VILLAGE OF NORTH PALM BEACH

GOLF ADVISORY BOARD

MINUTES of March 19, 2018

I. <u>CALL TO ORDER</u>

A. The meeting was called to order by Vice Chairman Rich Pizzolato at 6:00 p.m.

II. ROLL CALL

A. <u>Present:</u> <u>Absent:</u>

Stephen Mathison – Chairman X

Rich Pizzolato – Vice Chairman

Lois Gruen – Member X

Curtis Witters – Member

David Talley - Member

Jeff Irish – First Alternate

Jeff Egizio – Second Alternate

B. Staff Members Present:

Casey Mitchell, Director of Golf Operations

C. Council Members Present:

Mark Mullinix, President Pro Tem

D. Public Present:

Jerry Pierman

III. APPROVAL OF MEETING MINUTES

A. Minutes of the February 26, 2018 GAB Meeting were approved 5-0.

IV. <u>ADMINISTRATIVE REPORTS</u>

- A. Village Manager. The Village Manager's Report dated March 17, 2018
 was delivered by the Casey Mitchell. A Copy is attached.
- B. Golf Report. Casey Mitchell, Director of Golf, delivered her oral report.

V. <u>DISCUSSION TOPICS</u>

Casey Mitchell discussed the issue of the overuse of the "special needs" or "members" mode on our golf carts. While many of the members have legitimate medical issues that would allow them to use this setting on their carts, it has been discovered by staff that 50 of the 70 carts were reset to this special mode, allowing golfers to drive nearer to the greens on the course. This causes significant wear and tear to the areas around the greens. Casey Mitchell has asked all members seeking to use special needs mode to produce a copy of their current handicap parking placard in order that the staff will know which members are entitled to have their carts reset. Some members have complained about needing to produce such documentation. After discussion, the Board voted 5-0 to support the Director of Golf's position regarding the need for documentation and further recommended that the professional staff should have the discretion to allow the special needs mode for nonmembers who appear to have a legitimate need for such setting.

Casey Mitchell raised the issue of creating a new, additional set of forward tees for the golf course when renovated. These tees would be utilized by

juniors, new players, and senior women and would allow the course to be appropriate for the US Kids Program. After discussion with the Nicklaus Group, Ms. Mitchell is recommending forward tees with a course length of approximately 4,400 yards. The cost of adding these tees is approximately \$28,000 and will be covered within the amount which has been approved for the course renovation. This change to the renovation plan is subject to Village Council approval. After discussion, the Board voted 5-0 in support of Ms. Mitchell's proposal.

Ms. Mitchell reviewed the proposed agreement between the Club and agronomist Jon Scott. Mr. Scott now resides in Michigan but has been the agronomist of the course for a number of years. The Nicklaus Group strongly recommends that the Club have an outside agronomist during renovation. The proposed agreement is for a one-year term and provides for three site visits for the fee of \$9,900. In addition to assisting in the renovation of the course, the proposed agreement requires Mr. Scott to assist the Club by formulating recommendations for proper maintenance of the course going forward. These recommendations will then be incorporated into the RFP when the maintenance contract is up for renewal in 2019. Ms. Mitchell intends to obtain a local agronomist after the proposed agreement with Jon Scott expires. The Village Manager supports the proposed agreement. After discussion, the Board voted 4-0, with one abstention, to recommend approval of the proposed agreement.

Ms. Mitchell briefed the Board on the status of proposed reciprocal golf courses for members to utilize, while our course is under renovation.

Ms. Mitchell reported that 41 members are participating in the Club Championship; this is the largest field in eight years.

Finally, Ms. Mitchell addressed the needed renovations to our driving range. The lights need to be improved and the range needs to be leveled and have new grass installed. The range has large areas that are very rough or barren of grass, leaving only exposed sand. The result is that hundreds of golf balls are lost in the sand on a daily basis and the range cart and its ball picker have broken down on several occasions. The renovation is essential but will close the range for approximately seven to eight weeks. The plans for this work will be discussed at a future Board meeting.

VI. <u>ADJOURNMENT</u>

The meeting was adjourned at 7:15 p.m.

The next meeting will be April 16, 2018.

Minutes by Curtis L. Witters, Secretary.



MEMORANDUM

Andrew Lukasik Village Manager (561) 904-2122 ~ FAX (561) 848-3344 E-MAIL: alukasik@village-npb.org The Village of NORTH PALM BEACH 501 U.S. Highway #1 North Palm Beach, Florida 33408

DATE:

March 13, 2018

TO:

North Palm Beach Golf Advisory Board

FROM:

Andrew Lukasik, Village Manager

SUBJECT:

North Palm Beach Country Club - Monthly Golf Financials / February 2018

The North Palm Beach Country Club "Monthly Golf Financials" are broken into three primary categories, Memberships, Greens Fees, and Cart Rentals. The attached reports capture up to date statistical data for all three categories. Additionally, the Clubs' Revenue over Expense report has been included for your review.

- The Unrestricted Fund balance as of September 30, 2017 is \$361,4611.
- 186 Memberships (this includes 14 Junior Memberships) have been sold thus far in FY2018.
- The 5th month in this Fiscal Year (February) was 346 rounds more than our 4,069 projected rounds of play (4,415 rounds) with 3 unplayable hours being adversely impacted by inclement weather affecting the Country Club revenues.
- Non-member play YTD accounts for 59% of all rounds played.
- As of February 28th, Driving Range proceeds for FY2018 are \$149,965 compared to \$151,964 in February 2017.
- Several operating costs have exceeded the budgeted amount because the Country Club Budget was prepared based on the assumption that we would be operating out of the temporary facilities as of 10/01/2017; however, there was a delay in the project and we are still operating out of the main clubhouse until 05/01/2018.

The <u>FEBRUARY 2018</u> "Country Club" overall [preliminary] financials indicate that the *CLUB* revenues exceeded expenses by \$556,405.

3/9/2018 NORTH PALM BEACH COUNTRY CLUB GOLF MEMBERSHIP THRU 2/28/2018

	Resident	Non-Resident
Single	39	11
Family	11	3
Business Single	0	0
Business Family	1	0
Golf Plus Sing	1	0
Golf Plus Family	2	1
12 Month	50	35
12 Month GP	3	1
12 Month Junior	4	10
Summer Opt A	0	0
Summer Opt B	0	0
Summer Opt C		0
Junior	4	10
TOTAL	115	71

Grand Total

186

The Village of North Palm Beach Country Club Budget Summary (Preliminary) FY 2017-2018

Grie Shop revenues Golf Shop Evenues Personnel Costs Operating Costs Golf Shop & Range Country Club Administration Clubhouse & Grounds Insurance & General Liability Atlorney Fees Capital Outlay Capital Outlay Capital Outlay Capital Outlay Capital Outlay Capital Course Contingency Total Expenses S 2,662,405 S 2,662,405 S 3,000 Capital Outlay Capital Outlay Capital Outlay Capital Outlay Capital Courley Chaptal Outlay Capital Outlay Capital Outlay Capital Courley	Revenue	FY 2018 Original Budget	FY 2018 Revised Budget	Current YTD (Feb 2018)	% of Budget	Prior Year (Feb 2017)	Actual 9/30/17
Colf Shop revenues	Greens feelcast rentals/membership fees	\$ 1742.611	\$ 1.742.611	\$ 1,321,213	75.82%	\$ 1,397,132	\$ 2,302,642
Driving range revenues 238,524 238,524 149,965 62,87% 151,964 34 34 34 34 34 34 34	•				52.29%	134,270	296,119
Restaurant revenues Interest revenues Interest revenues Sale of Surplus Appropriated Retained Earnings Miscellaneous Total Revenues S 2,662,405 S 2,662,405 S 1,609,818 60.46% S 1,720,000 Expenses Personnel Costs Operating Costs Golf Course Maintenance Food & Beverage Food & Beverage Country Club Administration Clubhouse & Grounds Insurance & General Liability Attorney Fees Capital Outlay Capital Outlay Capital Outlay Capital Outlay Capital Country Capital Cultar Capital Outlay Capital Cultar Capital Cultar S 2,662,405 S 2,662,405 S 1,053,412 39.57% S 1,067,240 S 2,9 Revenues over (under) expenses S 2,662,405 S 2,662,405 S 1,053,412 39.57% S 1,067,240 S 2,9 Attorney Fees Contingency S 2,662,405 S 2,662,405 S 1,053,412 39.57% S 1,067,240 S 2,9 Attorney Fees Contingency S 2,662,405 S 2,662,405 S 1,053,412 39.57% S 1,067,240 S 2,9 Attorney Fees Contingency S 2,662,405 S 2,662,405 S 1,053,412 39.57% S 1,067,240 S 2,8 Revenues over (under) expenses	•			149,965	62.87%	151,964	303,994
Interest revenues		230,02	-	-	0.00%	25,295	32,595
Sale of Surplus		10,000	10.000	2,467	24.67%	3,632	10,274
Appropriated Retained Earnings Miscellaneous 6,000 6,000 10,948 182,46% 7,706 Total Revenues \$ 2,662,405 \$ 2,662,405 \$ 1,609,818 \$ 60.46% \$ 1,720,000 \$ 2,9 Expenses Personnel Costs Operating Costs Golf Course Maintenance Golf Shop & Range Food & Beverage Country Club Administration Clubhouse & Grounds Insurance & General Liability Attorney Fees Capital Outlay Capital Outlay Capital Outlay Capital Outlay Capital Outlay Debt Service Reserves Contingency Total Expenses Revenues over (under) expenses \$ 2,662,405 \$ 2,662,405 \$ 1,053,412 39.57% \$ 1,067,240 \$ 5 2,88 \$ 1,053,412 39.57% \$ 1,067,240 \$ 5 2,88 \$ 1,053,412 39.57% \$ 1,067,240 \$ 5 2,88 \$ 1,053,412 39.57% \$ 1,067,240 \$ 5 2,88 \$ 1,053,412 39.57% \$ 1,067,240 \$ 5 2,88 \$ 1,053,412 39.57% \$ 1,067,240 \$ 5 2,88 \$ 1,053,412 39.57% \$ 1,067,240 \$ 5 2,88 \$ 1,053,412 39.57% \$ 1,067,240 \$ 5 2,88 \$ 1,053,412 39.57% \$ 1,067,240 \$ 1,050 \$ 1,050 \$ 1,053,412 39.57% \$ 1,067,240 \$ 1,050 \$ 1,050 \$ 1,053,412 \$ 1,05		10,002			0.00%	-	_
Appropriate Technology		425 770	425,770		0.00%	-	-
Total Revenues \$ 2,662,405 \$ 2,662,405 \$ 1,609,818 60.46% \$ 1,720,000				10,948	182.46%	7,706	11,081
Expenses S81,761 S81,761 308,000 52.94% 304,222 6	Miscerialicous	- 0,000	-,				
Personnel Costs	Total Revenues	\$ 2,662,405	\$ 2,662,405	\$ 1,609,818	60.46%	\$ 1,720,000	\$ 2,956,706
Personnel Costs	Parameter						
Operating Costs 1,149,822 1,149,822 466,295 40.55% 469,137 1,1 Golf Course Maintenance 1,149,822 1,149,822 466,295 40.55% 469,137 1,1 Golf Shop & Range 421,939 421,939 180,844 42.86% 203,363 4 Food & Beverage 16,600 16,600 30,860 185.90% 21,086 21,086 20,086 12,200 5,601 45.91% 12,536 12,536 12,200 5,601 45.91% 12,536 12,536 12,200 12,200 5,601 45.91% 12,536 12,536 12,200 12,200 5,601 45.91% 12,536 12,536 12,200 12,200 5,601 45.91% 12,536 12,536 12,536 12,536 12,536 12,536 12,536 12,536 12,536 12,536 12,536 12,032 13,032 13,032 13,032 13,032 13,032 13,032 13,032 13,032 13,032 13,032 13,032 13,032 13,032		581 761	581.761	308,000	52.94%	304,222	649,433
Colf Course Maintenance	Personnei Costs	501,701	301,101				
Golf Course Maintenance Golf Shop & Range Golf Shop & Range Food & Beverage Country Club Administration Clubhouse & Grounds Insurance & General Liability Attorney Fees Capital Outlay Capital Outlay Debt Service Debt Service Debt Service Total Expenses Golf Shop & Range 421,939 421,939 180,844 42.86% 203,363 4 42.86% 21,086 185.90% 21,086 12,200 12,200 5,601 45.91% 12,536 34,913 1 1,7796 40.41% 19,779 10,000 10,000 2,301 23,01% 2,204 23,000 - 0.00% -	Operating Costs			166005	40.660/	460 127	1,137,008
Total Expenses Sample Sa	Golf Course Maintenance						418,621
Country Club Administration	Golf Shop & Range						64,288
Country Club Administration							20,109
Insurance & General Liability	Country Club Administration						
Attorney Fees 10,000 10,000 2,301 23,01% 2,204	Clubhouse & Grounds						118,380
Attorney Fees Capital Outlay Capital Outlay Debt Service Debt Service Total Expenses 10,000	Insurance & General Liability						47,469
Capital Outlay 23,000 23,000 - 0.00%	Attorney Fees	10,000	10,000	2,301	23.01%	2,204	4,683
Capital Offiay 2.3,000 2.5,000 2.5,000 2.5,000 2.5,000 2.5,000 2.5,000 2.5,000 2.5,000 2.5,000 2.5,000 2.5,000 2.5,000 2.5,000 3.5,000							2.456
Debt Service 398,159 398,159 - 0.00% - 3 Reserves	Capital Outlay	23,000	23,000	-	0.00%	-	2,416
Debt Service 336,139 350,135 500	Debt Service						200 150
Contingency - <th< td=""><td>Debt Service</td><td>398,159</td><td>398,159</td><td></td><td>0.00%</td><td>-</td><td>398,159</td></th<>	Debt Service	398,159	398,159		0.00%	-	398,159
Total Expenses \$ 2,662,405 \$ 2,662,405 \$ 1,053,412 \$ 39.57% \$ 1,067,240 \$ \$ 2,8 Revenues over (under) expenses \$ - \$ - \$ 556,405 \$ \$ 652,760 \$	Reserves			<u> </u>			
Total Expenses \$ 2,662,405 \$ 2,662,405 \$ 1,053,412 \$ 39.57% \$ 1,067,240 \$ \$ 2,8 Revenues over (under) expenses \$ - \$ - \$ 556,405 \$ \$ 652,760 \$	Contingency	-	-			-	10,407
Total Expenses \$ 2,002,703 \$ 2				l			
Revenues over (under) expenses	Total Expenses	\$ 2,662,405	\$ 2,662,405	\$ 1,053,412	39,57%	\$ 1,067,240	\$ 2,870,972
	Revenues over (under) expenses	<u>s</u> -	<u>s</u> -	\$ 556,405	• •	\$ 652,760	\$ 85,734
# Rounds 25,044 25,044 17,713 70,73% 18,982	# Rounds	25,044	25,044	17,713	70,73%	18,982	41,979

			_					_			_	_	_	
	Difference	1.1	324	267	-143	346	0	0	0	0	0	0	0	871
2017-2018	Actual	2,711	3,431	3,427	3,729	4,415								17,713
	Projected	2,634	3,107	3,160	3,872	4,069	4,422	3,780	0	0	0	0	0	25.044
2016-2017	Actual	2,592	3,564	3,576	4,426	4,824	5,054	4,180	3,983	2,746	2,805	2,656	1,573	41,979
2010-2011 2011-2012 2012-2013 2013-2014 2014-2015 2015-2016 2016-2017	Actual	3,067	3,380	3,287	3,933	4,511	4,685	4,409	4,136	3,004	3,131	2,397	2,475	42,415
2014-2015	Actual	3,119	3,413	699'8	4,549	4,227	5,002	4,012	4,151	2,903	2,738	2,694	2,457	42.934
2013-2014	Actual	3126	3,252	3,682	4,094	4,647	4,947	4,006	4,377	2,673	2,952	3,798	2,251	43,805
2012-2013	Actual	2913	3,586	3,403	4,229	4,196	4,779	3,814	3,612	3,397	3,463	3,625	2,876	43,893
2011-2012	Actual	3036	3,797	3,521	4,201	4,364	4,836	3,946	4,075	3,414	3,723	2,927	3,305	45.145
2010-2011	Actual	3352	3,963	2,933	4,330	4,552	4,856	4,316	4,098	3,174	3,485	3,197	2,716	44.972
2009-2010	Actual	3820	4,188	3,866	4,518	4,538	4,769	4,577	4,999	4,021	4,144	3,635	3,135	50.210
2008-2009 2009-2010	Actual	3667	4,085	3,917	4,819	4,598	4,848	4,961	4,545	3,854	4,057	3,999	3,562	50.910
2007-2008	Actual	3323	4,733	4,007	4,645	5,292	5,546	4,932	4,922	3,540	4,334	3,838	3,210	52.318
2006-2007	Course Renovation &	pesoro	1,925	4,813	5,597	5,305	5,728	4,825	4,251	3,863	4,118	4,185	3,430	48.040
	Month	October	November	December	January	February	March	April	May	June	July	August	September	TOTAL

						_	4	17.19	Mari	1	Tube	Assessed.	Centernher	Vest.to.Date	BEIN SINIM GSG	
	Adopted Budge	Cateber	November	December	January		Toron	ind.	t terral		, iii			0000000		
Golf Green Fees	913.172	40.044.16	65,590,11	90,852.65	116,776,24	155,354.23								408,017.37	16,110,804	
0-16 Out 9 and 10 and	127 479	50 158 05	71 238 27	67 079 99	72,690.29	89 266 27								353,075.91	353.075.91	•
Golf Call Nation For	110,000	00000	4 207 60	00 000 3	00 ECO 3	4 007 Kd								23 773 82	23,773,82	•
Walking Fee	979,50	7,42,42.00	00/01	00'0/0'0	0,777	1,00,0										
Golf Merchandise	185,000	7,652,13	9,951,59	12,549.88	9,436.88	13,267.49								52,857.97	52,857.97	
Deiniso Panne (No I resenfall incl)	304 953	16.821.42	23,431,26	27,436.09	32,391.89	42,134,20								142,214.86	142,214.86	,
Lessons	140,000	4,245.00	14,005.00	6,550.00	4,990.00	14,582.50								44,372.50	44,372.50	
Campa/Canadial Dynasts																,
Membershin Beriden	356.290	182,609,60	51.989.00	18,188,57	27.886.11	(740,47)								280,322.81	280,322,81	1
Membership New Decident	OUT ECC	00 140 87	36 408 78	7.782 19	33 480 48	2,705,34								179,526.66	179,526.66	
Manual Supervision Position	200 P	260000	100.00	200 00		Ī								4,200,00	4,200,00	
Membersup-Junor	0000	3 900 00	0000											3,800.00	3,800.00	•
Membersmp-business	24. 95	00000	. ,	•										(297.00)	(297.00)	1
Tournessing - commen	0000	460.00	710.40	170.50	1.139.90	2.976.03								5,456.83	5,456.83	
Touribulant Proceeds	Contra					1										
Total	3,106,349												'	1,557,921.73	1,557,921.73	
Rounds		2,711.00	3,431.00	3,427.00	3,729.00	4,415.00								17,713,00		
# OF UNPLAYABLE HOURS		33.75	18.50	10.00	92.00	3.00								157.25		

FEB 2018 Country Club Revenue Report Country Club - Golf Year-To-Date Summary

∢	Adopted Budget	Year-To-Date	%
Golf Green Fees	655.902	468.617.37	71.45%
Golf Cart Rental Fee	543,599	353,075.91	64.95%
Walking Fee	37,630	23,773.82	63.18%
Membership-Resident	287,150	280,322.81	97.62%
Membership-Non-Resident	202,050	179,526.66	88.85%
Membership-Junior	7,560	4,200.00	55.56%
Membership-Business	3,420	3,800.00	0.00%
Membership - Summer	•	(297.00)	0.00%
Golf Merchandise	100,000	52,857.97	52.86%
Golf Lessons	100,000	44,372.50	44.37%
Driving Range	238,524	142,214.86	59.62%
Camps	,	t	ı
Tournament Proceeds	3,000	5,456.83	181.89%
Total	2,178,835	1,557,921.73	71.50%
Total # of Rounds	25,044	17,713	70.73%