FY24 BUDGET INCREASE RATIONALE FORM

Department: Golf **(Part-Time Wages - Seasonal)**

Requested Increase Amount: $45,818

Rationale: The rationale behind this increase is to increase staff back to its pre-pandemic level on the golf operations side. We have not had a full staff structure in over three years, and I feel that we need to get back to that. This will also allow us to increase hourly wages for a few seasonal maintenance staff members to stay competitive with the market.

Impact on Services: The impact will be better customer service as well as limiting mistakes throughout the golf season.

Part time wage increase justification/explanation

Total part time hours worked in FY22:

Admin – 16,746

Maint – 5,739

Total Dollars Spent - $523,289

FY22 Budget - $579,478

First Half of FY23 - $335,555

Second Half of FY22 - $207,693

Anticipated Dollars Spent - $543,248

FY23 Budget – $518,540

In FY22 we spent $523,289 in part time wages and are anticipating spending $543,248 in FY23 which is an increase of four percent. For FY24 part time wages has been separated into two categories, part time for 32 and 40 week maintenance positions and seasonal for the remainder of the part time staff for both maintenance and pro shop staff. For part time wages in FY24 I am requesting $208,288. For seasonal wages I am looking to get back to the full staff set up on the golf operations side. In total I am looking to increase these combined lines by ten percent.

Breakdown:

Part Time Wages - $208,288

Seasonal Wages - $362,106

Total - $570,394

FY24 BUDGET INCREASE RATIONALE FORM

Department: Golf **(Overtime Wages)**

Requested Increase Amount: $6,118.00

Rationale: This increase will cover the costs of the wage increase for the maintenance staff that uses overtime hours.

Impact on Services: Keeping the golf course in top shape even when the maintenance staff is off. A crew comes in every Saturday and Sunday to set up the golf courses for the day, which allows us to present the best possible conditions.

Maintenance overtime wage increase justification/explanation

Total overtime hours worked in FY22:

Full Time Maint – 765

Part Time Maint – 585

Total Hours – 1,350

Total Dollars Spent – $57,683

First Half of FY23 - $42,145

Second Half of FY22 - $21,301

Anticipated Dollars Spent - $63,446

FY23 Budget - $61,184

In FY22 we spent $57,683 in overtime and are anticipating spending $61,446 in FY23 which is an increase of ten percent. I have increased the FY24 budget by ten percent as well to cover the overtime hours and associated wage adjustments.

FY24 requested overtime dollars - $67,302

*Hours and dollars have been rounded

FY24 BUDGET INCREASE RATIONALE FORM

Department: Golf **(Project Manager)**

Requested Increase Amount: 98,000.00 – including benefits

Rationale: This request is to create a new 37.5 hour per week Project Manager position at the golf course.

Impact on Services: This position is being created to directly assist in the procurement process for the many capital projects being undertaken at the golf course. This individual will be responsible for cost effective purchasing procedures in compliance with laws and regulations. They will manage the development of bids, request for proposals and request for quotations and oversee ongoing projects.
The impact of this position is the ability to procure services in a timely manner by being focused solely on the golf course projects.

FY24 BUDGET INCREASE RATIONALE FORM

Department: Golf **(Gasoline)**

Requested Increase Amount: $4,000.00

Rationale: This increase is based off of industry increases. We need to have all of our equipment fully functional at all times.

Impact on Services: The major impact on service here is to have our machines running at full capacity in order to keep our high standards of golf course conditions

FY24 BUDGET INCREASE RATIONALE FORM

Department: Golf **(Diesel Fuel)**

Requested Increase Amount: $2,000.00

Rationale: This increase is based off of industry increases. A majority of our equipment uses diesel fuel which is needed to keep the golf courses in top shape.

Impact on Services: The major impact on service here is to have our machines running at full capacity in order to keep our high standards of golf course conditions.

FY24 BUDGET INCREASE RATIONALE FORM

Department: Golf **(Heating)**

Requested Increase Amount: $2,000.00

Rationale: To keep up with the increase of utilities this is needed.

Impact on Services: This will keep our facility heated and cooled.

FY24 BUDGET INCREASE RATIONALE FORM

Department: Golf **(Electricity)**

Requested Increase Amount: $1,240.00

Rationale: This increase is based off of industry increases.

Impact on Services: This increase will allow us to operate as usual next year.

FY24 BUDGET INCREASE RATIONALE FORM

Department: Golf **(Electricity – Irrigation Pump)**

Requested Increase Amount: $1,680.00

Rationale: This increase is based off of industry increases.

Impact on Services: This increase will allow us to operate our irrigation system as needed to keep the golf course in the conditions necessary for the amount of play we receive.

FY24 BUDGET INCREASE RATIONALE FORM

Department: Golf **(Repair & Maintenance Equipment)**

Requested Increase Amount: $7,000.00

Rationale: This increase is based off of industry increases. A majority of our equipment is beyond its useful life and finding parts to repair them is getting more difficult and more expensive. These dollars would help us keep our maintenance equipment fully operational until they can be replaced.

Impact on Services: This increase will allow our maintenance staff to operate at full capacity for the coming year.

FY24 BUDGET INCREASE RATIONALE FORM

Department: Golf **(Repair & Maintenance Irrigation)**

Requested Increase Amount: $7,000.00

Rationale: This increase is based off of industry increases. As we near the needed replacement of our irrigation systems as outlined in our ten year capital plan, this increase wil keep our systems up and running until a full replacement can happen.

Impact on Services: This increase will allow our irrigation systems to operate at full capacity for the coming years and will continue to create the playing conditions associated with Captains Golf Course.

FY24 BUDGET INCREASE RATIONALE FORM

Department: Golf **(Professional & Technical)**

Requested Increase Amount: $4,000.00

Rationale: The increase in this line item is to make sure that all licenses and credentials can be paid for. There is a growing number of staff members on both the maintenance staff and the operations staff that require certain credentials that allow them to operate certain machinery.

Impact on Services: The impact here is to have as many staff members certified as possible to continue operations on a daily basis in the absence of one or more.

FY24 BUDGET INCREASE RATIONALE FORM

Department: Golf **(Score Cards)**

Requested Increase Amount: $1,000.00

Rationale: This increase will cover the added costs of shipping and printing.

Impact on Services: All players need a score card when they play and this is an feature offered at our golf course.

FY24 BUDGET INCREASE RATIONALE FORM

Department: Golf **(Maintenance Supplies)**

Requested Increase Amount: $3,000.00

Rationale: The cost of goods is rising across the board. This increase will supplement the needed funds to keep our facility stocked with maintenance supplies which keeps our maintenance crew and vehicles fully operational.

Impact on Services: The facility as a whole will benefit from this as it will add money to a line the supplements the maintenance side of our daily operations.

FY24 BUDGET INCREASE RATIONALE FORM

Department: Golf **(Custodial Supplies)**

Requested Increase Amount: $3,000.00

Rationale: This increase will help us keep the full facility as clean and sanitized as possible. Costs of items are increasing and we need to account for that.

Impact on Services: The facility as a whole will benefit from this increase as it will make sure that we are being as clean and sanitary as possible moving forward.

FY24 BUDGET INCREASE RATIONALE FORM

Department: Golf **(Rubbish Removal/Sanitation)**

Requested Increase Amount: $15,000.00

Rationale: The anticipated increase in this line item is based off of information from Town Hall and the expected uptick in costs.

Impact on Services: This adjustment is needed to continue services for trash removal as well as the cleaning of porta-johns.

FY24 BUDGET INCREASE RATIONALE FORM

Department: Golf **(Seed & Sod)**

Requested Increase Amount: $6,000.00

Rationale: Costs of most materials needed to keep our golf courses in the best shape possible are increasing. This increase will allow us to continue to order the appropriate items to continue creating our outstanding conditions.

Impact on Services: This adjustment will allow us to maintain the current level of golf course conditions which players have come to appreciate at Captains.

FY24 BUDGET INCREASE RATIONALE FORM

Department: Golf **(Tee & Green)**

Requested Increase Amount: $1,000.00

Rationale: Costs of most materials needed to keep our golf courses in the best shape possible are increasing. This increase will allow us to continue to order the appropriate items to continue creating our outstanding conditions.

Impact on Services: This adjustment will allow us to maintain the current level of golf course conditions which players have come to appreciate at Captains.

FY24 BUDGET INCREASE RATIONALE FORM

Department: Golf **(Landscaping)**

Requested Increase Amount: 3,000.00

Rationale: The increase for this line will go along with our capital plan to enhance our theme and improve the clubhouse surrounds at the first tee area and entrance.

Impact on Services: The impact this will have is to create a better first impression for guests and members by making the main gathering spots better looking and more user friendly.

FY24 BUDGET INCREASE RATIONALE FORM

Department: Golf **(Topsoil & Sand)**

Requested Increase Amount: $8,500.00

Rationale: Costs of most materials needed to keep our golf courses in the best shape possible are increasing. This increase will allow us to continue to order the appropriate items to continue creating our outstanding conditions.

Impact on Services: This adjustment will allow us to maintain the current level of golf course conditions which players have come to appreciate at Captains.

FY24 BUDGET INCREASE RATIONALE FORM

Department: Golf **(Fertilizer)**

Requested Increase Amount: $4,000.00

Rationale: Costs of most materials needed to keep our golf courses in the best shape possible are increasing. This increase will allow us to continue to order the appropriate items to continue creating our outstanding conditions.

Impact on Services: This adjustment will allow us to maintain the current level of golf course conditions which players have come to appreciate at Captains.

FY24 BUDGET INCREASE RATIONALE FORM

Department: Golf **(Insecticides)**

Requested Increase Amount: $4,000.00

Rationale: Costs of most materials needed to keep our golf courses in the best shape possible are increasing. This increase will allow us to continue to order the appropriate items to continue creating our outstanding conditions.

Impact on Services: This adjustment will allow us to maintain the current level of golf course conditions which players have come to appreciate at Captains.

FY24 BUDGET INCREASE RATIONALE FORM

Department: Golf **(Fungicide)**

Requested Increase Amount: $9,000.00

Rationale: Costs of most materials needed to keep our golf courses in the best shape possible are increasing. This increase will allow us to continue to order the appropriate items to continue creating our outstanding conditions.

Impact on Services: This adjustment will allow us to maintain the current level of golf course conditions which players have come to appreciate at Captains.

FY24 BUDGET INCREASE RATIONALE FORM

Department: Golf **(Misc. Wetting Agents/Lime)**

Requested Increase Amount: 2,000.00

Rationale: Costs of most materials needed to keep our golf courses in the best shape possible are increasing. This increase will allow us to continue to order the appropriate items to continue creating our outstanding conditions.

Impact on Services: This adjustment will allow us to maintain the current level of golf course conditions which players have come to appreciate at Captains.

FY24 BUDGET INCREASE RATIONALE FORM

Department: Golf **(Repair & Maintenance - Buildings)**

Requested Increase Amount: 1,000.00

Rationale: With the deferred maintenance around the golf facility, these monies will allow us to continue repairs done by our full time facilities manager with no outside help needed.

Impact on Services: The impact this will have is to create a better first impression for guests and members by making the main gathering spots better looking and more user friendly.

FY24 BUDGET INCREASE RATIONALE FORM

Department: Golf **(Credit Card Expense)**

Requested Increase Amount: 10,000.00

Rationale: Credit cards are now, more than ever, the most used form of payment. In Fiscal Year 2023 we have spent $56,213 in the first six months. That is seventy percent of the budgeted line item. This increase will afford us the ability to handle the credit card usage moving forward.

Impact on Services: There is no impact on services.

FY24 BUDGET INCREASE RATIONALE FORM

Department: Golf **(Safety Clothing Allowance)**

Requested Increase Amount: 1,000.00

Rationale: Cost of goods, including clothing and shoes is increasing. This extra money will allow our maintenance staff to purchase the necessary and needed items to keep them safe on the job.

Impact on Services: Staff members will be safe while performing their daily duties at the golf course.

FY24 BUDGET INCREASE RATIONALE FORM

Department: Golf **(Pro Shop Purchases)**

Requested Increase Amount: 10,000.00

Rationale: This line item has not been increased for multiple years due to the pandemic. With a new pro shop manager in place with many ideas to increase sales and revenue we need to have the appropriate funds to purchase the needed items.

Impact on Services: Both members and guests will benefit from a more stocked pro shop with more offerings, which will in turn lead to higher sales.

FY24 BUDGET INCREASE RATIONALE FORM

Department: Golf **(Capital Stabilization Fund)**

Requested Increase Amount: ($50,000.00)

Rationale: This request is to decrease the amount of monies transferred into the Golf Capital Stabilization Fund for Fiscal Year 2024.

Impact on Services: The impact this would have, is it will allow our overall budget to be more aligned with the Five Year Financial Forecast for Fiscal Year 2024 while allowing for industry increases in many line items.