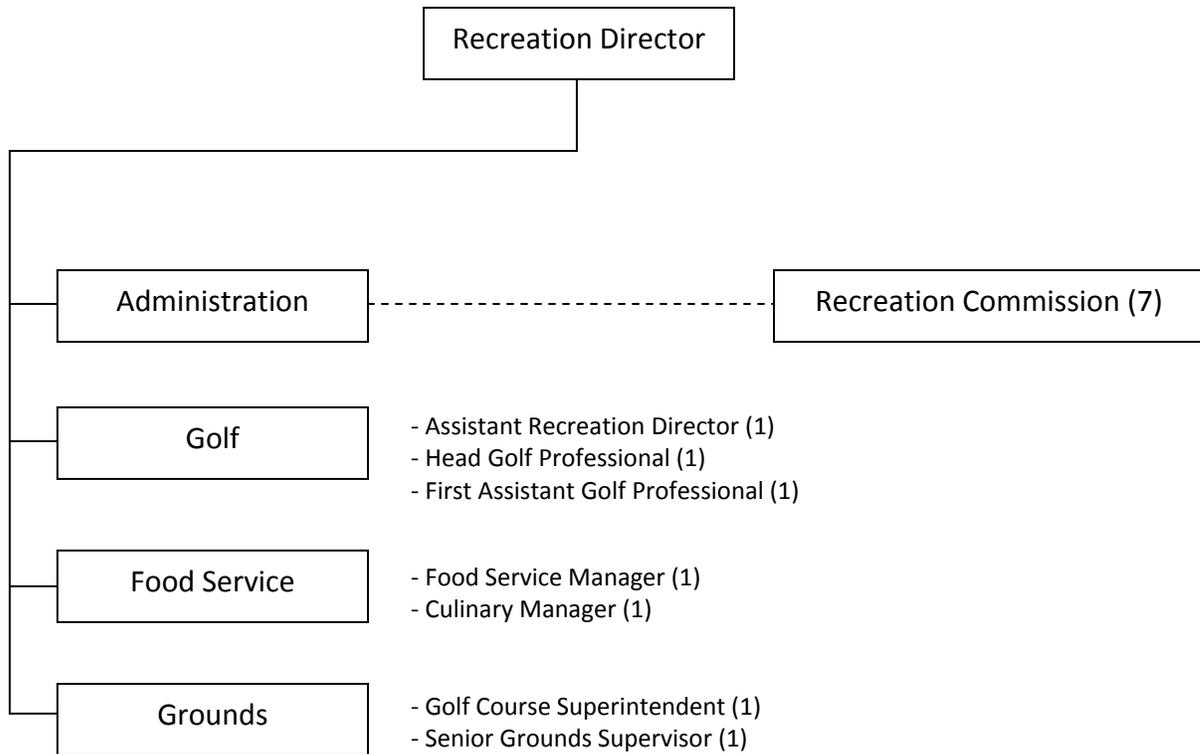


Table of Contents

IX. RECREATION DEPARTMENT

Organizational Chart	9-2
Recreation Department Narrative	9-3 – 9-10
Recreation Department Budget	9-10 – 9-30

RECREATION DEPARTMENT FY13/14



<u>FY13/14 Budget</u>	Employee	
	<u>Count</u>	<u>FTE</u>
Full Time Personnel	8	8.00
Part-Time Personnel	<u>100</u>	<u>32.00</u>
Total Employees / FTEs	<u>108</u>	<u>40.00</u>
<i>(FTE = Full-Time Equivalent)</i>		

<u>Budgeted Full-Time Employees</u>	<u>FY05</u>	<u>FY06</u>	<u>FY07</u>	<u>FY08</u>	<u>FY09</u>	<u>FY10</u>	<u>FY11</u>	<u>FY12</u>	<u>FY13</u>	<u>FY14</u>
Administration	2	2	2	1	1	1	1	1	1	1
Grounds	8	8	8	5	4	4	3	3	2	1
Golf	3	3	3	3	3	3	3	3	3	1
Food Service	1	1	1	1	1	1	1	1	1	2
Total FT	<u>14</u>	<u>14</u>	<u>14</u>	<u>10</u>	<u>9</u>	<u>9</u>	<u>8</u>	<u>8</u>	<u>7</u>	<u>8</u>

RECREATION DEPARTMENT - BUDGET

Facilities

The Recreation Department operates 4 facilities on 280 acres. These facilities are incorporated into a sophisticated storm water detention system that detains 30% of Glen Ellyn's stormwater and is a primary reason that the Village developed and operates these properties.

27-Hole Golf Course	
Village Links of Glen Ellyn	240 acres
Passive Use Parks	
Panfish Park	18 acres
Lambert Lake Nature Preserve	22 acres
Co-Op Park	1 acre

Village Green park (35 acres of athletic fields) is owned by the Village. Since 2003, it is operated by the Glen Ellyn Park District under a rolling 25 year lease. The Village Green does not impact this budget.

Budget Organization

The Recreation Department has 3 operating divisions: Grounds, Golf, and Food Service. The budget is divided into 9 accounting sections. Segregating expenditures by revenue center and by managerial responsibility allows us to monitor the financial performance of each revenue center and maintain managerial accountability for each line item.

Grounds Division	
Division Head: Golf Course Superintendent	
<u>Responsible for Budget Sections:</u>	
55 710 -	Golf Course Grounds
55 740 -	Parks Maintenance
55 7x5 -	Mechanical Maintenance for equipment and buildings in all Divisions
Golf Division	
Division Head: Director of Golf	
<u>Responsible for Budget Sections:</u>	
55 720 -	Golf Services
55 750 -	Pro Shop Merchandise
55 780 -	Motorized Carts
Food Service Division	
Division Head: Food Service Manager	
<u>Responsible for Budget Sections:</u>	
55 730 -	Food Service

Administration, 55 700, includes line items not specific to an individual operating division, along with all capital expenditures and debt service.

Financial Overview

No tax dollars are used to maintain or operate Recreation Department facilities. The Recreation Department operates solely on golf course fees. Residents pay golf green fees at roughly a 40% discount off market prices.

Golf Course profits are used to subsidize resident use of the golf course, park maintenance and the maintenance and operation of the storm water detention system.

Financial Goal - Our financial goal is to generate enough revenue to cover operating expenses, \$650,000 a year in debt service and \$150,000 a year in capital replacement. This reflects a \$310,000 increase in annual debt service resulting from the 2013 Facility Improvement Project that expanded the driving range and clubhouse.

We plan to use cash reserves to cover short falls until profitability increases enough to fully cover the addition debt service.

Providing resident Green Fee discounts is a primary goal. In 2012 residents received \$400,000 in discounts.

Profit - \$4,100,000 in profits have been earned in the eight years since the 2004 golf course renovation. Those profits were used to make \$2,700,000 in debt service payments, reinvest \$700,000 in capital equipment replacement, and increase cash reserves by \$700,000.

Revenue - Nationwide demand for golf weakened after September 11, 2001 and fell even more sharply following the recent recession. 2011 saw a historic low for the number of golf rounds played at the Village Links (68,800) and revenue (\$3,000,000).

Both golf rounds and revenue rebounded sharply in 2012. 76,800 rounds were played, generating \$3,480,000 in revenue. This improvement was primarily the result of better spring weather.

Future revenues are uncertain. Golf demand is stagnant. Revenues are held down by significant price competition stemming from an excessive number of golf courses operating in the market. It is not likely that very many of those golf courses will close. Most public courses in the market are non-for-profit and many are subsidized by tax dollars.

Expenses - Cost containment efforts started in 2002 have helped lower operating expenses from \$3,100,000 in 2000 to \$2,700,000 in 2011. Reducing expenses has allowed us to remain profitable.

The 2013 Facility Improvement Project will increase both revenues and operating expenses.

Summary - The Village Links is well positioned. The course is popular and has an active clientele. The physical plant and equipment is in generally solid condition. Facility improvements added in 2013 should be popular with customers. Still, the future financial viability of the Village Links should not be taken for granted.

Storm Water Detention System

The Village Links is a golf course and a storm water detention system. Built in 1966 and expanded in 1973, the storm water detention system consists of twenty-four interconnected ponds: one pond at Lambert Lake, two at Panfish Park and twenty-one on the golf course.

Rain water entering the system at the northwest portion of the system flows from pond to pond via a series of underground storm drain pipes for more than a mile before leaving the golf course for the DuPage River.

The storm water is slowed as it moves from pond to pond. Silt debris washed from streets and sidewalks settles in the ponds before it can pollute downstream rivers. The water stored in the detention ponds is used to irrigate the golf course. The golf course turf filters the mildly polluted storm run off water, cleaning it before it replenishes the aquifers below.

Since 1966, Village Links revenues have paid for the maintenance and operation of the storm water detention system. During the 2003 golf course renovation, \$350,000 was spent on the storm water detention system, including pond expansion, silt removal, pipe replacement, and shoreline stabilization. The 2013 facility improvements expanded the stormwater detention capacity of the Village Links with the expansion of a pond, the lowering of several acres of property and the addition of new lake connector pipes.

Shoreline Stabilization - The storm water detention system has 6.4 miles of shoreline. Wave erosion causes the lake banks to fall into the water, increasing the water surface and reducing the water depth. Shoreline stabilization efforts initiated in the 1970's and 2000's have been effective.

Shoreline - Village Links Ponds - 4.9 miles
 Shoreline - Panfish Park Ponds - 1.0 miles
 Shoreline - Lambert Lake - .5 mile
 Total Shoreline 6.4 miles

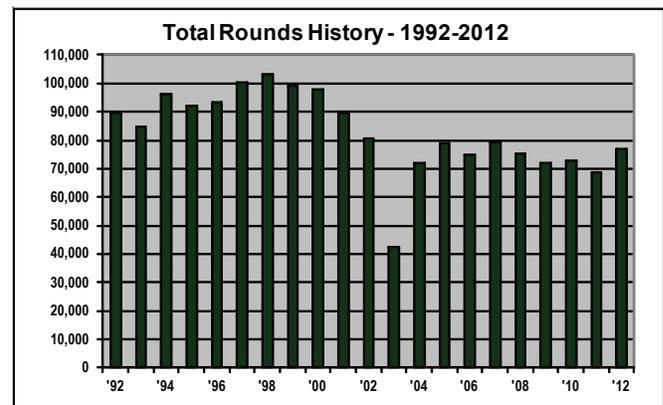
Silt Removal - Silt removal is likely to be the biggest expense incurred over the next 20 years. Disposal of detention pond silt is expensive because concentrations of metals and fuels dropped onto roads by vehicles require that it be treated as a hazardous material.

Drain Pipe Replacement - Many of the original corrugated metal pipes that connect the golf course ponds were replaced in 2003. The new drain pipes (concrete or composite plastic) should last indefinitely.

Control Structure Replacement - Three concrete control structures are in fair condition for their age and will not be prohibitively expensive to replace in another 25-35 years.

2012 REVIEW

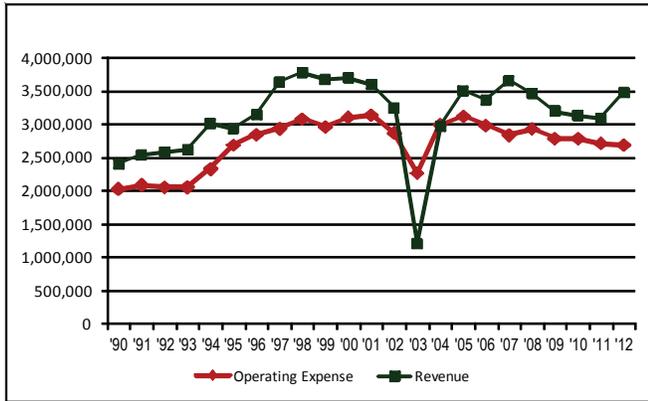
2012 was a very successful year for the Village Links as both golf rounds and revenue increased to their highest level of the last five seasons.



Rounds played dropped sharply following the September 2001 terrorist attacks and again after the Great Recession.

With the economy facing its most serious challenges in a generation and many golf courses losing money, the Village Links again generated enough profit to fully pay annual debt service without using cash reserves.

Operating expenses before debt service remain lower than for any full season since 1996. In spite of a significant increase in rounds and revenue, calendar year operating expenses were reduced in 2012 for the seventh time in eight years.



The 18-hole course was closed for renovation for all of 2003, through June 24, 2004.

We need to spend about \$150,000 a year on capital replacement to keep the facility and equipment up to date. Profits are used to fund worn capital equipment replacement as needed.

Grounds (Golf Course Maintenance)

We have employed a number of new technologies to maintain very good playing conditions while lowering operating expenses. Vibratory rollers improve putting speeds while reducing stress on putting green turf. Plant growth regulators allow us to reduce mowing frequencies. This saves labor and fuel, reduces plant stress and prolongs equipment life. Improved equipment maintenance practices has produced healthier turf.

The widespread contamination of the weed grass *Poa Annua* appears to have been contained. Efforts are underway to reduce the amount of *Poa Annua* on the course.

In spite of severe summer weather that has caused widespread turf damage on area golf courses for the last three seasons, the Village Links has been in excellent condition and is among the best maintained golf courses in Illinois.

The full-time grounds staff has two members, down from eight full-time in 2006. Long term, five full-time staff is the optimum size for our grounds operation. We have deferred adding the three additional staff members until the golf business and the economy stabilize.

Golf

The golf staff continues to offer expanded golf event and golf instruction programs. In-house leagues are popular. The Village Links is the most heavily programmed golf course in Illinois, offering golfers an array of options not available elsewhere.

Golf outing have increased over the last three years and are increasing more important to our bottom line.

Pro Shop

Pro Shop sales increased slightly in 2012, to the highest total in the last four years. The Pro Shop has little impact on our bottom line. It covers some fixed costs, but each sale carries a high variable cost of goods.

There is little long term improvement to be expected in Pro Shop sales as big-box off course retailers and internet sites will continue to grab a larger share of the market with more selection and lower prices than an independent store can offer.

Food Service

Food Service sales increased 16% in 2012 and operating expenses were flat, resulting in a \$35,000 calendar year profit. This was a significant improvement due to increase golf traffic and the elimination of the complimentary KEEP PACE beverage program.

This \$35,000 2012 profit is not apparent in the corresponding fiscal year reporting periods summarized below. These fiscal years are not directly comparable due to construction of improved facilities. FY 2011-12 was a normal year. In FY 2012-13, the clubhouse restaurant was closed for six months. FY 2013-14 will see the clubhouse restaurant closed for one month, but will debut a new restaurant, bar, and banquet room the remaining eleven months.

FOOD SERVICE PROFIT/LOSS			
	Actual 2011-12	Estimated 2012-13	Budget 2013-14
Keep Pace Beverages	35,000		
Sales	536,510	530,000	1,200,000
Gross Sales	566,294	530,000	1,200,000
Expenses	554,742	536,000	1,089,700
Net	11,552	-6,000	110,300

Historically the Pro Shop and Food Service have both provided important customer services that impact our overall financial success even though neither operation generated significant profits on it own.

With the addition of a new restaurant, bar and banquet room, and closer parking, Food Service will generate an annual profit that will help cover the \$310,000

annual debt service used to finance those improvements.

PREVIEW 2013-14

Debt Service

In 2002, the Recreation Fund borrowed \$4,500,000 through a 20 year general obligation bond issue to help finance the golf course renovation. In November 2010 a bond refinancing was conducted to restructure this debt and take advantage of lower interest rates. Interest rates for this bond issue are 2% initially and top out at 3.9%. Annual principal and interest payments remain unchanged at about \$340,000. The bulk of the savings, about \$225,000, will be realized at the end of the issue, with a reduced final payment on January 1, 2023.

In October 2012 the Recreation Fund borrowed an additional \$5,000,000 through a second 20 year general obligation bond issue to help finance the new restaurant, bar, banquet room and driving range. Interest rates for this bond issue are 2% initially and top out at 2.5%. Annual principal and interest payments are about \$310,000. The final payment on this bond issue will be made on January 1, 2033.

Bond Issue Payment - Recap	2004	2012	
	Golf Course Renovation	Clubhouse & Driving Range Expansion	Combined Bond Issue Totals
Prior Payments	3,097,607		3,097,607
Latest Payment - Dec. 2012	293,709		293,709
Total Payment to date	3,391,315	0	3,391,315
Unpaid Principal & Interest	3,182,975	6,225,102	9,408,077
Final Payment Due	2023	2033	

The Reduced Capacity of a Golf Course

Improved golf ball and club technology has effectively reduced the capacity of golf courses. For years, we scheduled 8 groups (32 golfers) per hour. In the mid-1990's, we began spreading mid-day tee times on the 18-hole course. Since 2005 we have spread play out even further, routinely only teeing off 6 or 7 groups per hour. This effectively reduces our capacity by 15% and is a significant influence on the reduction in rounds played.

2013 marks the start of a new era for the Village Links, with facility improvements that include a new restaurant, bar, banquet room and expanded driving range coming on line in June.

The new facilities will generate additional golf patronage from both individual foursomes and golf outings. The improved clubhouse food service facilities will appeal to golfers and the general public. The addition of circle drive parking will encourage year round food and beverage patronage, especially in inclement weather.

The new facilities will also allow the golf course clubhouse to attract a wider audience, particularly among non-golfers. Small banquets for up to 150 guests, a year-round restaurant and bar, and a small meeting room will be popular with golfers and non-golfers alike.

It will be a challenge to cover the debt service that funded these improvements with revenues generated from the facility. Every publicly owned golf course clubhouse built in the last 25 years in DuPage County has been supported with tax dollars. We are committed to retiring all of the related debt service with golf course profits. It is expected that it could take a few years for the business to mature so we can take full advantage of all of the opportunities of the newly configured Village Links. In the meantime, golf course cash reserves will insure that debt payments are made without the use of tax monies.

Golf profitability will continue to be the key factor in the financial success of the Village Links. Green Fees, Cart Fees, and Driving Range revenues will generate the bulk of the gross profits necessary to cover the outstanding debt service.

Food Service will play a much larger role than in the past. Food Service revenues are expected to more than double. Food Service should generate 10%-20% of the gross profits required to cover the debt service.

Thee Village Links faces diverse competition from area golf courses. Many courses, desperate to generate cash flow, are offering green fees below their break even point. Less drastic changes are expected from courses owned by local governments, many of whom subsidize golf like they do swimming pools and skating rinks. Some governments are getting out of the golf business, bringing in management companies that lower costs and/or services to the commodity level. At the other end of the spectrum, private clubs are dropping guest fees, member dues and outing fees to compete with high end public courses.

This can all be confusing for the golfing public. Discounting effectively lowers green fee prices, but course conditions and services are also dropping at many facilities.

The Village Links remains an excellent golf value due to superior course conditions and layout. Successful programming strategies and green fee specials outside of prime time help keep the course busier than most others in the area.

Primary Objectives for 2013

Grounds must maintain superior overall course conditions.

Golf must fill the reservation tee sheets, get golfers teed off on time, and get golfers around the course comfortably. This includes an emphasis on pace of play and tight management of the number of tee times scheduled each hour. Outings are becoming an increasingly significant part of the business, providing opportunities to boost revenues and challenges with pace of play.

Food Service must reinvent itself with a new offerings and service levels that will increase profits and create customer excitement.

New Facilities will provide challenges and opportunities for every division. Grounds, Golf and Food will all have to learn how to operate the new facilities efficiently and learn how to maximize revenues. Our experiences in 2013 will help set a new baseline for future performance goals.

Grounds

We will continue to use technology to mimic conditions that previously could only be attained through mowing. We will continue to constrict the crew size to control costs, but we appear to reaching a threshold where the opportunity for further savings are very limited.

Greens will continue to benefit from properly maintained mowers, more effective irrigation, a balanced fertility program, and frequent light topdressing.

Full-time Staff - The optimum full-time staff configuration is a Golf Course Superintendent and four other full-time staff members with overlapping capabilities and shared responsibilities in all areas (Turf Management, Irrigation and Drainage, Horticulture and Mechanical Maintenance). Ideally, all five staff members would be developed with the eventual goal of being capable of becoming a golf course superintendent.

Golf

Programmed Golf - We will continue to offer an exceptional amount of programmed golf at the Village Links in 2013, including leagues, tournaments and instructional schools and classes.

Course Maximization - We will continue to try to squeeze more golfers onto the course. The Golf Division has the job of scheduling the proper number of tee times, filling the tee times, getting the customers in those tee times started on time, and helping them move around the course in a reasonable amount of time.

A new Point-of-Sale System could help in this regard. It could serve as a cornerstone to our marketing effort to target customers with appropriate communications. It could use email to help golfers keep track of their reservations. It could maximize tee sheet yields by offering on-line tee times.

Golf Outings - The declining demand for golf requires that we seek more golf outing business. This is not popular with golfers who find "their course" closed to the public from time to time. Nor is it popular when a golfer is being held up by a predictably slow outing. We will do our best to minimize conflicts with our customers, while developing a golf outing clientele. It will not be easy to build up an outing business as golf outings have declined throughout the industry and are increasingly fixated on price over quality. The improved facilities will help us attract and retain outings.

Golf Outing Activity Summary

	2010	2011	2012
# Outings	40	31	55
Rounds	887	973	2,372
Revenue	\$ 60,531	\$ 76,570	\$ 138,514

Back Nine Combo - We offer a Combo Option for weekend 18-Hole Permanent Times, using the Back 9 of the 18-hole course and the 9-hole course. This has not been well patronized since first offered in 2007.

Keep Pace Program - We will continue to use a modified Keep Pace Program that matches staffing with course volume. We will also explore the use of the internet and social media to communicate pace of play results.

Direct Mail Coupons - We will continue to consider direct mail coupons to promote the driving range, 9-hole course and Village Links Grill.

Email Communication - We will continue to expand email communication with customers by collecting more email addresses and providing information and specials that appeal to more customers.

Website - We continue to provide expanded content on our website, which has seen significant increases in visitor traffic. Unfortunately, website traffic seems to have little impact on revenues. Our website needs to be renovated to reflect the new business. We need new navigation menus and landing pages. We need more data collection forms. The website needs to be reformatted for modern display sizes. A mobile version needs to be offered. Content needs to be updated for golf outing, meeting and banquet offerings. We need a web store and on-line tee time page.

Keep Pace Beverages - In 2012, we stopped the practice of giving a complimentary beverage to golfers who KEEP PACE. This program was scaled back in 2011 as we resized golf staffing to meet pace of play needs.

Marketing - Marketing efforts for golf and food service will be coordinated. We plan on hiring one or more marketing firms to provide guidance on overall marketing, particularly with regards to a general public marketing effort for the new restaurant/bar/banquet facility, for targeted efforts for golf outings and larger banquets like weddings, and for meetings.

Food Service

Facility improvements will allow the restaurant, bar, and banquet room to attract customers as year-round destination facilities. Initially, our goal is to generate \$1,200,000 in annual food service revenue. We would like to increase sales beyond that point, to one day approach as much as \$2,000,000 in revenue.

Food Service will be responsible for providing our golf customers with hospitality services, as in the past. The new facilities will allow us to attract year round customers as a destination restaurant

Staffing - A key addition will be a full-time Culinary Manager who will be responsible for managing our menus, supervising the kitchen staff, product ordering, and food preparation.

Destination - An important goal in 2013 will be to establish the Village Links clubhouse as a major bar and restaurant destination for area diners.

Bar & Restaurant - An important goal in 2013 will be to establish the Village Links clubhouse as a major bar and restaurant destination for lunch and dinner. Breakfast will be served on weekends. The full-service bar will attract gatherings from lunch through evening hours. We will provide popular sports packages on TV. We will experiment with live entertainment on weekends. In season, the patio will be an important adjunct for all visitors.

Banquet Room - The banquet room will accommodate groups of up to 150 guests for private parties of all kinds. The banquet room can be divided into two rooms of up to 75 capacity. The banquet room's biggest impact on profits will be as a site for golf outing gatherings. When not used for golf outings we will look to schedule other private dinners and luncheons of every kind.

The Banquet room will also be used for overflow dining when available. We anticipate using it for Friday Night Fish Frys and Sunday Brunches. We plan on holding a number of special brunches for Easter, Mothers Day and Fathers Day.

Meeting Room - We hope to attract groups 8-24 that would combine meetings with golf and a meal. Breakfast/lunch/dinner meetings could be a secondary use. We will fill-in open dates with small groups that could enjoy a meal in the meeting room setting.

Park Maintenance

This budget provides \$17,800 to maintain three Recreation Department Parks: Lambert Lake Nature Preserve, Co-Op Park and Panfish Park. These parks are part of the Village Links storm water detention system. Included in the maintenance of Panfish Park is maintenance of walkways that run through the Waters Edge Condominium Association and connect to the park.

Throughout the years, Village Links revenues have paid for over \$1,000,000 in park maintenance.

In 2011 the Recreation Department began habitat restoration at Manor Woods Park, a Village owned property, to restore native plants, remove invasive species and maintain trail access. This work at Manor Woods is budgeted at \$10,000 and is paid for with revenue from the General Fund.

Capital Projects

Our goal is to earmark \$150,000 annually for routine capital projects and equipment replacement. In 2013-14 \$228,500 is budgeted in capital expenditures. Included is \$50,000 to remodel the original clubhouse rest rooms in a manner comparable to the rest rooms in the new restaurant. While we have extended some equipment beyond its useful life, our equipment and physical plant is in acceptable condition. If revenues permit, it will take most of the coming decade to get our equipment replacement program back on schedule.

Emerald Ash Borer

The presence of the Emerald Ash Borer (EAB) in adjoining neighborhoods, virtually insures that it will eventually attack the Village Links' 450 ash trees. In 2008 we preventively injected about 200 ash trees with the insecticide Pointer® (active ingredient imidacloprid), at a cost of \$8,000. We were disappointed with the amount of labor required for this preventive treatment, prompting a switch to a curative strategy.

Over the past five years we have spent \$17.78 per ash tree to address the EAB threat.

Village Links of Glen Ellyn Emerald Ash Borer Expenses Since 2008

Number of Ash Trees	450
EAB Related Expenses	8,000
Cost Per Tree To Date	\$17.78

EAB is moving slowly. We have not had to remove any ash trees due to EAB infestation. Because we scout the property for plant pests virtually every day in season, we expect we would notice an EAB outbreak before it becomes irreversible. We expect that we can hold off protecting trees until the EAB is present on our property. We are monitoring the development of new controls; presently there are several insecticides that control the EAB.

IMRF - Retirement Fund Contributions

The employer portion of retirement fund contributions budgeted for 2013-14 is \$134,000, 8.9% of total wages.

Personnel Costs

Looming increases in personnel costs will require changes to our staffing plans over the next several years. The

federal Affordable Health Care Act will cause us to increase the number of full-time positions and reduce seasonal staffing in 2014 and beyond. The volume of hours worked by some key seasonal staff will result in onerous penalties to the Village overall if we do not make these adjustments. We will continue to try and find alternatives, but we will likely increase our full-time head count by 3-5.

We will continue to attempt to minimize our exposure to State unemployment benefit claims. We cannot control those costs, but we can influence them through a variety of means including helping seasonal staff find other employment in the off season.

We will monitor proposals to increase the minimum wage, which would have a significant impact on Food Service, and, to a lesser degree, Golf.

2013 GOALS

We have six Major Goals for 2013.

- 1 - Pace of Play** - Have play move at a faster pace at the Village Links than at any comparable public golf course in the Chicago market. Improve customer awareness of their pace of play and our efforts to assist them on both the 18 and 9 hole courses.
- 2 - Course Conditions** - Maintain the 18-hole course in superior condition. Maintain greens that are smoother and faster than those at most public golf courses.
- 3 - Revenue Growth** - Rebuild golf revenues.
- 4 - Build the New Food Service Business** - Build the new restaurant, bar and banquet business into a destination that generates \$1,200,000 in revenue in the near term.
- 5 - Constrain Expenditures** - Constrain expenditures to match revenues, without customers noticing the cut-backs.
- 6 - Generate Profit** - Generate a gross profit to cover \$650,000 in debt service and \$150,000 in capital replacement.

Key Performance Indicators - We track the following Key Performance Indicators. Target performance levels are identified.

Total Revenue - \$4,400,000

Rounds Played - 72,000

Golf Revenue (Green Fees, Motor Carts, & Driving Range) - \$2,500,000

Food Service - \$1,200,000

Controllable Food Service Expenses - Wages for seasonal / part time employees is 47% of revenue. The cost of products for resale, including dry goods, beer / wine, food, and beverages, is no more than 40% of revenue.

Keep Pace - 80% of golfers Keep Pace

On Time - Be on time (within 7 minutes) for 90% of all rounds.

Stimpmeter (weekly) - Average 10.0, minimum 9.0 feet April 15 - November (9-hole course 1.0 foot slower).

Meet Target Maintenance Interval Frequencies (MIF)

Maintenance Interval Frequencies

Maintenance is programmed at the following frequencies, stated in number of days between maintenance occurrences. These Maintenance Interval Frequencies (MIF) define the base standards of condition for our facilities.

Maintenance Interval Frequencies		
stated in # of days between task performance		
	Spring / Fall	Summer
Greens		
Mow Greens	1	1
Groom	7	14
Lightly Topdress	10	10
Mow Surrounds	3-4	2-3
Mow Long Collars	2-3	2
Tees		
Mow Tees	3-4	2-3
Mow Tee Surrounds	3-4	3-4
Seed Divots	7	7
Fairways		
Mow Fairways	2	2
Mow Par 3 Fairways	2-3	2-3
Seed Divots	21	14
Roughs		
Mow Intermediate Roughs	3-4	3-4
Mow Roughs	7	7
Trim Roughs	7	7
Trim Clubhouse Lawns	7	7
Bunkers		
Rake - mechanical	1	1
Rake - manual		
Trim Edge	21	21
Edge	45	45
Miscellaneous		
Change Cups	1	1
Pick Up Litter	1	1
Seed Driving Range Tee	1-2	1-2
Mow Driving Range Tee	3-4	2-3
Mark Water Hazards	10	10
Trim around Trees	30	30
Trim Lake Banks	30	30
Trim Willow Trees	42	42
Sweep Cart paths	30	21
Edge Yardage Plates	21	21
Mow Parks (Spring)	7	7
Mow Parks	7	7

RECREATION FUND**Summary**
Village of Glen Ellyn
FY 2013/14 Budget

Object Code	Account Description	FY10/11 Actual	FY11/12 Actual	FY12/13 Revised Budget	FY12/13 Prelim. Actual	FY13/14 Budget	
Revenues / Inflows (5500)							
410400	Sales Tax	\$ 52,671	\$ 59,283	\$ 58,000	\$ 54,741	\$ 97,000	
430200	State Grant Revenue	-	-	-	-	50,000	1
440550	Green Fees	1,647,694	1,754,468	1,700,000	1,677,590	1,800,000	
440552	Food Service	473,337	536,510	530,000	516,871	1,200,000	2
440554	Pro Shop Sales	153,544	181,246	170,000	155,976	180,000	
440555	Motor Carts	366,300	418,860	390,000	424,640	425,000	
440556	Driving Range	188,798	210,281	190,000	178,820	225,000	
440557	Resident Cards	25,034	36,736	30,000	27,820	37,000	
440558	Parks	-	10,000	10,000	10,000	10,000	3
440600	Health Plan EE Contribution	242	283	-	229	-	
460100	Investment Income	6,459	5,764	8,000	14,559	6,000	
480480	Bond Proceeds	-	-	5,000,000	5,005,000	-	4
480455	Bond Premium	-	-	-	78,287	-	
489000	Miscellaneous Revenue	100,430	126,618	100,000	74,608	110,000	5
489100	Miscellaneous -Over/Short	131	(352)	-	142	-	
490800	Operating Transfer In	-	-	350,000	350,000	300,000	6
	TOTAL REVENUES	\$ 3,014,640	\$ 3,339,697	\$ 8,536,000	\$ 8,569,283	\$ 4,440,000	
Expenses/Outflows							
55700	Administration	\$ 811,939	\$ 820,243	\$ 782,420	\$ 839,531	\$ 1,133,870	
55710	Golf Course Maintenance	836,292	692,202	750,000	649,528	826,800	
55720	Golf Services	638,310	617,844	655,100	627,294	683,800	
55730	Food Services	548,418	550,709	543,300	477,579	1,072,900	
55740	Parks Maintenance	19,312	22,193	25,200	26,564	27,800	
55750	Pro Shop	185,254	193,930	185,600	193,530	192,200	
55780	Motorized Carts	35,813	40,361	40,900	41,138	41,000	
	Mechanical Maintenance	116,956	121,365	131,800	124,304	132,000	
	<i>Total Operating Expenses</i>	3,192,294	3,058,847	3,114,320	2,979,468	4,110,370	
	Capital Outlay	20,343	27,314	6,681,097	3,056,227	528,500	
	TOTAL EXPENSES	\$ 3,212,637	\$ 3,086,161	\$ 9,795,417	\$ 6,035,695	\$ 4,638,870	
	FUND INCREASE (DECREASE)	\$ (197,997)	\$ 253,536	\$ (1,259,417)	\$ 2,533,588	\$ (198,870)	

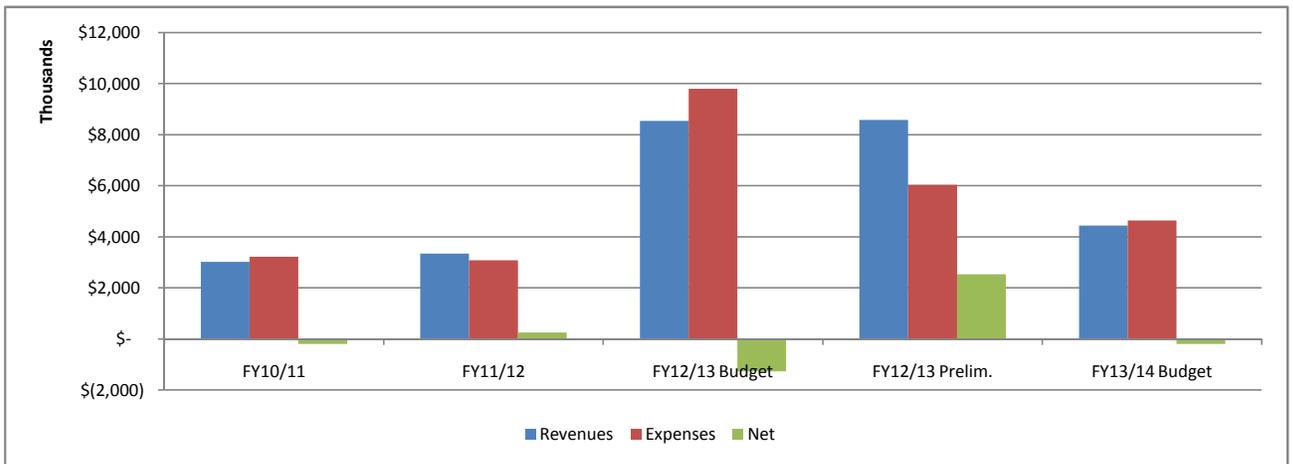
Available Cash Analysis (000's)

Available, May 1, 2012	\$ 2,276
Preliminary FY13 Inflow/(Outflow)	2,534
Budgeted FY14 Inflow/(Outflow)	(199)
Projected Available, April 30, 2014	<u>\$ 4,611</u>
Cash Reserve required at April 30, 2014	(1,069)
Amount over (under) required reserve	\$ 3,542

RECREATION FUND
Summary



Village of Glen Ellyn
FY 2013/14 Budget



**FY13/14 BUDGET FOOTNOTES
RECREATION FUND REVENUES**

1. **State Grant Revenue**: Grant for the Winchell Way Sidewalk
2. **Food Service Revenues** reflect an expected increase due to the expanded clubhouse.
3. **Parks**: Funds to perform annual component of 10 year property development program at Manor Woods park. Transfer from General Fund, Public Works.
4. **Bond Proceeds**: Includes \$5,000,000 2012 bond sale for the clubhouse renovation project.
5. **Miscellaneous Revenue**: In FY 2011-12 includes \$15,000 in insurance proceeds to replace lost revenue and equipment damaged in storm related power failures.

Includes the following revenue items:

Hand Cart Rental	\$25,000
Club Repairs	5,000
Handicaps	22,000
Lockers	7,000
Club Rentals	8,000
Junior Golf Lessons	9,000
Adult Group Golf Lessons	7,000
Permanent Time Registration	8,000

6. **Operating Transfers In**: Village funding for improvements made in the Winchell Way Right-of-Way.
2012-13: \$350,000 from Capital Improvement Fund
2013-14: \$150,000 from Capital Improvement Fund, \$75,000 from Water and \$75,000 from Sewer.

RECREATION FUND
Administration
(55700)



Village of Glen Ellyn
FY 2013/14 Budget

<u>Object Code</u>	<u>Account Description</u>	<u>FY10/11 Actual</u>	<u>FY11/12 Actual</u>	<u>FY12/13 Revised Budget</u>	<u>FY12/13 Prelim. Actual</u>	<u>FY13/14 Budget</u>
Personnel Services						
510100	Salaries	\$ 121,012	\$ 121,618	\$ 121,900	\$ 123,909	\$ 124,400
510400	FICA	8,386	7,973	9,300	8,589	9,500
510500	IMRF	15,591	15,012	15,800	14,990	16,200
	Subtotal	<u>144,989</u>	<u>144,603</u>	<u>147,000</u>	<u>147,488</u>	<u>150,100</u>
Contractual Services						
520600	Dues / Subscriptions	3,713	5,828	6,500	2,422	6,500
520620	Employee Education	-	-	300	-	300
520840	Bond Issuance Costs	-	-	-	82,884	-
520855	Paying Agent Fee	400	-	-	-	700
520890	Health Insurance/Seasonal	142	-	1,000	-	1,000
520955	Sales Taxes-Links	52,731	57,645	58,000	57,775	97,000
521055	Professional Services	2,117	17,780	720	50	-
590120	Accounting Service Charge	60,000	60,000	60,000	60,000	60,000
590600	IFT / Health Insurance	110,802	113,100	115,900	95,499	120,000
590610	IFT / Insurance - General	91,500	79,400	51,000	51,000	47,200
	Subtotal	<u>321,405</u>	<u>333,753</u>	<u>293,420</u>	<u>349,630</u>	<u>332,700</u>
Commodities						
530100	Office Supplies	5,125	6,837	7,000	4,995	8,000
	Subtotal	<u>5,125</u>	<u>6,837</u>	<u>7,000</u>	<u>4,995</u>	<u>8,000</u>
Debt						
551XXX	Debt Service Payment	340,420	335,050	335,000	337,418	643,070
	Subtotal	<u>340,420</u>	<u>335,050</u>	<u>335,000</u>	<u>337,418</u>	<u>643,070</u>
Capital Outlay						
570100	Buildings	-	22,805	192,495	164,531	50,000
570135	Land Improvements	-	-	22,400	54,889	-
570155	Vehicles	-	-	33,000	23,499	-
580100	Capital Improvements	-	-	6,300,000	2,675,229	300,000
580110	Equipment	20,343	4,509	133,202	138,079	178,500
	Subtotal	<u>20,343</u>	<u>27,314</u>	<u>6,681,097</u>	<u>3,056,227</u>	<u>528,500</u>
	TOTAL EXPENDITURES	<u>\$ 832,282</u>	<u>\$ 847,557</u>	<u>\$ 7,463,517</u>	<u>\$ 3,895,758</u>	<u>\$ 1,662,370</u>

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RECREATION FUND
Golf Course Maintenance
(55710)



Village of Glen Ellyn
FY 2013/14 Budget

<u>Object Code</u>	<u>Account Description</u>	<u>FY10/11 Actual</u>	<u>FY11/12 Actual</u>	<u>FY12/13 Revised Budget</u>	<u>FY12/13 Prelim. Actual</u>	<u>FY13/14 Budget</u>	
Golf Course Maintenance (55710)							
Personnel Services							
510100	Salaries	\$ 173,596	\$ 164,568	\$ 115,400	\$ 114,447	\$ 112,800	1
510200	Overtime	3,060	1,350	500	-	500	
510300	Temporary Help	266,558	228,273	269,000	214,504	305,000	1
510400	FICA	33,274	29,607	29,400	24,806	32,000	
510500	IMRF	45,707	40,798	39,000	31,535	46,200	
	Subtotal	522,195	464,596	453,300	385,292	496,500	
Contractual Services							
520620	Employee Education	3,316	1,532	3,000	360	3,000	
520625	Travel	-	26	-	-	-	
520630	State Unemployment Claims	60,056	32,490	41,000	28,070	36,000	
520970	Maintenance-Bldg & Grounds	3,972	3,263	3,500	5,912	5,000	
520980	Maintenance-Drain & Irrig	5,413	5,332	4,500	24,154	6,000	2
521055	Professional Services-Other	1,800	1,800	1,800	1,800	1,900	3
521195	Telecommunications	2,579	2,606	2,400	3,814	2,900	
521200	Utilities	68,271	28,557	45,000	20,457	43,000	4
	Subtotal	145,407	75,606	101,200	84,567	97,800	
Commodities							
530105	Operating Supplies	20,508	13,982	20,000	18,254	25,000	5
530300	Gas & Oil	25,245	31,633	31,000	30,751	36,000	
530415	Fertilizer	31,421	28,752	35,000	25,582	45,000	6
530425	Landscape Supplies	16,101	13,020	15,000	11,452	22,000	7
530435	Sod, Seed, Sand & Gravel	16,336	15,817	23,000	15,219	23,000	8
530440	Treatment Costs & Pesticides	58,228	47,764	70,000	75,895	80,000	9
530445	Uniforms	851	1,032	1,500	2,516	1,500	
	Subtotal	168,690	152,000	195,500	179,669	232,500	
	TOTAL - Golf Course Grounds	\$ 836,292	\$ 692,202	\$ 750,000	\$ 649,528	\$ 826,800	

BUDGET FOOTNOTES
RECREATION FUND – GOLF COURSE MAINTENANCE (55710)

This Division is responsible for maintaining the 240 acre Village Links golf course, including the clubhouse site, practice facilities, parking lots, storm water detention system and fences.

1. **Salaries and Temporary Help**- Salaries decreased in FY 2012-13 due to the elimination of a Horticulturist position. Horticulture work is being performed by seasonal staff.
2. **Maintenance – Drainage and Irrigation** - Include funds for drain tile; irrigation parts (sprinklers, controllers, pipe, wire); rental of air compressor to drain the system in the fall (\$1,000).
3. **Professional Services - Other**- Include funds for laboratory testing of soils, top dressing and irrigation water, and consultation services with the United States Golf Association.
4. **Utilities**- Includes funds for heat and electricity for the maintenance building, and electricity to operate the irrigation system.
5. **Operating Supplies** - Includes funds for bunker rakes and green & tee equipment: golf flags and flagsticks, tee markers, tee benches, ball washers, benches, trash containers; miscellaneous supplies: paints, stains, wipes, soaps, cleaners, etc. Provides for the cost of leasing special equipment used on projects.
6. **Fertilizer** - Includes fertilizer for greens, tees, driving range tee, fairways, and roughs. The cost of fertilizer is tied closely to the cost of petroleum and remains quite volatile.
7. **Landscape Supplies** - Provides materials used in the planting and care of all landscaping and trees at the golf course. This includes new trees and shrubs, annual flowers, spring bulbs, contract tree trimming, and materials (mulch, decorative stone, soil amendments, timbers, fabric, etc.) This line item is reduced in 2011-12 as we converted some annual flower beds to perennial plantings to save money.
8. **Sod, Seed, Sand and Gravel** - Includes: seed, sod, bunker sand, greens topdressing, driving range tee soil. We topdress greens with sand improve putting conditions and control thatch. We add sand to bunkers to maintain playability.
9. **Treatment Costs and Pesticides** - Includes: insecticides, wetting agents, herbicides, plant growth regulators, fungicides, plastic spray and miscellaneous specialized pesticides. The actual expense level in this line item can vary greatly, depending on weather and pest activity. We continue to rely more on post patent products that are priced more competitively. We will continue to experiment with reducing the frequency of some applications, to take advantage of disease resistance inherent in the bentgrass varieties on the 18-hole course. We have made more preventive material applications to prevent grub damage, in order to reduce applications to control grubs after they become a problem.

RECREATION FUND

Golf Services

(55720)



**Village of Glen Ellyn
FY 2013/14 Budget**

<u>Object Code</u>	<u>Account Description</u>	<u>FY10/11 Actual</u>	<u>FY11/12 Actual</u>	<u>FY12/13 Revised Budget</u>	<u>FY12/13 Prelim. Actual</u>	<u>FY13/14 Budget</u>	
Golf Services (55720)							
Personnel Services							
510100	Salaries	\$ 191,297	\$ 192,270	\$ 216,800	\$ 198,270	\$ 202,100	1
510200	Overtime	343	1,028	500	899	900	
510300	Temporary Help	169,262	150,005	149,000	161,306	174,000	
510400	FICA	26,930	25,510	28,000	26,784	28,800	
510500	IMRF	33,224	29,402	37,500	30,185	35,600	
	Subtotal	421,056	398,215	431,800	417,444	441,400	
Contractual Services							
520600	Dues / Subscriptions	4,559	3,498	4,200	3,736	4,200	
520903	Advertising/Promotion	-	-	-	-	20,000	
520620	Employee Education	75	1,855	3,000	1,018	1,500	2
520625	Travel	-	52	1,500	-	1,500	
520630	State Unemployment Claims	-	8,035	10,000	8,439	16,000	
520810	Credit Card Fees	47,954	51,395	50,000	50,276	50,000	
520900	Postage	2,380	4,941	5,200	3,609	4,500	
520905	Printing	10,476	13,557	13,000	5,023	19,000	3
520940	Club Repair	6,889	540	2,000	4,326	4,000	4
520950	Handicaps Fees	20,800	20,800	22,000	20,320	22,000	5
521195	Telecommunications	14,232	13,570	13,400	8,724	2,200	6
521200	Utilities	47,826	19,444	27,000	23,213	20,000	
	Subtotal	155,191	137,687	151,300	128,684	164,900	
Commodities							
530105	Operating Supplies	61,324	79,222	70,000	79,678	75,000	7
530445	Uniforms	739	2,720	2,000	1,488	2,500	
	Subtotal	62,063	81,942	72,000	81,166	77,500	
	TOTAL - Golf Services	\$ 638,310	\$ 617,844	\$ 655,100	\$ 627,294	\$ 683,800	

BUDGET FOOTNOTES
RECREATION FUND – GOLF SERVICES (55720)

This Division schedules play, sells green fees, and helps play move through the course. It also operates the golf driving range, sells resident cards, lockers, handicaps, club repairs, and conducts golf events and instruction programs.

1. **Salaries** - We have increased the salary allocation of full-time staff to reflect increased time spent managing and supervising Golf Operations. More time is spent selling Golf Outings. Less time is spent managing the Pro Shop and Food Service Operations.
2. **Employee Education** - As part of our employment arrangement with seasonal staff Assistant Golf Professionals, we pay the cost of the education required for membership in the Professional Golfers Association of America. The expense level in this line item varies in those years when a staff member qualifies for this education.
3. **Printing** - Includes the cost of printing newsletters, brochures, business forms, envelopes, and stationery, and score cards.
4. **Club Repairs** - Club repair revenue exceeds expense and is reported in Miscellaneous Revenue 5500-89000.
5. **Handicap Fees** - We provide golf handicaps as a service to our customers. We collect a fee from each handicap customer that covers the handicap fee charged to us by the Chicago District Golf Association. Handicap Revenues are reported in Miscellaneous Revenue 5500-489000.
6. **Telecommunications** - In 2013 we eliminated a Yellow Pages listing program that provided display ads and incolumn ads in Yellow Pages directories in the greater DuPage County area, at a cost of about \$11,000 annually.
7. **Operating Supplies**- Includes driving range balls and baskets. Includes score card pencils, janitorial supplies, rest room supplies, and office supplies. Includes rental of equipment for special events (tents, tables, chairs, linens, etc.). Includes \$5,000 for direct mail promotional coupons and advertising, paying for half of a \$10,000 coupon program promoting the 9-hole course, the driving range and the Village Links Grill.

RECREATION FUND

Food Services

(55730)



**Village of Glen Ellyn
FY 2013/14 Budget**

<u>Object Code</u>	<u>Account Description</u>	<u>FY10/11 Actual</u>	<u>FY11/12 Actual</u>	<u>FY12/13 Revised Budget</u>	<u>FY12/13 Prelim. Actual</u>	<u>FY13/14 Budget</u>	
Food Services Division (55730)							
Personnel Services							
510100	Salaries	\$ 63,502	\$ 69,478	\$ 68,200	\$ 68,061	\$ 122,000	1
510200	Overtime	200	15	1,000	-	1,000	
510300	Temporary Help	194,584	194,364	190,000	159,008	300,000	
510400	FICA	20,933	21,690	19,800	19,168	32,400	
510500	IMRF	11,465	11,690	12,800	9,900	19,800	
	Subtotal	290,684	297,237	291,800	256,137	475,200	
Contractual Services							
520903	Advertising/Promotion	-	-	-	-	50,000	2
520904	Entertainment	-	-	-	-	50,000	3
520600	Dues / Subscriptions	1,135	3,635	3,200	3,525	3,700	
520615	Recruiting and Testing	-	-	-	419	-	
520620	Employee Education	450	189	300	156	700	
520630	State Unemployment Claims	-	856	-	2,871	2,000	
520810	Credit Card Fees	3,330	3,569	3,500	3,491	14,000	4
520875	Liability Insurance Deductible	1,062	968	1,500	968	2,000	
520905	Printing	-	-	-	-	1,500	
521195	Telecommunications	1,483	1,486	1,500	1,599	1,500	
521200	Utilities	38,019	12,205	13,000	7,620	39,000	
	Subtotal	45,479	22,908	23,000	20,649	164,400	
Commodities							
530105	Operating Supplies	10,491	15,222	12,000	11,279	22,000	5
530446	Linens and Rentals	-	-	-	-	10,000	6
530400	Beer (formerly Beer & Wine)	37,368	42,539	42,600	40,929	69,888	7
530401	Wine	-	-	-	-	13,312	7
530402	Spirits	2,617	2,596	2,600	2,794	20,000	7
530405	Beverages/Resale	35,531	34,557	35,400	29,393	38,900	7
530410	Dry Goods	6,385	7,005	6,600	6,089	10,000	8
530420	Food/Resale	118,216	126,447	127,300	109,879	245,200	
530445	Uniforms	1,647	2,198	2,000	430	4,000	
	Subtotal	212,255	230,564	228,500	200,793	433,300	
	TOTAL EXPENDITURES	\$ 548,418	\$ 550,709	\$ 543,300	\$ 477,579	\$ 1,072,900	

BUDGET FOOTNOTES
RECREATION FUND – FOOD SERVICES (55730)

This Division offers food and beverage service at the Clubhouse, at Golf Express, at the Halfway House, through vending machines, and through an on-course beverage cart.

1. **Salaries**: Includes the addition of a full-time Kitchen Manager to expand our culinary capability.
2. **Advertising**: Advertising and promotion for the new restaurant, bar, and banquet business.
3. **Entertainment**: We plan to experiment with live entertainment in the new bar and restaurant.
4. **Credit Card Fees**: Credit Card processing fees will increase with significant growth in revenue. Fees are also increasing because we are accepting credit cards at the Halfway House and Beverage Cart.
5. **Operating Supplies**: Includes tableware, glassware, kitchenware, janitorial and sanitation supplies.
6. **Linens and Rentals**: The cost of providing napkins and table cloths will be higher with the new restaurant.
7. **Beverages**: The cost of product expenses will increase proportionately with revenues.
8. **Dry Goods**: Disposable paper products including cups, lids, napkins, place mats, and coffee stirrers.

RECREATION FUND
Parks Maintenance
(55740)



Village of Glen Ellyn
FY 2013/14 Budget

Object Code	Account Description	FY10/11 Actual	FY11/12 Actual	FY12/13 Revised Budget	FY12/13 Prelim. Actual	FY13/14 Budget	
Parks Maintenance (55740)							
Personnel Services							
510100	Salaries	\$ 2,271	\$ 2,260	\$ 4,600	\$ 2,260	\$ 2,300	1
510300	Temporary Help	6,602	16,469	15,500	20,092	19,600	2
510400	FICA	669	1,424	1,500	1,702	1,700	
510500	IMRF	405	1,517	2,100	2,031	2,200	
	Subtotal	9,947	21,670	23,700	26,085	25,800	
Contractual Services							
520970	Maintenance-Bldg & Grounds	7,025	-	-	-	-	
	Subtotal	7,025	-	-	-	-	
Commodities							
530105	Operating Supplies	2,340	523	-	479	500	
530435	Sod, Seed, Sand, Gravel	-	-	1,500	-	1,500	
	Subtotal	2,340	523	1,500	479	2,000	
	TOTAL - Parks Maintenance	\$ 19,312	\$ 22,193	\$ 25,200	\$ 26,564	\$ 27,800	

BUDGET FOOTNOTES
RECREATION FUND – PARKS (55740)

This Division performs all grounds maintenance for Panfish Park, Lambert Lake, and Co-Op Park.

1. **Salaries** - A portion of the salaries of our grounds managers are allocated to parks maintenance to reflect the work and supervision of these properties. The allocation was adjusted in 2011-12 to better reflect actual time spent on parks maintenance.

2. **Temporary Help**– In 2011, we began implementing a property development program at Manor Woods Park.

RECREATION FUND
Pro Shop Merchandise
 (55750)



Village of Glen Ellyn
FY 2013/14 Budget

Object Code	Account Description	FY10/11 Actual	FY11/12 Actual	FY12/13 Revised Budget	FY12/13 Prelim. Actual	FY13/14 Budget	
Pro Shop Merchandise (55750)							
Personnel Services							
510100	Salaries	\$ 42,354	\$ 42,354	\$ 35,200	\$ 42,354	\$ 34,100	1
510400	FICA	3,124	3,112	2,700	3,112	2,600	
510500	IMRF	5,353	5,099	4,600	4,989	4,400	
	Subtotal	50,831	50,565	42,500	50,455	41,100	
Contractual Services							
520810	Credit Card Fees	4,662	4,997	4,800	4,888	5,000	
520945	Products/Resale	126,963	131,190	131,800	134,768	139,500	
521195	Telecommunications	1,750	1,743	1,700	1,947	1,800	
	Subtotal	133,375	137,930	138,300	141,603	146,300	
Commodities							
530105	Operating Supplies	1,048	5,435	4,800	1,472	4,800	
	Subtotal	1,048	5,435	4,800	1,472	4,800	
	TOTAL - Pro Shop	\$ 185,254	\$ 193,930	\$ 185,600	\$ 193,530	\$ 192,200	

BUDGET FOOTNOTES
RECREATION FUND – PRO SHOP (55750)

This Division operates a retail golf equipment business.

1. **Salaries:** In 2010 decreased the salary allocation of full-time staff to reflect less time spent managing Pro Shop Operations and increased time spent managing and supervising Golf Operations and selling Golf Outings.

RECREATION FUND

Motorized Carts

(55780)



**Village of Glen Ellyn
FY 2013/14 Budget**

Object Code	Account Description	FY10/11 Actual	FY11/12 Actual	FY12/13 Revised Budget	FY12/13 Prelim. Actual	FY13/14 Budget
Motorized Carts (55780)						
Personnel Services						
510300	Temporary Help	\$ 25,266	\$ 25,908	\$ 25,000	\$ 28,125	\$ 26,000
510400	FICA	1,933	1,982	1,900	2,152	2,000
510500	IMRF	-	-	-	17	-
	Subtotal	<u>27,199</u>	<u>27,890</u>	<u>26,900</u>	<u>30,294</u>	<u>28,000</u>
Commodities						
530300	Gas and Oil	<u>8,614</u>	<u>12,471</u>	<u>14,000</u>	<u>10,844</u>	<u>13,000</u>
	Subtotal	<u>8,614</u>	<u>12,471</u>	<u>14,000</u>	<u>10,844</u>	<u>13,000</u>
	TOTAL - Motorized Carts	<u>\$ 35,813</u>	<u>\$ 40,361</u>	<u>\$ 40,900</u>	<u>\$ 41,138</u>	<u>\$ 41,000</u>

This Division rents and services the motorized golf cart fleet (87 carts).

RECREATION FUND
Mechanical Maintenance Summary
(557X5)



Village of Glen Ellyn
FY 2013/14 Budget

<u>Object Code</u>	<u>Account Description</u>	<u>FY10/11 Actual</u>	<u>FY11/12 Actual</u>	<u>FY12/13 Revised Budget</u>	<u>FY12/13 Prelim. Actual</u>	<u>FY13/14 Budget</u>
Mechanical Maintenance (557X5)						
Personnel Services						
510100	Salaries	\$ 34,602	\$ 34,660	\$ 35,500	\$ 34,660	\$ 35,500
510300	Temporary Help	31,788	35,012	37,200	29,806	38,100
510400	FICA	4,918	5,185	5,400	4,788	5,500
510500	IMRF	8,445	8,473	9,500	7,695	9,600
	Subtotal	<u>79,753</u>	<u>83,330</u>	<u>87,600</u>	<u>76,949</u>	<u>88,700</u>
Contractual Services						
520970	Maintenance-Bldg & Grounds	1,916	5,621	6,600	940	8,000
520975	Maintenance-Equipment	<u>32,960</u>	<u>29,320</u>	<u>35,100</u>	<u>40,824</u>	<u>32,800</u>
	Subtotal	<u>34,876</u>	<u>34,941</u>	<u>41,700</u>	<u>41,764</u>	<u>40,800</u>
Commodities						
530105	Operating Supplies	1,980	3,094	2,100	5,122	2,100
530445	Uniforms	<u>347</u>	<u>-</u>	<u>400</u>	<u>469</u>	<u>400</u>
	Subtotal	<u>2,327</u>	<u>3,094</u>	<u>2,500</u>	<u>5,591</u>	<u>2,500</u>
	TOTAL - Mech Maintenance	<u>\$ 116,956</u>	<u>\$ 121,365</u>	<u>\$ 131,800</u>	<u>\$ 124,304</u>	<u>\$ 132,000</u>

This is a summary of Mechanical Maintenance Expenditures for the maintenance of Equipment and Buildings.

RECREATION FUND
Mechanical Maintenance Detail



Village of Glen Ellyn
FY 2013/14 Budget

<u>Object Code</u>	<u>Account Description</u>	<u>FY10/11 Actual</u>	<u>FY11/12 Actual</u>	<u>FY12/13 Revised Budget</u>	<u>FY12/13 Prelim. Actual</u>	<u>FY13/14 Budget</u>
55705 - Administration						
Contractual Services						
520975	Maintenance-Equipment	\$ -	\$ -	\$ 1,000	\$ -	\$ 1,000
Total - Admin		<u>\$ -</u>	<u>\$ -</u>	<u>\$ 1,000</u>	<u>\$ -</u>	<u>\$ 1,000</u>
55715 - Grounds Maintenance						
Personnel Services						
510100	Salaries	\$ 24,480	\$ 24,544	\$ 25,100	\$ 24,544	\$ 25,100
510300	Temporary Help	29,373	31,613	33,000	27,016	33,000
510400	FICA	4,004	4,192	4,400	3,840	4,400
510500	IMRF	6,888	6,841	7,600	6,171	7,600
Subtotal		64,745	67,190	70,100	61,571	70,100
Contractual Services						
520970	Maintenance-Building & Grounds	321	24	2,000	84	2,000
520975	Maintenance-Equipment	25,539	20,691	23,300	27,307	23,000
Subtotal		25,860	20,715	25,300	27,391	25,000
Commodities						
530105	Operating Supplies	1,970	2,824	2,100	5,053	2,100
530445	Uniforms	347	-	400	469	400
Subtotal		2,317	2,824	2,500	5,522	2,500
Total - Grounds		<u>\$ 92,922</u>	<u>\$ 90,729</u>	<u>\$ 97,900</u>	<u>\$ 94,484</u>	<u>\$ 97,600</u>

1

2

RECREATION FUND
Mechanical Maintenance Detail



Village of Glen Ellyn
FY 2013/14 Budget

<u>Object Code</u>	<u>Account Description</u>	<u>FY10/11 Actual</u>	<u>FY11/12 Actual</u>	<u>FY12/13 Revised Budget</u>	<u>FY12/13 Prelim. Actual</u>	<u>FY13/14 Budget</u>
55725 - Golf Services						
Personnel Services						
510100	Salaries	\$ 2,271	\$ 2,260	\$ 2,400	\$ 2,260	\$ 2,400
510300	Temporary Help	637	373	700	1,711	500
510400	FICA	213	193	200	296	200
510500	IMRF	362	316	400	481	400
	Subtotal	3,483	3,142	3,700	4,748	3,500
Contractual Services						
520970	Maintenance-Building & Grounds	640	2,320	2,500	746	2,500
520975	Maintenance-Equipment	2,207	822	2,500	4,196	2,500
	Subtotal	2,847	3,142	5,000	4,942	5,000
Commodities						
530105	Operating Supplies	-	-	-	69	-
	Total - Golf	\$ 6,330	\$ 6,284	\$ 8,700	\$ 9,759	\$ 8,500

55735 - Food Services

Personnel Services						
510100	Salaries	\$ 4,322	\$ 4,321	\$ 4,400	\$ 4,321	\$ 4,400
510300	Temporary Help	-	165	1,400	82	2,500
510400	FICA	311	326	400	320	500
510500	IMRF	543	534	800	512	900
	Subtotal	5,176	5,346	7,000	5,235	8,300
Contractual Services						
520970	Maintenance-Building & Grounds	955	3,277	2,100	110	3,500
520975	Maintenance-Equipment	4,246	6,962	7,000	6,948	5,000
	Subtotal	5,201	10,239	9,100	7,058	8,500
	Total - Food	\$ 10,377	\$ 15,585	\$ 16,100	\$ 12,293	\$ 16,800

RECREATION FUND
Mechanical Maintenance Detail



Village of Glen Ellyn
FY 2013/14 Budget

<u>Object Code</u>	<u>Account Description</u>	<u>FY10/11 Actual</u>	<u>FY11/12 Actual</u>	<u>FY12/13 Revised Budget</u>	<u>FY12/13 Prelim. Actual</u>	<u>FY13/14 Budget</u>
55755 - Pro Shop						
Contractual Services						
520975	Maintenance-Equipment	\$ -	\$ -	\$ 300	\$ 500	\$ 300
Total - Pro Shop		\$ -	\$ -	\$ 300	\$ 500	\$ 300
55785 - Motorized Carts						
Personnel Services						
510100	Salaries	\$ 3,529	\$ 3,535	\$ 3,600	\$ 3,535	\$ 3,600
510300	Temporary Help	1,778	2,861	2,100	997	2,100
510400	FICA	390	474	400	332	400
510500	IMRF	652	782	700	531	700
Subtotal		6,349	7,652	6,800	5,395	6,800
Contractual Services						
520975	Maintenance-Equipment	968	845	1,000	1,873	1,000
Subtotal		968	845	1,000	1,873	1,000
Commodities						
530105	Operating Supplies	10	270	-	-	-
Subtotal		10	270	-	-	-
Total - Carts		\$ 7,327	\$ 8,767	\$ 7,800	\$ 7,268	\$ 7,800
TOTAL EXPENDITURES		\$ 116,956	\$ 121,365	\$ 131,800	\$ 124,304	\$ 132,000

VILLAGE OF GLEN ELLYN
 FY13/14 ANNUAL BUDGET
 PERSONNEL SCHEDULE

RECREATION DEPARTMENT

<u>Classification</u>	<u>Status</u>	<u>Salary Range*</u>	<u>FY11/12 Budgeted Employees</u>	<u>FY12/13 Budgeted Employees</u>	<u>FY13/14 Budgeted Employees</u>
Administration					
Recreation Director	FT	U	1.0	1.0	1.0
Grounds					
Golf Course Superintendent	FT	O	1.0	1.0	1.0
Assistant Golf Course Superintendent	FT	I	1.0	1.0	1.0
Grounds Supervisor	FT		-	-	-
Horticulturist	FT		1.0	-	-
Golf					
Assistant Recreation Director	FT	P	1.0	1.0	1.0
Director of Golf	FT		-	-	-
Head Golf Professional	FT	K	1.0	1.0	1.0
First Assistant Golf Professional	FT	H	1.0	1.0	1.0
Food Service					
Food Service Manager	FT	L	1.0	1.0	1.0
Culinary Manager	FT	TBD	-	-	1.0
TOTAL EMPLOYEES			<u>8.0</u>	<u>7.0</u>	<u>8.0</u>
Full-time Number of Positions			8	7	8
Part-time Number of Positions			100	100	100

* Information regarding salary ranges can be found in the appendix.

Since July 2002 the Recreation Department has had a hiring freeze in effect for all full-time positions. In that time, through attrition we have reduced the number of full-time staff from fifteen to eight. The only position that we have filled from the outside during this period is Food Service Manager.

In coming years we expect to add two additional full-time staff members in the Grounds Division. This will give us enough supervisors to oversee our seven day operation and will allow for the training and development of multiple staff who would eventually be capable overseeing our turf management operation. Until the golf business and the economy stabilize, we will remain at current staffing levels.