

Restaurant Front Sign

- 1" thick aluminum pan face sign with white vinyl letters would be \$395 installed.
- 1" thick aluminum pan face sign with white raised acrylic letters like BHS sign would be \$625 installed.

Timberlin

Donation

Packet



Level 1

Product: Commemorative Sign on Golf Course

\$300

- 4x6 Aluminum Plaque.
- The plaque will be placed around the golf course.
- The plaque will say "In Memory of FULL NAME"

\$600

- 4x6 Bronze Plaque Sign.
- Plaque will be placed around the Timberlin Tee on Hole #17 tee.
- The plaque will say "In Memory of FULL NAME"

Level 2

Product: Planting a Tree on Golf Course

\$1250 - \$1500

- Comes with 4x6 Bronze Plaque
- Ornament Trees (Flowering Trees)
 - Tree Form Hydrangea
 - Cherry Tree
- Shade Tree
 - Maple Tree
 - Oak Tree

Level 3

Product: Bench on Golf Course

- \$1500
- 6 feet
- 26" wide / 34" Height
- High Back Bench model
- Commemorative Sign
- Cement Base



Part J. – Public Golf Course Commission

Sec. 2-190. Establishment.

There shall be and is hereby created, in the Town of Berlin, a Public Golf Course Commission hereinafter referred to as the Commission.

(Ord. No. 06-17, 9-19-2017; Ord. No. 01-18, 2-20-2018; Section No. changed 03-17-2020)

Sec. 2-191. Definitions.

The following definitions shall apply to Sec. 2-193 through Sec. 2-194 herein:

- (a) “Fiscal year” means the fiscal year of the Town of Berlin beginning on July 1 and ending on June 30 of every year.
- (b) “Golf course” refers to Timberlin Golf Course, owned by the Town of Berlin including, without limitation, any and all of the following as they relate to any such Public Golf course: land, rights and interests in land; rights of way, approaches and contract rights; office(s) and other buildings and facilities; paved areas; access roads; garages, parking lots and other parking structures; furnishings, equipment and apparatus; all other structures, facilities and improvements necessary and convenient to the development and maintenance of any such golf course and for the promotion and accommodation of any such golf course; and all other property (real, personal, mixed or otherwise), now or hereafter constructed or acquired, of or belonging to or pertaining to any such golf course.

(Ord. No. 06-17, 9-19-2017; Ord. No. 01-18, 2-20-2018; Section No. changed 03-17-2020))

Sec. 2-192. Composition; appointment, removal, and term of members; annual meeting and election of officers.

The Public Golf Course Commission shall be composed of eight (8) resident electors of the Town. Membership shall consist of at least one member from the men’s club, the seniors’ club, the ladies’ club, the lady niners club, and a non-golfer. All members of the Commission shall be appointed by the Town Council and may be removed by the Town Council. Each of the eight (8) members shall serve for a term of three (3) years, ending each January, with appointments staggered so that replacement/reappointments take place for no more than two (2) or three (3) members each year. Vacancies shall be filled for any unexpired term by the Town Council.

Upon establishment, the Commission shall elect a Chairman, a Vice Chairman, and a Secretary from its members to serve until its first annual meeting. Thereafter, each January, the Commission shall elect a Chairman and a Vice Chairman. At the first meeting of its first full year, a Secretary will be hired to record the minutes of the meetings of the Commission. The Commission shall schedule regular monthly meetings, which schedule shall be filed with the Town Clerk, designating the time and place thereof. The agenda and minutes of all Commission meetings will be filed with the Town Clerk on a timely basis, pursuant to Connecticut General Statutes.

(Ord. No. 06-17, 9-19-2017; Ord. No. 01-18, 2-20-2018; Section No. changed 03-17-2020; Ord. No. 2-2023 added membership)

Sec. 2-193. Powers and duties; staff.

The Commission shall have the power to:

- (a) Make and ensure enforcement of policies, rules, and regulations for the orderly play of golf and the operation of Timberlin Golf Course and attendant facilities, which rules and regulations shall be reviewed and approved by the Town Council;
- (b) Provide input and recommendations to be used in the negotiations of all proposed contracts with any entity involved in the operation of the golf course and attendant facilities, to the Director of Golf and Town Manager; and
- (c) Work with the Director of Golf to develop and prioritize alteration plans, renovations, and capital improvements based on available funds.

The Commission shall submit reports to the Town Manager and/or the Town Council as may be requested from time to time.

Staffing for the operation and maintenance of the golf course shall be provided for in the final Town Council approved budget, prepared and submitted by the Director of Golf to the Town Manager as his direct report. The Commission will have reviewed the budget prior to submission to the Town Manager.

(Ord. No. 06-17, 9-19-2017; Ord. No. 01-18, 2-20-2018; Section No. changed 03-17-2020))

Sec. 2-194. Budget; schedule of charges.

The Director of Golf shall prepare a fiscal year golf course expense budget, to the Town Manager containing his estimate of projected expenses. The Commission will have reviewed the budget prior to submission to the Town Manager.

The Director of Golf will present a schedule of fees, rates, rentals, and charges for the ensuing calendar year, developed in concert with the Commission, to the Town Council for their review and adoption at the first Town Council meeting in January.

The Golf Commission shall make annual revenue projections based upon its recommended rates and present such recommendations to the Town Manager. The recommended rates shall be based upon the Commission's analysis of market (including rates of nearby competitors) and play considerations and shall be set to maximize revenues for the golf course. The revenues projected shall be in an amount which is sufficient to meet current expenses as set forth in the budget finally adopted by the Town Council The Town Manager shall consider the recommendations of the Commission and present proposed rates to the Town Council for its review and action at a Town Council meeting in January.

If the actual revenues at the end of any fiscal year are less than the expenses, appropriate action shall be taken to ensure the revenues during a three-year period, including the year in deficit, exceeds the expenses for the same period. Within forty five (45) days of the end of any fiscal year in which expenses exceed revenue, the Commission shall present to the Town Council the Commission's plan to ensure that revenues will exceed expenses for the given three year period.

The course financial performance will continue to be measured based on course revenues, expenses, and charges from other Town departments, e.g. Building Maintenance and Town Garage for in kind services needed at the golf course.

(Ord. No. 06-17, 9-19-2017; Ord. No. 01-18, 2-20-2018; Ord. No. 04-20, 3-17-2020; Section No. changed 03-17-2020))

Timberlin Golf Course Financial Results

YTD MAY

FY 2023-24

(Does not include indirect cost of Town staff providing services that would otherwise be purchased by Timberlin)

	FY 2024			FY 2023			FY24 to FY23	NOTES
	Budget	YTD Act	% of Budget	Budget	YTD Act	% of Budget	Variance to Budget	
Revenue:								
Daily Passes (Greens Fees)	\$814,918	\$664,473	81.5%	\$757,110	\$625,502	82.6%	-1.1pp	In new Pro contract (Jan '23) Town retains this revenue
Season Passes	\$205,578	\$198,210	96.4%	\$186,625	\$196,035	105.0%	-8.6pp	
Golf Carts	\$476,693	\$383,460	80.4%	\$388,474	\$356,088	91.7%	-11.2pp	
Driving Range	\$20,000	\$22,570	112.9%	\$0	\$9,305	N/A	N/A	
Restaurant Rent	\$47,600	\$43,905	92.2%	\$47,600	\$42,920	90.2%	2.1pp	
Golf Pro Rent	\$0	\$0	N/A	\$2,770	\$1,731	62.5%	N/A	Jan '23 Pro contract removed this charge
	\$1,564,789	\$1,312,617	83.9%	\$1,382,579	\$1,231,581	89.1%	-5.2pp	
Expenditure:								
Wages/Salaries	\$607,365	\$513,986	84.6%	\$536,642	\$390,736	72.8%	-11.8pp	
Fringe Benefits	\$220,198	\$185,575	84.3%	\$158,327	\$122,511	77.4%	-6.9pp	
53102 - Electricity	\$56,105	\$36,377	64.8%	\$60,156	\$39,324	65.4%	0.5pp	
53105 - Natural Gas	\$22,500	\$20,321	90.3%	\$26,428	\$23,641	89.5%	-0.9pp	
53106 - Vehicle Fuel	\$39,750	\$21,507	54.1%	\$37,265	\$26,205	70.3%	16.2pp	
53201 - Supplies	\$4,500	\$3,724	82.8%	\$3,235	\$2,315	71.6%	-11.2pp	
53202 - Irrigation Materials	\$22,500	\$17,763	78.9%	\$34,514	\$16,562	48.0%	-31.0pp	
53208 - Equipment (New)	\$8,663	\$6,759	78.0%	\$7,500	\$7,118	94.9%	16.9pp	
53219 - Operating Materials	\$7,500	\$5,751	76.7%	\$7,500	\$3,986	53.1%	-23.5pp	
53233 - Auto Parts	\$35,500	\$26,632	75.0%	\$30,000	\$14,375	47.9%	-27.1pp	
53241 - Sand & Stone	\$13,000	\$8,922	68.6%	\$10,000	\$5,820	58.2%	-10.4pp	
53243 - Fertilizer, Seed, Chem.	\$130,000	\$126,474	97.3%	\$120,000	\$116,051	96.7%	-0.6pp	
53245 - Maintenance & Repair	\$46,500	\$40,102	86.2%	\$27,500	\$19,382	70.5%	-15.8pp	
53501 - Pro share of cart rev.	\$0	\$0	N/A	\$15,133	\$15,133	100.0%	N/A	
53510 - Golf Pro Contr. Serv.	\$90,000	\$90,000	100.0%	\$115,820	\$115,820	100.0%	0.0pp	
53603 - Golf Cart Lease	\$80,087	\$80,077	100.0%	\$52,741	\$52,741	100.0%	0.0pp	Timing - FY23 pd in August, FY24 pd quarterly
53730 - Insurance	\$29,289	\$28,778	98.3%	\$37,664	\$37,664	100.0%	1.7pp	
53813 - Computer Support	\$11,020	\$10,134	92.0%	\$8,000	\$7,011	87.6%	-4.3pp	
53823 - Refuse Disposal	\$7,890	\$5,718	72.5%	\$6,861	\$5,718	83.3%	10.9pp	
53902 - Telephone	\$4,000	\$1,616	40.4%	\$2,000	\$1,448	72.4%	32.0pp	
53917 - Water & Sewer	\$36,940	\$24,948	67.5%	\$13,310	\$7,923	59.5%	-8.0pp	
53932 - Waterways Treatment	\$6,700	\$3,325	49.6%	\$10,000	\$0	0.0%	-49.6pp	
53940 - Advertising	\$10,000	\$9,500	95.0%	\$8,500	\$8,500	100.0%	5.0pp	
53941 - Bank charges	\$38,241	\$23,125	60.5%	\$33,496	\$28,838	86.1%	25.6pp	
53944 - Organizational Fees	\$2,000	\$1,243	62.2%	\$650	\$455	70.0%	7.8pp	
53945 - Training	\$300	\$125	41.7%	\$300	\$225	75.0%	33.3pp	
53950 - Internet Service	\$3,863	\$3,486	90.2%	\$5,881	\$4,826	82.1%	-8.2pp	
Capital Items	\$12,500	\$12,500	100.0%	\$0	\$0	N/A	N/A	
	\$1,546,911	\$1,308,466	84.6%	\$1,369,423	\$1,074,327	78.5%	-6.1pp	
NET INCOME	\$17,878	\$4,151	23.2%	\$13,156	\$157,254	1195.3%	-1172.1pp	

FY24 - BUDGET VS ACTUAL for May (5/31/24)

GENERAL FUND - EXPENSE

DEPT/ACCOUNT	DESCRIPTION	ADOPTED	BUDGET AMENDS	AMENDED	MAY EXPENSE	YTD EXPENSE	ENCUM	ENCUM+EXP	BALANCE	% REMAIN.
2543 - Golf Course										
51 Wages-Salaries										
001.25.2543.0.51100.00000	Department Head	75,000	2,625.00	77,625.00	8,956.74	71,653.92	0.00	71,653.92	5,971.08	7.7%
001.25.2543.0.51125.00000	Mid-Managers Personnel	103,041	0.00	103,041.00	12,112.29	95,337.61	0.00	95,337.61	7,703.39	7.5%
001.25.2543.0.51135.00000	Blue Collar Personnel	200,772	0.00	200,772.00	26,172.28	175,635.33	0.00	175,635.33	25,136.67	12.5%
001.25.2543.0.51160.00000	Stirrs, Rngs, Golf Carts	139,776	0.00	139,776.00	27,508.00	118,916.25	0.00	118,916.25	20,859.75	14.9%
001.25.2543.0.51305.00000	Commission Secretaries	1,625	0.00	1,625.00	200.00	1,100.00	0.00	1,100.00	525.00	32.3%
001.25.2543.0.51400.00000	Overtime	31,226	0.00	31,226.00	3,344.30	19,476.12	0.00	19,476.12	11,749.88	37.6%
001.25.2543.0.51510.00000	Part time & Summer Help	50,000	0.00	50,000.00	2,522.17	30,216.59	0.00	30,216.59	19,783.41	39.6%
001.25.2543.0.51805.00000	Longevity	3,300	0.00	3,300.00	0.00	1,650.00	0.00	1,650.00	1,650.00	50.0%
	Wages-Salaries Total	604,740	2,625.00	607,365.00	80,815.78	513,985.82	0.00	513,985.82	93,379.18	15.4%
52 Fringe Benefits										
001.25.2543.0.52010.00000	Worker's Compensation	21,594	0.00	21,594.00	3,295.37	21,103.40	0.00	21,103.40	490.60	2.3%
001.25.2543.0.52100.00000	Social Security	46,379	201.00	46,580.00	5,981.99	37,462.52	0.00	37,462.52	9,117.48	19.6%
001.25.2543.0.52110.00000	Unemployment Compensation	17,500	0.00	17,500.00	0.00	5,502.00	11,998.00	17,500.00	0.00	0.0%
001.25.2543.0.52200.00000	Pension	32,460	263.00	32,723.00	3,415.01	25,433.85	0.00	25,433.85	7,289.15	22.3%
001.25.2543.0.52220.00000	Insurance, Life, Disability	2,007	22.00	2,029.00	121.75	1,340.51	666.49	2,007.00	22.00	1.1%
001.25.2543.0.52235.00000	Health Insurance	92,772	0.00	92,772.00	0.00	92,052.00	0.00	92,052.00	720.00	0.8%
001.25.2543.0.52300.00000	Uniforms	7,000	0.00	7,000.00	637.80	2,680.31	2,187.69	4,868.00	2,132.00	30.5%
	Fringe Benefits Total	219,712	486.00	220,198.00	13,451.92	185,574.59	14,852.18	200,426.77	19,771.23	9.0%
53 Professional/Technical										
001.25.2543.0.53102.00000	Electricity	71,105	(15,000.00)	56,105.00	6,336.16	36,376.85	8,033.15	44,410.00	11,695.00	20.8%
001.25.2543.0.53105.00000	Natural Gas	22,500	0.00	22,500.00	3,935.07	20,320.54	2,179.46	22,500.00	0.00	0.0%
001.25.2543.0.53106.00000	Vehicle Fuel	51,750	(12,000.00)	39,750.00	3,818.71	21,506.87	16,226.13	37,733.00	2,017.00	5.1%
001.25.2543.0.53201.00000	Supplies	4,500	0.00	4,500.00	851.64	3,724.19	520.78	4,244.97	255.03	5.7%
001.25.2543.0.53202.00000	Irrigation	22,500	0.00	22,500.00	1,268.82	17,762.59	4,297.41	22,060.00	440.00	2.0%
001.25.2543.0.53208.00000	Equipment	10,000	(1,336.83)	8,663.17	206.50	6,759.26	1,746.63	8,505.89	157.28	1.8%
001.25.2543.0.53219.00000	Operating Materials	7,500	0.00	7,500.00	0.00	5,750.96	1,400.04	7,151.00	349.00	4.7%
001.25.2543.0.53241.00000	Auto Parts	35,500	0.00	35,500.00	1,084.16	26,632.45	3,342.55	29,975.00	5,525.00	15.6%
001.25.2543.0.53243.00000	Sand & Stone	13,000	0.00	13,000.00	3,465.20	8,921.94	578.06	9,500.00	3,500.00	26.9%
001.25.2543.0.53245.00000	Fertilizer, Seed, Chem.	130,000	0.00	130,000.00	0.00	126,473.89	367.40	126,841.29	3,158.71	2.4%
001.25.2543.0.53245.00000	Maintenance & Repair	30,000	16,500.00	46,500.00	15,942.14	40,102.09	6,162.60	46,264.69	235.31	0.5%
001.25.2543.0.53510.00000	Golf Pro Contr. Serv.	90,000	0.00	90,000.00	0.00	90,000.00	0.00	90,000.00	0.00	0.0%
001.25.2543.0.53603.00000	Golf Cart Lease	78,750	1,336.83	80,086.83	0.00	80,076.83	0.00	80,076.83	10.00	0.0%
001.25.2543.0.53730.00000	Insurance	32,289	(3,000.00)	29,289.00	0.00	28,777.85	0.00	28,777.85	511.15	1.7%
001.25.2543.0.53813.00000	Computer Support	17,120	(6,100.00)	11,020.00	670.00	10,134.13	650.00	10,784.13	235.87	2.1%
001.25.2543.0.53823.00000	Refuse Disposal	7,890	0.00	7,890.00	1,143.50	5,717.50	1,143.50	6,861.00	1,029.00	13.0%
001.25.2543.0.53902.00000	Telephone	4,000	0.00	4,000.00	204.10	1,616.37	922.63	2,539.00	1,461.00	36.5%
001.25.2543.0.53917.00000	Water & Sewer	14,641	22,299.00	36,940.00	0.00	24,947.70	11,992.30	36,940.00	0.00	0.0%
001.25.2543.0.53932.00000	Waterways Treatment	6,000	700.00	6,700.00	1,400.00	3,325.00	3,375.00	6,700.00	0.00	0.0%
001.25.2543.0.53940.00000	Advertising	10,000	0.00	10,000.00	0.00	9,500.00	0.00	9,500.00	500.00	5.0%
001.25.2543.0.53941.00000	Bank charges	33,241	5,000.00	38,241.00	3,487.82	22,939.05	0.00	22,939.05	15,301.95	40.0%
001.25.2543.0.53944.00000	Organizational Fees	2,000	0.00	2,000.00	0.00	1,243.00	115.00	1,358.00	642.00	32.1%
001.25.2543.0.53945.00000	Training	300	0.00	300.00	0.00	125.00	0.00	125.00	175.00	58.3%
001.25.2543.0.53950.00000	Internet Service	11,762	(7,899.00)	3,863.00	256.98	3,485.58	281.00	3,766.58	96.42	2.5%
	Professional/Technical Total	706,348	500.00	706,848.00	44,070.80	596,219.64	63,333.64	659,553.28	47,294.72	6.7%
54 Capital Outlays										
001.25.2543.0.54000.00145	Utility Vehicle	0	2,500.00	2,500.00	0.00	2,500.00	0.00	2,500.00	0.00	0.0%
001.25.2543.0.54000.00516	Bridges	0	10,000.00	10,000.00	0.00	10,000.00	0.00	10,000.00	0.00	0.0%
	Capital Outlays Total	0	12,500.00	12,500.00	0.00	12,500.00	0.00	12,500.00	0.00	0.0%
	Golf Course Total	1,530,800	16,111.00	1,546,911.00	138,338.50	1,308,280.05	78,185.82	1,386,465.87	160,445.13	10.4%

Golf Course Report

June 20, 2024

30-Day Recap of Operations and Benchmarks

- We had a wonderful ceremony for the 50th clock. Thank you, Gale, for setting that up and inviting all the folks. It was great to see some pioneers of the course, Mayor Mark, and all the sponsors.
- The Golf Course will be put to the test in the next few weeks with high temperatures on the horizon.
- It is important to make sure we have water available at all spots of the golf course for proper maintenance.
- Early season Bunker Maintenance
 - We will re-edge the bunkers to give it a new look and feel.
 - The sand will be cultivated and refilled to have proper sand depth.
- We will begin the process of purchasing a brand-new greens mower. The capital funds were approved with the FY 25 Budget.
- The bridge donated by Central Connecticut must be approved by town engineer Michael Ahern.
 - Once approved, we will bring it to TC for approval.
 - We are hoping the Highway Department or Parks and Rec can help with the install.
 - If they cannot help, the removal of the old bridge and installation of donated bridge will hopefully be part of the big bridge project.
 - Our estimated time for installation is in the fall season.
- Bridge Update
 - Mike Ahern is meeting with Cardinal Engineering.
 - Do we need Army Core of Engineer and Deep?
 - May use town funds versus LoCip.
 - If town funds are used, we do not need DEEP and Army Core of Engineer.
 - We are looking to bond both bridge and bunker project to quicken the process.
 - We are going to TC for approval.
- Bunker Update
 - Updated quotes from all 3 companies were sent to CIRMA.
 - It sounds like we will not get more.
 - We are drafting a RFP for capillary concrete installation on certain amount of bunkers and for bunkers that will be closed.
 - RFP should be public by end of July for one month duration.
 - We are looking to bond both projects.
 - We are going to TC for approval.
- CIP Projects
 - 2024 Fall –
 - Phase 1 for Hole #2
 - Hole # 5 Cart Path

Staff Update

- TJ Clark is the May Employee of the Month. TJ's work ethic, team mentality, and enthusiasm towards his job is second to none. This is his second tenure at Timberlin. He was referred to us by Mark Bayram and Bob Clark. When you see TJ around the golf facility, give him a pat on the back for his hard work.

Looking Ahead/Goals

- Will start to work with the mechanic to get an inventory list of all equipment.