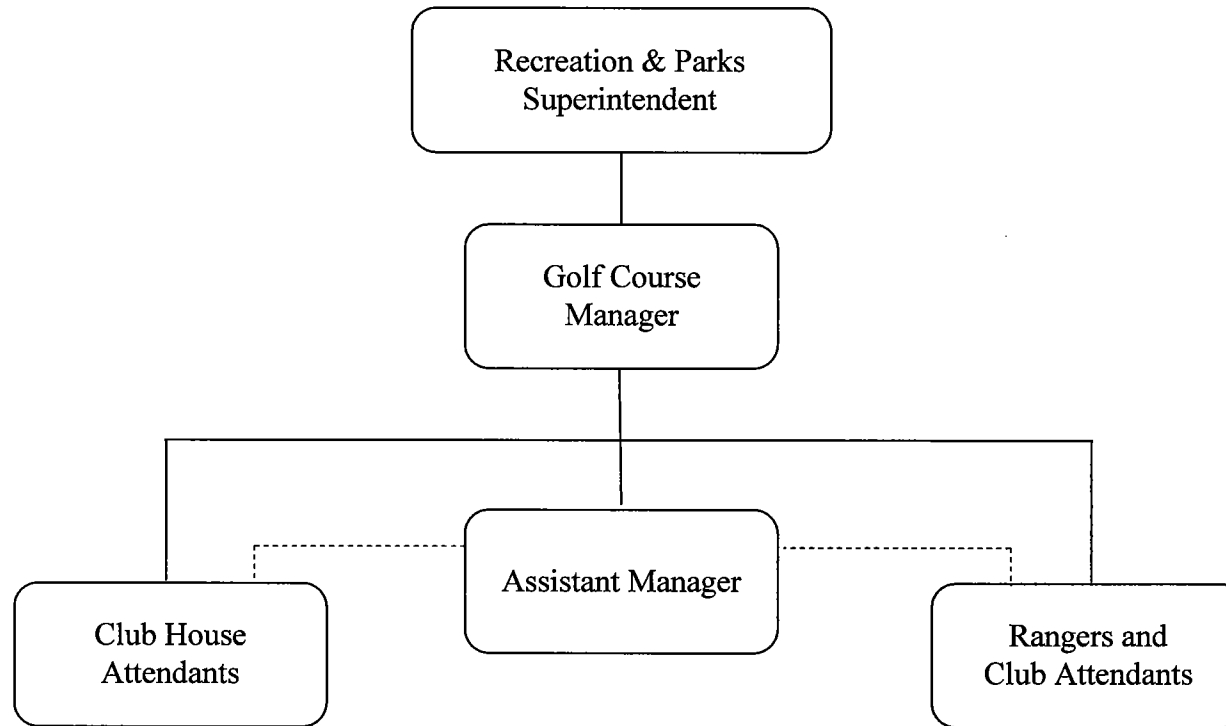


Sassamon Trace Golf Course



Leadership Profile:

Pete Meagher, Golf Course Manager

2001-Present: Sassamon Trace Golf Course Manager/ Golf Professional
1997-2000: Head Golf Professional, International Golf Club, Orlando, FL
Instructor, Faldo Golf Institute, Orlando, FL
1991-1997: Head Golf Professional, Toftrees Resort, State College, PA
1986-1991 Asst. Golf Professional, Marriott World Center, Orlando, FL

Bachelor of Science Degree, Biology

Professional Golfers Association, Class A-1 Member
Natick High School Varsity Golf Coach

FY2007 Budget Presentation

Narrative

Town of Natick

Sassamon Trace Golf Course

I. Main Purpose of the Department

The goals of the Department are to:

- Provide golf opportunities, instruction and merchandise for Natick residents, non-residents and local businessmen in the MetroWest area.

II. Recent Developments

- The Golf Course has continued to increase revenue in FY04 and FY05 while reducing its costs. At this time, FY06 revenues are slightly ahead of a 3% increase, while expenses are now increasing at a 2% level.
- Rounds of play for calendar year 2005 are at a new course record of 25,850. Season ticket sales reached a new course high with senior and junior play at their highest level since the Course's opening date of September 2001.

III. Current Challenges

- To identify and obtain information from the golfers on their total experience in the following areas: Course conditions, layout, value, customer service and amenities.
- To make improvements in the five areas mentioned above. Through this method, we hope to encourage customers to return to the course more frequently, which should increase revenues.
- To provide an improved infrastructure for the golfers.

IV. Significant Proposed Changes for the Upcoming Fiscal Year and Budget Impact

- Lease a 60' x 24' double trailer that would replace the current construction trailer that the golf operation is housed in. This will serve golfers better during their golf experience.
- Purchase the three remaining Eagle Leasing Storage Trailers that are at the site.
- Purchase the current golf carts and maintain these units through a combined effort of service agreement with Club Car Enterprises, preventative maintenance provided by the Golf Manager and Assistant Manager, and repair funding from the sale of donated ZEVS from Boston Scientific.
- Supporters of Sassamon Trace actively start their fundraising campaign to supply benches, tee signs and other improvements to the course and golf trailer area.

V. On the Horizon

The Town needs to explore the following areas:

- Possibility of three sites where well water can be discovered and directed to an irrigation pond.
- Increase golf fees in future as site amenities are provided.
- Hire a food service company to provide improved services to golf users at specific times, which will supplement the current operation.
- Provide a maintenance facility for the golf operation, while analyzing the issue of providing town maintenance operation at this site.
- Provide a club house at the site in the future. Target date of 2011.

FY2007 Budget Presentation

Trends in Sassamon Trace Golf Course Activities by Fiscal Year					
Activities	2002	2003	2004	2005	Anticipated 2006
1 Rounds	19,237	22,782	24,706	25,952	26,000
2 Season Pass Holders	N/A	53	97	157	160
3 League Members	76	88	97	217	225

Department: Sassamon Trace Golf Course
Fiscal Year 2007

LINE ITEM EXPLANATION

Salaries Management - This line item contains a full-time Manager for the Sassamon Trace Golf Course Operation.

Salaries Operational Staff - This line item contains a seasonal full-time Assistant Manger for the Course Operation.

Salaries Part-Time Operational Staff - This line item represents seven seasonal part-time Club House Attendants that wait on and deal with customers within the trailer area.

Salaries Golf Support - This line item represents the seasonal part-time Rangers/Starters that deal with and monitor golfers on the course. This account also represents 3 seasonal part-time Golf Cart Attendants that maintain and clean golf carts, keep the trailer area clean and assist the rangers on the Course when needed.

Club House Expenses:

Advertisement/Promotion - This fund covers the costs for promotion of course through discount coupons and newspapers. All legal notices and printed brochures are covered under this account.

Bank & Credit Card Costs - This line item represents the costs to the Town of Natick for being able to process credit cards from Sassamon Trace customers.

Telephone - Account covers the phone system, credit card and fax line to the trailer. The Manager's cell phone is also part of this account.

Dues & Subscriptions - Covers the PGA Membership dues for Golf Pro Manager along with Massachusetts Golf Association Membership for Sassamon Trace.

Merchandise Pro-Shop - This account represents the following costs at the Pro-Shop.

- Merchandise
- Food & Beverage
- Handicapped System/Golfer (Called GHIN)
- Cost of Rental Clubs and Pull Carts

Pro-Shop Sales Tax/Golf Cart Tax - This represents the Massachusetts 5% sales tax on all eligible food, beverage, merchandise and golf cart sales.

Software Maintenance - This account provides the funds for the maintenance of our computer software system.

Supplies - This represents the cost for scorecards, pencils, gift certificates and general office supplies.

Electricity - This account provides funds for the electrical operation of the clubhouse and golf carts.

Golf Course Expenses:

Course Supplies - This represents various items that are needed on the course and at the trailer for the convenience of the golfers.

Irrigation/Electricity - This represents the electrical cost for the operation of the irrigation system.

Repairs & Building Leases - This section represents the buyout of the three remaining Eagle Leasing Trailers and the lease of a new 60' x 24' trailer, which will replace our current unit. This account also includes the rental of a maintenance trailer, a port-a-potty and alarm system to the golf trailer. The fixed computer cost for our irrigation system satellite linkage system is also included in this section.

Irrigation/Water - This line item represents the cost for the Town of Natick water and sewer that the course must pay for.

Lease Payments/Land - This line item represents the current lease payment to Alex Dowse for the rental of land that holes #4 through #8 are located on. By agreement, we are responsible for the taxes of this property.

Maintenance Contract - This represents the payments to Sterling Golf Management for Turf Maintenance of the Golf Course.

Environmental Monitor - This account represents the environmental monitoring and testing requirements that the Town of Natick must perform for both the Natick and Sherborn Conservation Commissions.

Phragmite Control - This line item represents the third and final year agreement of the Contract with Lycotte Environmental.

Golf Carts - This line item represents a per cart service agreement for the 30 golf carts that the Town of Natick/Sassamon Trace Golf Course will own. The funding for the repairs to the carts would be provided through the sale of the existing ZEVS that Boston Scientific has donated to the Golf Course.

Facility Upgrades - This account represents renovations to the Course that are not the responsibility of Sterling Golf Management. The work for this year would include such supplies as stonedust for the cart paths, bunker sand and landscaping materials for the areas around the newly proposed golf trailer. Also included were funds for minor tree and turf contractor to handle specific small jobs as issues arise.

FY 2007 Budget Presentation

Town of Natick Fiscal Year 2002 thru 2006
Departmental Executive Summary of Finances

Departmental Budget and Personnel Requirements Expended by Fiscal Year					
Category	2002	2003	2004	2005	Thru December 2006
Staffing					
Full-Time Employees			1	1	1
Part-Time Employees	N/A	N/A	18	18	18
Seasonal Employees					
Operating Budget					
Personal Services			\$40,180.00	\$110,634.00	\$61,738.11
Purchase of Services	\$505,833.29	\$520,852.17	\$391,760.92	\$288,270.35	\$171,946.68
Other Personnel Services	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Technical & Professional Svcs	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Supplies	\$23,508.51	\$22,559.30	\$53,649.75	\$83,632.26	\$94,732.53
Other Chgs. & Expenditures	\$58,632.72	\$94,022.43	\$64,098.46	\$31,352.20	\$18,718.04
Total Operating Budget	\$587,974.52	\$637,433.90	\$549,689.13	\$513,888.81	\$347,135.36
Encumbered Operating Expense				\$7,834.70	

Quarterly Expenditure Pattern Fiscal Year 2001 thru 2006 - Operating Budget					
Percent Expended by Fiscal Year	2002	2003	2004	2005	2006
Personal Services					
Quarter 1 ending Sept 30				26.10%	22.93%
Quarter 2 ending Dec 31				26.90%	28.58%
Quarter 3 ending March 31	N/A	N/A		10.50%	
Quarter 4 ending June 30			100.00%	36.50%	
Encumbrances for Year			0.00%	0.00%	
Closed to Fund Balance			0.00%	0.00%	
Total Pers Svcs	0.00%	0.00%	100.00%	100.00%	51.51%

All Non-Personal Services					
Quarter 1 ending Sept 30	24.29%	24.90%	27.49%	17.85%	29.58%
Quarter 2 ending Dec 31	20.44%	32.49%	25.31%	34.57%	33.80%
Quarter 3 ending March 31	24.51%	17.38%	8.58%	11.02%	
Quarter 4 ending June 30	22.69%	19.98%	28.17%	25.29%	
Encumbrances for Year	0.00%	0.00%	0.00%	9.66%	
Closed to Fund Balance	8.07%	5.25%	10.45%	1.61%	
Total Non-Pers Svcs	100.00%	100.00%	100.00%	100.00%	63.38%

Capital Investments Expended					
Quarter 1 ending Sept 30					
Quarter 2 ending Dec 31					
Quarter 3 ending March 31					
Quarter 4 ending June 30					
Encumbrances for Year					
Closed to Fund Balance					
Total Capital	0.00%	0.00%	0.00%	0.00%	0.00%

Encumbrances include Current Year and Carryforward amounts from Previous Fiscal Years
Please NOTE some Encumbrances are MULTI-YEAR.

Sassamon Trace Golf Course

	No of Staff	Tn Adm Recommended	Dept Requests	2006 Expended 12/31/05	2006 Appropriated	2005 Actual	2004 Actual	2003 Actual	2002 Actual
Operating Expense									
Salaries Management	1.0	54,396.00	54,396.00	20,570.75	54,357.49	49,871.52	15,794.93		
Salaries Operational Staff	1.0	16,984.00	16,984.00	9,842.22	14,579.00	17,548.96	4,067.67		
Salaries Part-time Operational	7.0	33,193.00	33,193.00	18,546.78	30,073.00	22,911.65	11,972.94		
Salaries Golf Support	10.0	24,472.00	24,472.00	12,778.36	20,852.00	20,301.87	8,344.46		
PERSONAL SERVICES	19.0	129,045.00	129,045.00	61,738.11	119,861.49	110,634.00	40,180.00	0.00	0.00
Club House Expense									
Utilities - Electric		8,900.00	8,900.00	5,424.85	8,000.00	8,305.32	7,908.10	8,024.47	5,398.29
Building Lease/Repairs		43,716.00	43,716.00	12,960.95	21,990.00	17,719.47	18,834.98	17,533.00	18,600.00
Lease Payment Land		52,320.00	52,320.00	26,706.68	48,572.00	48,594.21	46,329.43	45,267.00	32,537.00
Management Contract Fees		0.00	0.00	0.00	0.00	193,400.00	221,881.98	436,407.00	446,762.00
Management Contract Grounds		205,400.00	205,400.00	118,200.00	199,400.00	0.00	76,400.00	0.00	0.00
Communication Telephone		2,940.00	2,940.00	1,335.93	3,036.00	2,618.82	957.93	0.00	0.00
Dues/Subscriptions		650.00	650.00	2,631.00	925.00	1,316.00	1,180.00	0.00	0.00
Advertising/Promotion		6,300.00	6,300.00	2,241.19	9,700.00	9,350.63	12,412.92	13,620.70	2,536.00
Bank & Credit Card Fees		4,650.00	4,650.00	1,676.08	4,500.00	4,733.15	1,598.23	0.00	0.00
Software Maintenance		1,900.00	1,900.00	0.00	2,000.00	1,638.00	3,870.97		
Club House Expense		326,776.00	326,776.00	171,176.68	298,123.00	287,675.60	391,374.54	520,852.17	505,833.29
Supplies - Club House		1,900.00	1,900.00	471.65	3,250.00	2,100.08	2,135.28	0.00	69.91
Merchandise Pro Shop		24,000.00	24,000.00	15,167.79	23,700.00	21,488.31	17,629.51	0.00	0.00
Custodial Supplies		0.00	0.00	0.00	0.00	439.59	0.00	0.00	0.00
Purchased Services Misc		0.00	0.00	0.00	0.00	1,224.75	0.00	0.00	0.00
PURCHASED SUPPLIES		25,900.00	25,900.00	15,639.44	26,950.00	25,252.73	19,764.79	0.00	69.91
Other Facility Expense									
Insurance		2,500.00	2,500.00	0.00	2,500.00	0.00	536.00	1,110.00	222.00
Facility Upgrades		3,000.00	3,000.00	1,000.00	3,500.00	5,905.96	8,617.55		
Other Facility Expense		5,500.00	5,500.00	1,000.00	6,000.00	5,905.96	9,153.55	1,110.00	222.00
Golf Cart Lease and Repairs		4,500.00	4,500.00	15,487.59	39,700.00	22,586.29	22,140.00	18,729.50	22,352.00
Golf Use Sales Tax (ALL)		4,498.00	4,498.00	2,230.45	4,185.00	2,859.95	2,977.79	2,719.80	864.60
Golf Cart Expense		8,998.00	8,998.00	17,718.04	43,885.00	25,446.24	25,117.79	21,449.30	23,216.60

Sassamon Trace Golf Course

	Tn Adm Recommended	Dept Requests	2006 Expended 12/31/05	2006 Appropriated	2005 Actual	2004 Actual	2003 Actual	2002 Actual
Golf Course Maintenance								
Utilities - Water	50,000.00	50,000.00	54,826.00	35,000.00	44,269.35	25,635.30	51,331.14	0.00
Environmental Monitoring	20,000.00	20,000.00	8,997.10	20,000.00	3,142.50	26,860.13	29,031.46	25,281.89
Irrigation System Repairs	0.00	0.00	0.00	0.00	0.00	2,150.00	0.00	9,607.22
Irrigation Electricity	6,000.00	6,000.00	4,705.29	6,000.00	5,283.14	5,439.32	9,386.78	9,210.79
Phragmites Control	3,500.00	3,500.00	3,500.00	3,500.00	5,000.00	4,013.71	4,013.71	2,295.00
Course Supplies	2,000.00	2,000.00	0.00	3,000.00	1,279.29	0.00	259.34	12,237.82
Maintenance Expense	81,500.00	81,500.00	72,028.39	67,500.00	58,974.28	64,098.46	94,022.43	58,632.72
BUDGET TOTAL	577,719.00	577,719.00	339,300.66	562,319.49	513,888.81	549,689.13	637,433.90	587,974.52

TOWN OF NATICK
EMPLOYEE JOB/PAY

Emp #	Employee Name	Actual	Actual	Budgetary	Pay Type	Level- Step	Wks	Rate	Hours	Amount	Funding	Total	Additional Compensation			Total Add'l Comp
		FY'05 Overtime Earnings	FY'05 Regular Earnings	FY'06 Scheduled Earnings							(52.0 Wks) FY2007		Appropriation	Longevity	Education	
Sassamon Trace Golf Course Management																
42337	Peter Meagher		\$49,687.86	\$54,357.42	BASE	P5-3	35.0	25.8373	40.0	\$1,033.49	36,172.21					
						P5-4	17.0	26.7995	40.0	\$1,071.98	18,223.68	\$54,395.89				
Operational Staff																
42377	Paul Paoletti	\$2,515.01	\$15,033.92	\$14,579.00	HRLY	H8-3		12.3500	1,375.25		Hrs Golf Season 16,984.34	\$16,984.34				
Part-Time Operational - Club House Attendants																
42691	Alan Donnelly		\$730.08	\$4,242.91	HRLY	H4-3		10.9800	72.5		Hrs 796.05					
42376	Susan Ford		\$944.08	\$1,885.43	HRLY	H4-3		10.9800	93.75		Hrs 1,029.38					
	Vacancy			\$4,156.40				10.3200	1,055.00		Hrs 10,887.60					
42370	Vacancy			\$3,587.85	HRLY	H4-3		10.3200	562.50		Hrs 5,805.00					
42385	Michael Player		\$1,882.88	\$3,554.04	HRLY	H4-3		10.9800	184.75		Hrs 2,028.56					
42358	Stephen Sur	\$61.43	\$10,196.37	\$10,072.09	HRLY	H4-3		10.9800	1,025.25		Hrs 11,257.25					
42393	James Tomasetti		\$1,273.87	\$2,574.29	HRLY	H4-3		10.9800	126.50		Hrs 1,388.97					
										3,120.25		\$33,192.80				
Golf Support Staff - Rangers/Starters/Cart Attendants																
42552	Richard Annunciata		\$656.14	\$437.05	HRLY	H2-6		9.5500	72.50		Hrs 692.38					
42390	John Davis III		\$1,149.63	\$1,275.33	HRLY	H2-6		9.5500	126.00		Hrs 1,203.30					
42357	Tassos Filledes		\$1,254.77	\$1,394.74	HRLY	H2-6		9.5500	137.50		Hrs 1,313.13					
42690	Gregg Fiorentino	\$178.74	\$1,341.67	\$1,200.00	HRLY	H2-6		9.5500	139.25		Hrs 1,329.84					
42374	Marco Fruneaux	\$166.21	\$6,232.62	\$3,000.00	HRLY	H2-6		9.5500	661.25		Hrs 6,314.94					
42389	Robert Keniry		\$2,242.15	\$2,734.55	HRLY	H2-6		9.5500	252.00		Hrs 2,406.60					
42375	Ryan Kileen		\$3,811.39	\$2,871.44	HRLY	H2-6		9.5500	415.50		Hrs 3,968.03					
42356	Carl Longeri		\$2,230.36	\$2,698.72	HRLY	H2-6		9.5500	244.00		Hrs 2,330.20					
42372	Robert Sheinfeld		\$4,173.65	\$4,536.98	HRLY	H2-6		9.5500	456.00		Hrs 4,354.80					
42689	Robert Strachan		\$545.22	\$704.00	HRLY	H2-6		9.5500	58.50		Hrs 558.68	\$24,471.88				
			<u>\$102,841.44</u>	<u>\$119,862.29</u>								<u>\$129,044.90</u>				