
0001-04 TEMPORARY WAGES	89,600	75,406	75,000
0001-06 PREMIUM PAY	12,000	17,018	12,000
0001-11 SHIFT DIFFERENTIAL	100	125	0
0001-12 FICA	23,290	20,856	21,792
0001-14 PENSION	10,661	10,661	13,796
0001-16 INSURANCE - EMPLOYEE GRP	52,624	52,624	67,000
0001-20 ELECTRIC POWER	18,000	16,693	20,000
0001-22 TELEPHONE	3,700	3,700	3,700
0001-30 RENTALS	3,700	3,700	3,750
0001-32 PUBLICATIONS & MEMBERSHIP	1,250	1,250	1,250
0001-34 TRAINING & PROF. DEVELOP	500	0	500
0001-42 REPAIRS & MAINTENANCE	1,800	1,800	1,800
0001-46 OTHER CONTRACT SERVICES	15,000	9,900	5,700
0001-54 REPAIR & MAINT SUPPLIES	12,000	19,500	10,500
0001-56 UNIFORMS	2,000	2,000	2,000
0001-62 FUELS, OILS & LUBRICANTS	22,000	19,000	19,000
0001-64 PIPE & FITTINGS	2,000	0	2,000
0001-66 CHEMICALS	35,000	35,929	40,000
0001-68 OPERATING MATERIALS & SUPP	27,000	27,000	25,000
0001-72 EQUIPMENT	45,000	34,671	43,500
0001-86 GENERAL CITY CHARGES	206,981	206,981	217,330
0001-88 INTERFUND TRANSFERS	106,480	106,480	106,480
0001-99 RESERVE FOR ENCUMBRANCES	0	17,850	0
Total GROUNDS MAINTENANCE	893,426	863,225	898,637

**CITY OF ALLENTOWN
PROGRAM BUDGET**

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

<i>Account Number</i>	<i>2008 Actuals</i>	<i>2009 Actuals</i>	<i>2010 Actuals</i>	<i>2011 Actuals</i>
0001-02 PERMANENT WAGES	161,722	144,271	150,126	199,251
0001-04 TEMPORARY WAGES	55,671	54,454	69,880	76,777
0001-06 PREMIUM PAY	12,021	9,380	8,609	9,235
0001-11 SHIFT DIFFERENTIAL	53	50	34	42
0001-12 FICA	17,466	15,862	17,398	21,768
0001-14 PENSION	8,692	8,962	5,742	7,420
0001-16 INSURANCE - EMPLOYEE GRP	48,128	51,500	39,900	50,150
0001-20 ELECTRIC POWER	13,787	14,418	15,363	14,955
0001-22 TELEPHONE	3,866	4,702	2,640	3,201
0001-30 RENTALS	0	3,549	3,773	2,775
0001-32 PUBLICATIONS & MEMBERSHIP	630	1,229	1,119	969
0001-34 TRAINING & PROF. DEVELOP	0	0	35	350
0001-42 REPAIRS & MAINTENANCE	0	1,850	1,548	1,828
0001-44 PROF SERVICES FEES	0	61	0	0
0001-46 OTHER CONTRACT SERVICES	17,119	11,003	12,815	9,900
0001-54 REPAIR & MAINT SUPPLIES	13,024	15,512	8,167	13,043
0001-56 UNIFORMS	1,310	792	1,068	643
0001-58 OFFICE SUPPLIES	286	187	289	0
0001-62 FUELS, OILS & LUBRICANTS	16,605	10,077	13,002	14,252
0001-64 PIPE & FITTINGS	67	0	310	94
0001-66 CHEMICALS	344	59,020	15,441	47,635
0001-68 OPERATING MATERIALS & SUPP	18,300	17,517	6,993	16,510
0001-72 EQUIPMENT	49,994	50,774	38,000	42,197
0001-86 GENERAL CITY CHARGES	122,325	312,325	278,441	292,363
0001-88 INTERFUND TRANSFERS	106,480	106,480	106,480	106,480
0001-99 RESERVE FOR ENCUMBRANCES	0	24,722	917	111
Total GROUNDS MAINTENANCE	667,890	918,697	798,090	931,949

PROGRAM DETAIL

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

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

Goal(s):

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

Measurable Budget Year Objectives and Long Range Targets:

- Continue to make AMGC profitable, increase data base of customers and improve the AMGC web site.
- To increase retail sales in the pro shop.
- To provide contracted food and beverage service to all patrons using the bar/restaurant, patio and fairway pavilion Complete all clean-up and debris removal necessary for the concessions' safe and healthful operations.
- To increase awareness of the Golf Course through a targeted advertising and marketing program.
- Continue to train staff to achieve excellent customer service.

Impact/Output Measures	2009 Actual	2010 Actual	2011 Actual	2012 Estimated	2013 Budgeted
Number of patrons (golfers & non-golfers)	50,000	51,000	50,000	50,000	50,000
Number of days of service	290	280	280	280	300

**CITY OF ALLENTOWN
PERSONNEL SUMMARY**

FUND 081 GOLF COURSE
DEPT 08 PARKS & RECREATION
BUREAU 9001 MUNICIPAL GOLF COURSE
PROGRAM 0004 ADMINISTRATION

	<u>2008</u>	<u>2009</u>	<u>2010</u>	<u>2011</u>	<u>2012</u>		<u>2012</u>		<u>2013</u>	
	Actual				Final Budget		Actual & Estimated		Proposed Budget	
	Number of Permanent Positions				#	Salaries	#	Salaries	#	Salaries
13N Golf Course Manager	1.0	1.0	1.0	1.0	1.0	61,912	1.0	61,912	1.0	63,008
09N Administrative Supervisor	0.5	-	0.5	0.5	0.5	23,844	0.5	23,856	0.5	24,130
05N Clerk 3 Confidential	-	0.5	-	-	-	-	-	-	-	-
Total Positions	1.5	1.5	1.5	1.5	1.5	85,756	1.5	85,768	1.5	87,138

**CITY OF ALLENTOWN
PROGRAM BUDGET**

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

<i>Account Number</i>	<i>2012 Budget</i>	<i>2012 A & E</i>	<i>2013 Proposed</i>
0004-02 PERMANENT WAGES	85,756	85,768	87,138
0004-04 TEMPORARY WAGES	144,000	191,550	170,000
0004-06 PREMIUM PAY	5,000	4,137	5,000
0004-12 FICA	17,959	21,532	20,054
0004-14 PENSION	3,998	3,998	5,174
0004-16 INSURANCE - EMPLOYEE GRP	23,135	23,135	25,125
0004-26 PRINTING	2,000	1,450	1,000
0004-34 TRAINING & PROF. DEVELOP	3,000	0	1,000
0004-46 OTHER CONTRACT SERVICES	60,000	55,000	54,275
0004-50 OTHER SERVICES & CHARGES	13,000	8,000	10,500
0004-68 OPERATING MATERIALS & SUPP	90,000	117,200	92,500
0004-72 EQUIPMENT	10,000	5,000	4,000
Total ADMINISTRATION	457,848	516,770	475,766

**CITY OF ALLENTOWN
PROGRAM BUDGET**

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

<i>Account Number</i>	<i>2008 Actuals</i>	<i>2009 Actuals</i>	<i>2010 Actuals</i>	<i>2011 Actuals</i>
0004-02 PERMANENT WAGES	81,444	81,432	83,855	84,385
0004-04 TEMPORARY WAGES	153,937	168,266	182,284	167,884
0004-06 PREMIUM PAY	5,423	3,380	2,554	3,541
0004-12 FICA	18,309	19,348	20,428	19,423
0004-14 PENSION	3,259	3,361	2,871	2,782
0004-16 INSURANCE - EMPLOYEE GRP	18,048	6,438	19,950	21,225
0004-26 PRINTING	940	991	1,430	1,541
0004-34 TRAINING & PROF. DEVELOP	2,666	0	0	0
0004-46 OTHER CONTRACT SERVICES	59,563	58,467	52,794	51,089
0004-50 OTHER SERVICES & CHARGES	16,370	11,851	13,114	11,195
0004-58 OFFICE SUPPLIES	1,998	993	959	0
0004-68 OPERATING MATERIALS & SUPP	126,748	81,762	96,294	108,905
0004-72 EQUIPMENT	11,316	16,915	6,750	0
0004-99 RESERVE FOR ENCUMBRANCES	0	0	925	0
Total ADMINISTRATION	500,022	453,204	484,208	471,970

PROGRAM DETAIL

Bureau: Municipal Golf Course	No: 08-9001	Department: Parks and Recreation	Program: Capital Improvements	No: 0005
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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 for the golf course.
- Upgrade restroom areas to meet ADA standards.
- Continue stream bank restorations.
- Design and construct driving range renovations for increased revenue.

Impact/Output Measures	2009 Actual	2010 Actual	2011 Actual	2012 Estimated	2013 Budgeted
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Maintain a revenue stream constituting net revenues of at least \$110,000 for continuing golf course capital improvements to grounds/facilities

\$140,000	\$65,000	\$0	\$0	\$0
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CITY OF ALLENTOWN
FUND SUMMARY - E-911 FUND (911)

	<i>2012 Budget</i>	<i>2012 A & E</i>	<i>2013 Proposed</i>
Revenues:			
911-3496 911 Phone Line Service Charge	780,000	760,000	750,000
911-3498 911 Wireless Subscriber Charge	1,292,500	1,289,790	1,300,000
911-6141 Interest	3,000	275	300
911-7121 Transfer from General Fund	400,000	400,000	600,000
Total Revenue	2,475,500	2,450,065	2,650,300

**CITY OF ALLENTOWN
PROGRAM BUDGET**

**091 GOLF COURSE
08 PARKS AND RECREATION
9001 MUNICIPAL GOLF COURSE
0005 CAPITAL IMPROVEMENTS**

<i>Account Number</i>	<i>2008 Actuals</i>	<i>2009 Actuals</i>	<i>2010 Actuals</i>	<i>2011 Actuals</i>
0005-54 REPAIR & MAINT SUPPLIES	2,521	896	0	0
0005-64 PIPE & FITTINGS	0	713	0	0
0005-68 OPERATING MATERIALS & SUPP	130	850	11,692	0
0005-72 EQUIPMENT	30,000	11,469	0	0
0005-76 CONSTRUCTION CONTRACTS	16,227	47,258	50,000	0
0005-99 RESERVE FOR ENCUMBRANCES	0	110,179	0	0
Total CAPITAL IMPROVEMENTS	48,878	171,365	61,692	0

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