

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)

	2004 Actual	2005 Actual	2006 Actual	2007 Actual	2008 Final Budget	2008 Actual & Estimated	2009 Final Budget
Opening Balance - Cash Basis 12/31/07						334,243	263,290
Revenues:							
3182 Cart Rentals	256,348	252,223	255,199	289,184	270,000	295,000	290,000
3183 Greens Fees	626,234	653,144	667,863	716,209	680,000	700,000	725,000
3184 Driving Range	26,426	24,000	77,633	91,844	130,000	105,000	150,000
3187 GC Bar & Restaurant	20,010	21,260	23,342	27,341	23,000	23,000	30,000
3189 State Aid for Pension	1,181	-	1,292	-	1,292	1,292	1,000
3185 Interest Income	2,451	2,500	8,865	12,077	8,000	5,100	8,000
3186 Miscellaneous (Pro Shop)	16,112	16,219	43,460	109,057	157,000	152,000	180,000
Total Revenue	948,762	969,346	1,077,654	1,245,711	1,269,292	1,281,392	1,384,000
Total Funds Available						1,615,635	1,647,290
Expenditures:							
02 Permanent Wages	154,833	156,696	159,166	226,053	246,019	244,043	250,065
04 Temporary Wages	35,853	28,614	49,076	148,664	157,582	187,000	234,395
06 Premium Pay	13,424	11,933	11,543	18,248	18,182	25,682	27,500
11 Shift Differential	-	122	63	125	-	-	-
12 FICA	15,608	15,094	16,817	29,922	32,266	34,939	39,165
14 Pension	1,753	1,844	2,296	8,466	18,700	18,700	12,323
16 Insurance - Employee Group	36,152	36,152	53,628	72,336	66,176	66,176	70,813
Total Personnel	257,623	250,455	292,589	503,813	538,925	576,540	634,260
20 Electric Power	10,860	13,503	12,110	16,233	15,000	15,000	15,000
22 Telephone	2,291	2,111	2,427	3,120	4,000	4,800	5,000
26 Printing	-	1,365	1,033	1,019	2,000	2,000	2,000
30 Rentals	863	473	508	875	3,400	5,500	5,000
32 Publications & Memberships	149	300	375	335	750	1,000	1,250
34 Training & Professional Development	245	135	-	-	4,300	4,300	4,500
42 Repairs & Maintenance	1,675	1,460	1,689	1,688	2,000	2,000	2,000
44 Professional Service Fees	1,000	1,000	288	-	-	-	1,500
46 Other Contract Services	169,222	167,015	171,667	132,388	122,500	107,500	107,500
50 Other Services & Charges	-	-	-	9,351	17,400	17,400	17,400
Total Services & Charges	186,305	187,362	190,097	165,009	171,350	159,500	161,150
54 Repair & Maintenance Supplies	15,094	10,929	29,387	61,115	27,500	27,500	31,500
56 Uniforms	1,877	1,207	208	2,975	2,000	2,000	2,000
58 Office Supplies	537	460	500	931	1,500	1,500	1,500
62 Fuels, Oils & Lubricants	4,716	6,326	6,886	12,884	10,800	17,000	18,000
64 Pipe & Fittings	1,722	452	2,207	2,598	3,500	2,500	3,500
66 Chemicals	68,855	42,028	-	18,845	55,000	55,000	55,000
68 Operating Materials & Supplies	16,153	7,159	33,718	78,989	121,250	152,000	152,000
Total Materials & Supplies	108,954	68,561	72,906	178,336	221,550	257,500	263,500

CITY OF ALLENTOWN

FUND SUMMARY - GOLF COURSE FUND (091)

	2004 Actual	2005 Actual	2006 Actual	2007 Actual	2008 Final Budget	2008 Actual & Estimated	2009 Final Budget
<i>Expenditures (continued):</i>							
72 Equipment	36,751	39,204	56,263	67,357	95,000	95,000	148,000
76 Construction Contracts	121,871	-	300	-	215,000	35,000	170,000
Total Capital Outlays	158,622	39,204	56,563	67,357	310,000	130,000	318,000
86 General City Charges	120,000	46,464	48,006	116,500	122,325	122,325	122,325
88 Interfund Transfers	73,000	348,807	178,299	110,000	106,480	106,480	106,480
99 Reserve for Encumbrances	48,342	2,113	5,750	15,538	-	-	-
Total Sundry	241,342	397,384	232,055	242,038	228,805	228,805	228,805
Total Expenditures	952,846	942,966	844,210	1,156,553	1,470,630	1,352,345	1,605,715
Closing Balance						263,290	41,574

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. 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 to seven days a week, fairways and roughs three 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.
- 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	2005 Actual	2006 Actual	2007 Actual	2008 Estimated	2009 Budgeted
Acres of turf mowed	150	150	150	100	100
Acres of turf sprayed	80	80	80	50	100
# of trees/shrubs planted	30	30	30	4	25
# 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	2004	2005	2006	2007	2008		2008		2009	
	Actual	Actual	Actual	Actual	Final	Final	Actual &	Actual &	Final	Final
	Number of Permanent Positions				#	Salaries	#	Salaries	#	Salaries
12N Golf Course Superintendent	1.0	1.0	1.0	1.0	1.0	59,400	1.0	59,400	1.0	60,367
16M Greenskeeper	1.0	1.0	1.0	1.0	1.0	36,254	1.0	36,721	1.0	37,341
09M Maint Mechanic 2	1.0	1.0	1.0	1.0	1.0	39,266	1.0	38,917	1.0	40,753
08M Maintenance Worker II	1.0	1.0	1.0	1.0	1.0	29,113	1.0	28,071	1.0	29,334
Total Positions	4.0	4.0	4.0	4.0	4.0		4.0		4.0	
Account Detail										
0001-02 PERMANENT WAGES	154,833	156,696	125,089	147,204		164,033		163,109		167,795
0001-04 TEMPORARY WAGES	35,853	28,614	49,076	59,582		50,142		50,000		89,395
0001-06 PREMIUM PAY	13,424	11,933	11,417	11,573		18,182		18,182		20,000
0001-11 SHIFT DIFFERENTIAL	-	122	63	125		-		-		-
0001-12 FICA	15,608	15,094	14,201	16,638		17,775		17,694		21,205
0001-14 PENSION	1,753	1,844	1,785	6,580		13,600		13,600		8,962
0001-16 INSURANCE - EMPLOYEE GRP	36,152	36,152	41,572	48,224		48,128		48,128		51,500
Personnel	257,623	250,455	243,203	289,926		311,860		310,713		358,857
0001-20 ELECTRIC POWER	10,860	13,503	12,110	16,233		15,000		15,000		15,000
0001-22 TELEPHONE	2,291	2,111	2,427	3,120		4,000		4,800		5,000
0001-30 RENTALS	378	473	508	875		2,400		4,500		5,000
0001-32 PUBLICATIONS & MEMBERSHIP	149	300	375	335		750		1,000		1,250
0001-34 TRAINING & PROF. DEVELOP.	245	135	-	-		1,500		1,500		1,500
0001-42 REPAIRS & MAINTENANCE	1,675	1,460	1,689	1,688		2,000		2,000		2,000
0001-44 PROF SERVICES FEES	1,000	1,000	288	-		-		-		1,500
0001-46 OTHER CONTRACT SERVICES	12,508	16,433	12,746	19,987		22,500		22,500		22,500
Services & Charges	29,106	35,415	30,143	42,238		48,150		51,300		53,750
0001-54 REPAIR & MAINT SUPPLIES	11,450	8,735	9,519	14,525		12,500		12,500		16,500
0001-56 UNIFORMS	1,877	1,207	208	2,975		2,000		2,000		2,000
0001-58 OFFICE SUPPLIES	84	84	-	100		500		500		500
0001-62 FUELS, OILS & LUBRICANTS	4,716	6,326	6,886	12,884		10,800		17,000		18,000
0001-64 PIPE & FITTINGS	286	452	372	688		1,500		500		1,500
0001-66 CHEMICALS	68,855	42,028	-	18,845		55,000		55,000		55,000
0001-68 OPERATING MATERIALS & SUPP	6,931	7,159	8,582	21,109		22,500		25,000		25,000
Materials & Supplies	94,200	65,991	25,567	71,126		104,800		112,500		118,500
0001-72 EQUIPMENT	36,751	39,204	40,000	33,977		52,500		52,500		90,000
Capital Outlays	36,751	39,204	40,000	33,977		52,500		52,500		90,000
0001-86 GENERAL CITY CHARGES	120,000	46,464	48,006	116,500		122,325		122,325		122,325
0001-88 INTERFUND TRANSFERS	73,000	235,809	178,299	110,000		106,480		106,480		106,480
0001-99 RESERVE FOR ENCUMBRANCES	45,026	976	5,629	-		-		-		-
Sundry	238,026	283,249	231,934	226,500		228,805		228,805		228,805
Total GROUNDS MAINTENANCE	655,706	674,314	570,847	663,767		746,115		755,818		849,912

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 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 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.
- Continue to increase data base of customers and improve our web site.
- To increase retail sales in the pro shop.
- 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	2005 Actual	2006 Actual	2007 Actual	2008 Estimated	2009 Budgeted
Number of patrons (golfers & non-golfers)	40,000	39,900	36,900	42,000	47,000
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**

	2004	2005	2006	2007	2008	2008	2009	
	Actual	Actual	Actual	Actual	Final Budget	Actual & Estimated	Final Budget	
Personnel Detail	Number of Permanent Positions				#	Salaries	#	Salaries
13N Golf Course Manager	-	-	1.0	1.0	1.0	59,401	1.0	58,349
10N Seasonal Assistant Manager	-	-	1.0	-	-	-	-	-
09N Administrative Super.	-	-	-	0.5	-	-	-	-
05N Clerk III Confidential	-	-	-	-	0.5	22,585	0.5	22,585
Total Positions	-	-	2.0	1.5	1.5		1.5	1.5
Account Detail								
0004-02 Permanent Wages	-	-	34,077	78,849	81,986	80,934	82,270	
0004-04 Temporary Wages	-	-	-	89,082	107,440	137,000	145,000	
0004-06 Premium Pay	-	-	126	6,675	-	7,500	7,500	
0004-12 FICA	-	-	2,616	13,284	14,491	17,246	17,960	
0004-14 Pension	-	-	511	1,886	5,100	5,100	3,361	
0004-16 Insurance - Employee Group	-	-	12,056	24,112	18,048	18,048	19,313	
Personnel	-	-	49,386	213,887	227,065	265,828	275,403	
0004-26 PRINTING	-	1,365	1,033	1,019	2,000	2,000	2,000	
0004-34 TRAINING & PROFESSIONAL DEVELOP	-	-	-	-	2,800	2,800	3,000	
0004-46 OTHER CONTRACT SERVICES	156,354	149,082	157,679	111,176	100,000	85,000	85,000	
0004-50 OTHER SERVICES CHARGES	-	-	-	9,351	17,400	17,400	17,400	
Services & Charges	156,354	150,447	158,712	121,545	122,200	107,200	107,400	
0004-54 REPAIR & MAIN SUPPLIES	-	948	-	-	-	-	-	
0004-58 OFFICE SUPPLIES	453	376	500	831	1,000	1,000	1,000	
0004-68 OPERATING MATERIALS & SUPPLIES	-	-	25,136	57,880	96,750	125,000	125,000	
Materials & Supplies	453	1,324	25,636	58,711	97,750	126,000	126,000	
0004-72 EQUIPMENT	-	-	16,263	8,880	12,500	12,500	28,000	
Capital Outlays	-	-	16,263	8,880	12,500	12,500	28,000	
Total ADMINISTRATION	156,807	151,771	249,997	403,023	459,515	511,528	536,803	

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 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.

Impact/Output Measures	2005 Actual	2006 Actual	2007 Actual	2008 Estimated	2009 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**

	2004	2005	2006	2007	2008	2008	2009	
	Actual	Actual	Actual	Actual	Final Budget	Actual & Estimated	Final Budget	
Personnel Detail	<hr/>							
	Number of Permanent Positions				#	Salaries	#	Salaries
Total Positions	-	-	-	-	-	-	-	
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Account Detail	<hr/>							
0005-30 RENTALS	484	-	-	-	1,000	1,000	-	
0005-46 OTHER CONTRACT SERVICES	360	1,500	1,242	1,226	-	-	-	
Services & Charges	845	1,500	1,242	1,226	1,000	1,000	-	
0005-54 REPAIR & MAINT SUPPLIES	3,644	1,246	19,868	46,590	15,000	15,000	15,000	
0005-64 PIPE & FITTINGS	1,435	-	1,835	1,910	2,000	2,000	2,000	
0005-68 OPERATING MATERIALS & SUPP	9,223	-	-	-	2,000	2,000	2,000	
Materials & Supplies	14,302	1,246	21,703	48,499	19,000	19,000	19,000	
0005-72 EQUIPMENT	-	-	-	24,500	30,000	30,000	30,000	
0005-76 CONSTRUCTION CONTRACTS	121,871	-	300	-	215,000	35,000	170,000	
Capital Outlays	121,871	-	300	24,500	245,000	65,000	200,000	
0005-88 INTERFUND TRANSFERS	-	112,998	-	-	-	-	-	
0005-99 RESERVE FOR ENCUMBRANCES	3,317	1,137	121	15,538	-	-	-	
Sundry	3,317	114,135	121	15,538	-	-	-	
Total	140,334	116,881	23,366	89,763	265,000	85,000	219,000	

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