

VILLAGE OF NORTH PALM BEACH

GOLF ADVISORY BOARD

MINUTES of March 19, 2018

I. CALL TO ORDER

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

p.m.

II. ROLL CALL

A. Present:

Absent:

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. ADMINISTRATIVE REPORTS

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. DISCUSSION TOPICS

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. ADJOURNMENT

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
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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 **FEBRUARY 2018** “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	0
Junior	4	10
TOTAL	115	71

Grand Total

186

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

	FY 2018 Original Budget	FY 2018 Revised Budget	Current YTD (Feb 2018)	% of Budget	Prior Year (Feb 2017)	Actual 9/30/17
Revenue						
Greens fee/cart rentals/membership fees	\$ 1,742,611	\$ 1,742,611	\$ 1,321,213	75.82%	\$ 1,397,132	\$ 2,302,642
Golf Shop revenues	239,500	239,500	125,225	52.29%	134,270	296,119
Driving range revenues	238,524	238,524	149,965	62.87%	151,964	303,994
Restaurant revenues	-	-	-	0.00%	25,295	32,595
Interest revenues	10,000	10,000	2,467	24.67%	3,632	10,274
Sale of Surplus	-	-	-	0.00%	-	-
Appropriated Retained Earnings	425,770	425,770	-	0.00%	-	-
Miscellaneous	6,000	6,000	10,948	182.46%	7,706	11,081
Total Revenues	\$ 2,662,405	\$ 2,662,405	\$ 1,609,818	60.46%	\$ 1,720,000	\$ 2,956,706
Expenses						
Personnel Costs	581,761	581,761	308,000	52.94%	304,222	649,433
Operating Costs						
Golf Course Maintenance	1,149,822	1,149,822	466,295	40.55%	469,137	1,137,008
Golf Shop & Range	421,939	421,939	180,844	42.86%	203,363	418,621
Food & Beverage	16,600	16,600	30,860	185.90%	21,086	64,288
Country Club Administration	12,200	12,200	5,601	45.91%	12,536	20,109
Clubhouse & Grounds	4,886	4,886	41,715	853.76%	34,913	118,380
Insurance & General Liability	44,038	44,038	17,796	40.41%	19,779	47,469
Attorney Fees	10,000	10,000	2,301	23.01%	2,204	4,683
Capital Outlay						
Capital Outlay	23,000	23,000	-	0.00%	-	2,416
Debt Service						
Debt Service	398,159	398,159	-	0.00%	-	398,159
Reserves						
Contingency	-	-	-	0.00%	-	10,407
Total Expenses	\$ 2,662,405	\$ 2,662,405	\$ 1,053,412	39.57%	\$ 1,067,240	\$ 2,870,972
Revenues over (under) expenses	\$ -	\$ -	\$ 556,405		\$ 652,760	\$ 85,734
# Rounds	25,044	25,044	17,713	70.73%	18,982	41,979

FEB 2018 Country Club Revenue Report
Country Club - Golf
Monthly Summary

	October	November	December	January	February	March	April	May	June	July	August	September	Year-to-Date	PER MUNIS	DIFF
Adopted Budget	913,172														
Golf Green Fees	40,064.16	66,590.11	90,852.65	116,776.24	153,354.21								468,617.37		
Golf Cart Rental Fee	52,851.09	71,238.27	67,029.99	72,690.29	89,266.27								353,075.91		
Walking Fee	2,292.60	4,337.58	5,078.30	6,077.70	5,987.64								23,773.82		
Golf Merchandise	7,652.13	9,951.59	12,549.88	9,436.88	13,267.49								52,857.97		
Driving Range (No Lease-Golf Inc.)	16,821.42	23,431.26	27,436.09	32,391.89	42,134.20								142,214.86		
Lessons	4,245.00	14,005.00	6,550.00	4,990.00	14,382.50								44,372.50		
Camps/Special Events	182,999.60	51,989.00	18,188.57	27,886.11	(749.47)								280,322.81		
Membership-Resident	99,149.87	36,408.78	7,782.19	33,480.48	2,705.34								179,526.66		
Membership-Non Resident	3,600.00	300.00	300.00	-	-								4,200.00		
Membership-Junior	3,800.00	-	-	-	-								3,800.00		
Membership-Business	(297.00)	-	-	-	-								(297.00)		
Membership - Summer	460.00	710.40	170.50	1,139.90	2,976.03								5,456.83		
Tournament Proceeds															
Total	3,106,349												1,557,921.73		

Rounds	2,711.00	3,431.00	3,427.00	3,729.00	4,415.00								17,713.00		
GOLF EMPLOYEE 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

<i>YEAR-TO-DATE SUMMARY</i>			
	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	-	-	-
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%