

Golf Course Fund

Mission

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

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

	<u>2006</u> <u>Actual</u>	<u>2007</u> <u>Actual</u>	<u>2008</u> <u>Actual</u>	<u>2009</u> <u>Actual</u>	<u>2010</u> <u>Final</u> <u>Budget</u>	<u>2010</u> <u>Actual &</u> <u>Estimated</u>	<u>2011</u> <u>Final</u> <u>Budget</u>
Opening Balance - Cash Basis 12/31/2009					162,361	176,627
Revenues:							
3182 Cart Rentals	255,199	289,184	285,121	293,899	290,000	290,000	342,500
3183 Greens Fees	667,863	716,209	745,664	731,733	700,000	720,000	775,000
3184 Driving Range	77,633	91,844	102,829	117,355	160,000	165,000	187,500
3185 Interest Income	8,865	12,077	7,752	5,249	7,000	1,000	1,500
3186 Miscellaneous (Pro Shop)	43,460	109,057	116,758	129,897	185,000	165,000	165,000
3187 GC Bar & Restaurant	23,342	27,341	28,350	24,087	35,000	35,000	35,000
3189 State Aid for Pension	1,292	-	3,566	3,474	2,347	2,829	2,488
Total Revenue	1,077,654	1,245,711	1,290,040	1,305,694	1,379,347	1,378,829	1,508,988
Total Funds Available					1,541,190	1,685,615
Expenditures:							
02 Permanent Wages	159,166	226,053	243,166	225,702	235,121	231,980	282,055
04 Temporary Wages	49,076	148,664	209,608	222,720	227,400	234,000	233,600
06 Premium Pay	11,543	18,248	17,444	12,760	20,000	11,612	17,000
11 Shift Differential	63	125	53	50	-	56	100
12 FICA	16,817	29,922	35,775	35,210	36,913	36,540	40,756
14 Pension	2,296	8,466	11,951	12,323	8,611	8,611	10,202
16 Insurance - Employee Group	53,628	72,336	66,176	57,938	59,850	59,850	71,375
Total Personnel	292,589	503,813	584,173	566,703	587,895	582,649	655,088
20 Electric Power	12,110	16,233	13,787	14,418	16,200	16,200	18,000
22 Telephone	2,427	3,120	3,866	4,702	3,500	3,200	3,700
26 Printing	1,033	1,019	940	991	1,500	1,400	2,000
30 Rentals	508	875	-	3,549	2,700	3,700	3,700
32 Publications & Memberships	375	335	630	1,229	1,250	1,250	1,250
34 Training & Professional Development	-	-	2,667	-	500	-	-
42 Repairs & Maintenance	1,689	1,688	-	1,850	2,000	2,000	2,000
44 Professional Service Fees	288	-	-	61	1,500	-	-
46 Other Contract Services	171,667	132,388	76,682	69,470	70,500	85,600	85,000
50 Other Services & Charges	-	9,351	16,370	11,851	15,000	11,500	24,000
Total Services & Charges	190,097	165,009	114,942	108,121	114,650	124,850	139,650
54 Repair & Maintenance Supplies	29,387	61,115	15,545	16,408	16,500	16,500	16,500
56 Uniforms	208	2,975	1,310	792	2,450	2,000	2,000
58 Office Supplies	500	931	2,284	1,180	1,500	1,475	-
62 Fuels, Oils & Lubricants	6,886	12,884	16,605	10,077	22,000	18,000	22,000
64 Pipe & Fittings	2,207	2,598	67	713	1,500	1,500	1,500
66 Chemicals	-	18,845	344	59,020	53,500	55,000	55,000
68 Operating Materials & Supplies	33,718	78,989	145,178	100,129	163,000	97,500	146,500
Total Materials & Supplies	72,906	178,336	181,333	188,319	260,450	191,975	243,500
72 Equipment	56,263	67,357	91,309	79,159	57,000	77,500	90,000
76 Construction Contracts	300	-	16,227	47,258	50,000	-	-
Total Capital Outlays	56,563	67,357	107,536	126,417	107,000	77,500	90,000
86 General City Charges	48,006	116,500	122,325	312,325	278,441	278,441	292,363
88 Interfund Transfers	178,299	110,000	106,480	106,480	106,480	106,480	106,480
99 Reserve for Encumbrances	5,750	15,538	-	357,401	-	2,668	-
Total Sundry	232,055	242,038	228,805	776,206	384,921	387,589	398,843
Total Expenditures	844,210	1,156,553	1,216,789	1,765,766	1,454,916	1,364,563	1,527,081
Closing Balance					176,627	158,534

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	2007 Actual	2008 Actual	2009 Actual	2010 Estimated	2011 Budgeted
Acres of turf mowed	150	100	100	125	125
Acres of turf sprayed	80	50	100	100	100
# of trees/shrubs planted	30	4	25	10	10
# of bridges maintained	8	10	10	9	9

**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		2006	2007	2008	2009	2010 Final Budget		2010 Actual & Estimated		2011 Final Budget	
		Actual	Actual	Actual	Actual	#	Salaries	#	Salaries	#	Salaries
		Number of Permanent Positions				#	Salaries	#	Salaries	#	Salaries
12N	Golf Course Superintendent	1.0	1.0	1.0	1.0	1.0	61,340	1.0	61,318	1.0	61,444
16M	Greenskeeper	1.0	1.0	1.0	1.0	1.0	47,291	1.0	44,212	1.0	48,745
09M	Maint Mechanic 2	1.0	1.0	1.0	1.0	1.0	43,058	1.0	43,066	1.0	44,103
08M	Maintenance Worker II	1.0	1.0	1.0	1.0	-	-	-	-	1.0	44,190
Total Positions		4.0	4.0	4.0	4.0	3.0		3.0		4.0	
Account Detail											
0001-02	PERMANENT WAGES	125,089	147,204	161,722	144,271		151,689		148,596		198,482
0001-04	TEMPORARY WAGES	49,076	59,582	55,671	54,454		82,800		89,000		89,600
0001-06	PREMIUM PAY	11,417	11,573	12,021	9,380		15,000		8,325		12,000
0001-11	SHIFT DIFFERENTIAL	63	125	53	50		-		56		100
0001-12	FICA	14,201	16,638	17,466	15,862		19,086		18,817		22,964
0001-14	PENSION	1,785	6,580	8,692	8,962		5,741		5,741		7,420
0001-16	INSURANCE - EMPLOYEE GRP	41,572	48,224	48,128	51,500		39,900		39,900		50,150
Personnel		243,203	289,926	303,753	284,479		314,216		310,435		380,716
0001-20	ELECTRIC POWER	12,110	16,233	13,787	14,418		16,200		16,200		18,000
0001-22	TELEPHONE	2,427	3,120	3,866	4,702		3,500		3,200		3,700
0001-30	RENTALS	508	875	-	3,549		2,700		3,700		3,700
0001-32	PUBLICATIONS & MEMBERSHIP	375	335	630	1,229		1,250		1,250		1,250
0001-34	TRAINING & PROF. DEVELOP	-	-	-	-		500		-		-
0001-42	REPAIRS & MAINTENANCE	1,689	1,688	-	1,850		2,000		2,000		2,000
0001-44	PROF SERVICES FEES	288	-	-	61		1,500		-		-
0001-46	OTHER CONTRACT SERVICES	12,746	19,987	17,119	11,003		13,000		13,600		15,000
Services & Charges		30,143	42,238	35,402	36,812		40,650		39,950		43,650
0001-54	REPAIR & MAINT SUPPLIES	9,519	14,525	13,024	15,512		16,500		16,500		16,500
0001-56	UNIFORMS	208	2,975	1,310	792		2,450		2,000		2,000
0001-58	OFFICE SUPPLIES	-	100	286	187		500		500		-
0001-62	FUELS, OILS & LUBRICANTS	6,886	12,884	16,605	10,077		22,000		18,000		22,000
0001-64	PIPE & FITTINGS	372	688	67	-		1,500		1,500		1,500
0001-66	CHEMICALS	-	18,845	344	59,020		53,500		55,000		55,000
0001-68	OPERATING MATERIALS & SUPP	8,582	21,109	18,300	17,517		23,000		25,000		25,500
Materials & Supplies		25,567	71,126	49,936	103,105		119,450		118,500		122,500
0001-72	EQUIPMENT	40,000	33,977	49,994	50,774		41,000		54,000		66,000
Capital Outlays		40,000	33,977	49,994	50,774		41,000		54,000		66,000
0001-86	GENERAL CITY CHARGES	48,006	116,500	122,325	312,325		278,441		278,441		292,363
0001-88	INTERFUND TRANSFERS	178,299	110,000	106,480	106,480		106,480		106,480		106,480
0001-99	RESERVE FOR ENCUMBRANCES	5,629	-	-	247,222		-		-		-
Sundry		231,934	226,500	228,805	666,027		384,921		384,921		398,843
Total	GROUNDS MAINTENANCE	570,847	663,767	667,890	1,141,197		900,237		907,806		1,011,709

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 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.
- 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	2007 Actual	2008 Actual	2009 Actual	2010 Estimated	2011 Budgeted
Number of patrons (golfers & non-golfers)	36,900	42,000	47,000	47,000	50,000
Number of days of service	290	330	290	280	280

**CITY OF ALLENTOWN
PROGRAM BUDGET
RESOURCE REQUIREMENTS**

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

		2006	2007	2008	2009	2010	2010	2011			
		Actual	Actual	Actual	Actual	Final	Actual &	Final			
		Number of Permanent Positions				#	Salaries	#	Salaries		
						#	Salaries	#	Salaries		
Personnel Detail											
13N	Golf Course Manager	1.0	1.0	1.0	1.0	1.0	60,240	1.0	60,208	1.0	60,352
10N	Seasonal Assistant Manager	1.0	-	-	-	-	-	-	-	-	-
09N	Administrative Super.	-	0.5	0.5	-	0.5	23,192	0.5	23,176	0.5	23,221
05N	Clerk III Confidential	-	-	-	0.5	-	-	-	-	-	-
Total Positions		1.0	1.0	1.5	1.5	1.5	-	1.5	-	1.5	-
Account Detail											
0004-02	Permanent Wages	34,077	78,849	81,444	81,431	83,432	-	83,384	-	83,573	-
0004-04	Temporary Wages	-	89,082	153,937	168,266	144,600	-	145,000	-	144,000	-
0004-06	Premium Pay	126	6,675	5,423	3,380	5,000	-	3,287	-	5,000	-
0004-12	FICA	2,616	13,284	18,309	19,348	17,827	-	17,723	-	17,792	-
0004-14	Pension	511	1,886	3,259	3,361	2,870	-	2,870	-	2,782	-
0004-16	Insurance - Employee Group	12,056	24,112	18,048	6,438	19,950	-	19,950	-	21,225	-
Personnel		49,386	213,887	280,420	282,224	273,679	-	272,214	-	274,372	-
0004-26	PRINTING	1,033	1,019	940	991	1,500	-	1,400	-	2,000	-
0004-34	TRAINING & PROFESSIONAL DEVELOP	-	-	2,667	-	-	-	-	-	-	-
0004-46	OTHER CONTRACT SERVICES	157,679	111,176	59,563	58,467	57,500	-	72,000	-	70,000	-
0004-50	OTHER SERVICES CHARGES	-	9,351	16,370	11,851	15,000	-	11,500	-	24,000	-
Services & Charges		158,712	121,545	79,540	71,309	74,000	-	84,900	-	96,000	-
0004-54	REPAIR & MAIN SUPPLIES	-	-	-	-	-	-	-	-	-	-
0004-58	OFFICE SUPPLIES	500	831	1,998	993	1,000	-	975	-	-	-
0004-68	OPERATING MATERIALS & SUPPLIES	25,136	57,880	126,748	81,762	120,000	-	72,500	-	121,000	-
Materials & Supplies		25,636	58,711	128,746	82,755	121,000	-	73,475	-	121,000	-
0004-72	EQUIPMENT	16,263	8,880	11,315	16,916	16,000	-	23,500	-	24,000	-
Capital Outlays		16,263	8,880	11,315	16,916	16,000	-	23,500	-	24,000	-
Total	ADMINISTRATION	249,997	403,023	500,021	453,204	484,679	-	454,089	-	515,372	-

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	2007 Actual	2008 Actual	2009 Actual	2010 Estimated	2011 Budgeted
Maintain a revenue stream constituting net revenues of at least \$110,000 for continuing golf course capital improvements to grounds/facilities	\$13,241	0	\$140,000	\$65,000	\$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**

	2006	2007	2008	2009	2010		2010		2011		
	Actual	Actual	Actual	Actual	Final Budget	Salaries	Actual & Estimated	Salaries	Final Budget	Salaries	
Personnel Detail											
	Number of Permanent Positions				#	Salaries	#	Salaries	#	Salaries	
Total Positions	-	-	-	-	-	-	-	-	-	-	
Account Detail											
0005-46 OTHER CONTRACT SERVICES	1,242	1,226	-	-	-	-	-	-	-	-	
Services & Charges	1,242	1,226	-	-	-	-	-	-	-	-	
0005-54 REPAIR & MAINT SUPPLIES	19,868	46,590	2,521	896	-	-	-	-	-	-	
0005-64 PIPE & FITTINGS	1,835	1,910	-	713	-	-	-	-	-	-	
0005-68 OPERATING MATERIALS & SUPP	-	-	130	850	20,000	-	-	-	-	-	
Materials & Supplies	21,703	48,499	2,651	2,459	20,000	-	-	-	-	-	
0005-72 EQUIPMENT	-	24,500	30,000	11,469	-	-	-	-	-	-	
0005-76 CONSTRUCTION CONTRACTS	300	-	16,227	47,258	50,000	-	-	-	-	-	
Capital Outlays	300	24,500	46,227	58,727	50,000	-	-	-	-	-	
0005-88 INTERFUND TRANSFERS	-	-	-	-	-	-	-	-	-	-	
0005-99 RESERVE FOR ENCUMBRANCES	121	15,538	-	110,179	-	-	-	-	-	-	
Sundry	121	15,538	-	110,179	-	-	-	-	-	-	
Total	CAPITAL IMPROVEMENTS	23,366	89,763	48,878	171,365	70,000	0	0	0	0	

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