

VILLAGE OF NORTH PALM BEACH

GOLF ADVISORY BOARD

MINUTES of May 21, 2018

I. CALL TO ORDER

A. The meeting was called to order by Chairman Steve Mathison at 6:00 p.m.

II. ROLL CALL

A. Present:

Stephen Mathison – Chairman

Rich Pizzolato – Vice Chairman

Susan Filardo – New Member

David Talley – Member

Jeff Irish – 1st Alternate

Absent:

Curtis Witters – Member

Jeff Egizio – 2nd Alternate

B. Staff Members Present:

Casey Mitchell, Director of Golf Operations

C. Council Members Present:

None

D. Public Present: Jerry Pierman

III. APPROVAL OF MEETING MINUTES

A. Minutes of the March 2018 GAB Meeting were approved 5-0.

IV. ADMINISTRATIVE REPORTS

A. Village Manager was not present. The report Managers and Golf report were provided by Casey Mitchell, Director of Golf, delivered her report. A copy is attached.

V. DISCUSSION TOPICS

Casey Mitchell reviewed the progress of the course regrassing and other changes being worked on including all of the recommended changes by the Nickalus Group. Discussions were held regarding the limiting of full memberships and tee time allocations. It was suggested that we spend the majority of the meeting on the subject of memberships and to defer discussions regarding equitable tee times until the June meeting.

Ms. Mitchell requested that the Board consider her request to limit full membership, excluding juniors and Summer memberships, to 175 for the up-coming season once the course reopens. While the Board did not agree to a specific number of registrations, it did agree to provide The Director of Golf the latitude to restrict Memberships if it best served the operation of the golf course. The Board further requested that Ms Mitchell provide the Board with a more comprehensive plan with regard to all membership types and any financial impact expected as a result of Membership changes.

The topic of equitable tees time and group booking was deferred until the June meeting. The June meeting was rescheduled from June 18<sup>th</sup> to June 11<sup>th</sup>.

VI. ADJOURNMENT

The meeting was adjourned at 7:55 p.m.

The next meeting will be June 11<sup>th</sup> at 6:00PM

Minutes by Rich Pizzolato, Vice Chairman.



# MEMORANDUM

Mr. 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

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**DATE:** April 11, 2018  
**TO:** North Palm Beach Golf Advisory Board  
**FROM:** Andrew Lukasik, Village Manager  
**SUBJECT:** North Palm Beach Country Club – Monthly Golf Financials / March 2018

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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 \$361,461.
- 191 Memberships (*this includes 14 Junior Memberships*) have been sold thus far in FY2018.
- The 6th month in this Fiscal Year (March) was 337 rounds more than our 4,422 projected rounds of play (4,759 rounds) with 2 unplayable hours being adversely impacted by inclement weather affecting the Country Club revenues.
- Non-member play YTD accounts for 59.1% of all rounds played.
- As of March 31st, Driving Range proceeds for FY2018 are \$194,221 compared to \$193,650 in March 2017.
- Several operating costs have exceeded the budgeted amounts 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 **MARCH 2018** “Country Club” overall [preliminary] financials indicate that the **CLUB** revenues exceeded expenses by \$ 457,923.

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

	FY 2018 Original Budget	FY 2018 Revised Budget	Current YTD (Mar 2018)	% of Budget	Prior Year (Mar 2017)	Actual 9/30/17
<b>Revenue</b>						
Greens fee/cart rentals/membership fees	\$ 1,742,611	\$ 1,742,611	\$ 1,616,020	92.74%	\$ 1,709,341	\$ 2,302,642
Golf Shop revenues	239,500	239,500	156,267	65.25%	180,564	296,119
Driving range revenues	238,524	238,524	194,221	81.43%	193,650	303,994
Restaurant revenues	-	-	-	0.00%	28,295	32,595
Interest revenues	10,000	10,000	2,467	24.67%	4,592	10,274
Sale of Surplus	-	-	-	0.00%	-	-
Appropriated Retained Earnings	425,770	425,770	-	0.00%	-	-
Miscellaneous ①	6,000	6,000	11,124	185.40%	8,333	11,081
<b>Total Revenues</b>	<b>\$ 2,662,405</b>	<b>\$ 2,662,405</b>	<b>\$ 1,980,099</b>	<b>74.37%</b>	<b>\$ 2,124,776</b>	<b>\$ 2,956,706</b>
<b>Expenses</b>						
<b>Personnel Costs</b>	581,761	581,761	356,637	61.30%	360,242	649,433
<b>Operating Costs</b>						
Golf Course Maintenance	1,149,822	1,149,822	560,639	48.76%	563,661	1,137,008
Golf Shop & Range	421,939	421,939	213,945	50.71%	258,784	418,621
Food & Beverage ②	16,600	16,600	34,353	206.95%	27,099	64,288
Country Club Administration	12,200	12,200	8,851	72.55%	15,521	20,109
Clubhouse & Grounds ②	4,886	4,886	46,416	949.97%	46,806	118,380
Insurance & General Liability	44,038	44,038	21,355	48.49%	23,734	47,469
Attorney Fees	10,000	10,000	2,867	28.67%	2,577	4,683
<b>Capital Outlay</b>						
Capital Outlay	23,000	23,000	78,035	339.28%	-	2,416
<b>Debt Service</b>						
Debt Service	398,159	398,159	199,079	50.00%	199,079	398,159
<b>Reserves</b>						
Contingency	-	-	-	0.00%	-	10,407
<b>Total Expenses</b>	<b>\$ 2,662,405</b>	<b>\$ 2,662,405</b>	<b>\$ 1,522,176</b>	<b>57.17%</b>	<b>\$ 1,497,504</b>	<b>\$ 2,870,972</b>
<b>Revenues over (under) expenses</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 457,923</b>		<b>\$ 627,272</b>	<b>\$ 85,734</b>
<b># Rounds</b>	<b>25,044</b>	<b>25,044</b>	<b>22,472</b>	<b>89.73%</b>	<b>24,036</b>	<b>41,979</b>

Current YTD Notes:

- ① Unbudgeted item: Insurance Refunds
- ② Several expense categories had an increase in costs as a result of operating from the Clubhouse vs. temporary facilities (FY18 budget was prepared based on the assumption that we would be operating out of the temporary facilities):
  - Property taxes as a result of F&B lease operation
  - Utilities
  - Janitorial services
  - Extension of temporary chiller contract

4/11/2018

**NORTH PALM BEACH COUNTRY CLUB  
GOLF MEMBERSHIP THRU 3/31/2018**

	<b>Resident</b>	<b>Non-Resident</b>
<b>Single</b>	39	11
<b>Family</b>	11	3
<b>Business Single</b>	0	0
<b>Business Family</b>	1	0
<b>Golf Plus Sing</b>	1	0
<b>Golf Plus Family</b>	2	1
<b>12 Month</b>	55	35
<b>12 Month GP</b>	3	1
<b>12 Month Junior</b>	4	10
<b>Summer Opt A</b>	0	0
<b>Summer Opt B</b>	0	0
<b>Summer Opt C</b>	0	0
<b>Junior</b>	4	10
<b>TOTAL</b>	120	71

**Grand Total** 191

MARCH 2018 Country Club Revenue Report  
Golf Rounds Comparison

Month	2006-2007	2007-2008	2008-2009	2009-2010	2010-2011	2011-2012	2012-2013	2013-2014	2014-2015	2015-2016	2016-2017	2017-2018		
	Course Renovation & Start-up	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Projected	Actual	Difference
October	closed	3323	3667	3820	3352	3036	2913	3126	3,119	3,067	2,592	2,634	2,711	77
November	1,925	4,733	4,085	4,188	3,963	3,797	3,586	3,252	3,413	3,380	3,564	3,107	3,431	324
December	4,813	4,007	3,917	3,866	2,933	3,521	3,403	3,682	3,669	3,287	3,576	3,160	3,427	267
January	5,597	4,645	4,819	4,518	4,330	4,201	4,229	4,094	4,549	3,933	4,426	3,872	3,729	-143
February	5,305	5,292	4,598	4,538	4,552	4,364	4,196	4,647	4,227	4,511	4,824	4,069	4,415	346
March	5,728	5,546	4,848	4,769	4,856	4,836	4,779	4,947	5,002	4,685	5,054	4,422	4,759	337
April	4,825	4,932	4,961	4,577	4,316	3,946	3,814	4,006	4,012	4,409	4,180	3,780		0
May	4,251	4,922	4,545	4,999	4,098	4,075	3,612	4,377	4,151	4,136	3,983	0		0
June	3,863	3,540	3,854	4,021	3,174	3,414	3,397	2,673	2,903	3,004	2,746	0		0
July	4,118	4,334	4,057	4,144	3,485	3,723	3,463	2,952	2,738	3,131	2,805	0		0
August	4,185	3,838	3,999	3,635	3,197	2,927	3,625	3,798	2,694	2,397	2,656	0		0
September	3,430	3,210	3,562	3,135	2,716	3,305	2,876	2,251	2,457	2,475	1,573	0		0
<b>TOTAL</b>	<b>48,040</b>	<b>52,318</b>	<b>50,910</b>	<b>50,210</b>	<b>44,972</b>	<b>45,145</b>	<b>43,893</b>	<b>43,805</b>	<b>42,934</b>	<b>42,415</b>	<b>41,979</b>	<b>25,044</b>	<b>22,472</b>	<b>1,208</b>

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

	Adopted Budget	October	November	December	January	February	March	April	May	June	July	August	September	Year-to-Date	PER MUNIS	DIFF
Golf Green Fees	913,172	40,044.16	65,590.11	90,852.65	116,776.24	155,354.21	165,143.02							633,760.39	633,760.39	-
Golf Cart Rental Fee	874,771	52,851.09	71,238.27	67,029.99	72,690.29	89,266.27	94,306.81							447,382.72	447,382.72	-
Walking Fee	53,818	2,292.60	4,337.58	5,078.30	6,077.70	5,987.64	6,993.68							30,767.50	30,767.50	-
Golf Merchandise	185,000	7,652.13	9,951.59	12,549.88	9,436.88	13,267.49	18,054.25							70,912.22	70,912.22	-
Driving Range (No Lease-Golf incl.)	304,953	16,821.42	23,431.26	27,436.09	32,391.89	42,134.20	44,256.37							186,471.23	186,471.23	-
Lessons	140,000	4,245.00	14,005.00	6,550.00	4,990.00	14,582.50	4,130.00							48,502.50	48,502.50	-
Camps/Special Events														-	-	-
Membership-Resident	356,290	182,999.60	51,989.00	18,188.57	27,886.11	(740.47)	22,520.87							302,843.68	302,843.68	-
Membership-Non Resident	223,400	99,149.87	36,408.78	7,782.19	33,480.48	2,705.34	4,853.90							184,380.56	184,380.56	-
Membership-Junior	4,500	3,600.00	300.00	300.00	-		300.00							4,500.00	4,500.00	-
Membership-Business	9,200	3,800.00	-	-	-									3,800.00	3,800.00	-
Membership - Summer	38,245	(297.00)	-	-	-									(297.00)	(297.00)	-
Tournament Proceeds	3,000	460.00	710.40	170.50	1,139.90	2,976.03	538.95							5,995.78	5,995.78	-
<b>Total</b>	<b>3,106,349</b>													<b>1,919,019.58</b>	<b>1,919,019.58</b>	<b>-</b>
Rounds		2,711.00	3,431.00	3,427.00	3,729.00	4,415.00	4,759.00							22,472.00		
# OF UNPLAYABLE HOURS		33.75	18.50	10.00	92.00	-	-							154.25		

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

<i>YEAR-TO-DATE SUMMARY</i>			
	<u>Adopted Budget</u>	<u>Year-To-Date</u>	<u>%</u>
Golf Green Fees	655,902	633,760.39	96.62%
Golf Cart Rental Fee	543,599	447,382.72	82.30%
Walking Fee	37,630	30,767.50	81.76%
Membership-Resident	287,150	302,843.68	105.47%
Membership-Non-Resident	202,050	184,380.56	91.25%
Membership-Junior	7,560	4,500.00	59.52%
Membership-Business	3,420	3,800.00	0.00%
Membership - Summer	-	(297.00)	0.00%
Golf Merchandise	100,000	70,912.22	70.91%
Golf Lessons	100,000	48,502.50	48.50%
Driving Range	238,524	186,471.23	78.18%
Camps	-	-	-
Tournament Proceeds	3,000	5,995.78	199.86%
<b>Total</b>	<b>2,178,835</b>	<b>1,919,019.58</b>	<b>88.08%</b>
<b>Total # of Rounds</b>	<b>25,044</b>	<b>22,472</b>	<b>89.73%</b>

4/10/2018



MARCH 2018 Country Club Revenue Report

Country Club - Golf

	THURS 3/1/2018	FRI 3/2/2018	SAT 3/3/2018	SUN 3/4/2018	MON 3/5/2018	TUE 3/6/2018	WED 3/7/2018	THURS 3/8/2018	FRI 3/9/2018	SAT 3/10/2018	SUN 3/11/2018	MON 3/12/2018	TUE 3/13/2018	WED 3/14/2018	THURS 3/15/2018	FRI 3/16/2018	SAT 3/17/2018	SUN 3/18/2018	MON 3/19/2018	TUE 3/20/2018	WED 3/21/2018	THURS 3/22/2018	FRI 3/23/2018	SAT 3/24/2018	SUN 3/25/2018	MON 3/26/2018	TUE 3/27/2018	WED 3/28/2018	THURS 3/29/2018	FRI 3/30/2018	SAT 3/31/2018	Monthly Total		
<b>Golf Rounds</b>																																		
18 hole member rounds	63.0	60.0	48.0	52.0	37.0	44.0	28.0	56.0	46.0	54.0	40.0	26.0	49.0	35.0	49.0	40.0	79.0	49.0	29.0	47.0	33.0	49.0	47.0	48.0	68.0	30.0	48.0	58.0	54.0	54.0	61.0	1,481.0		
9 hole member rounds	10.0	14.0	8.0	9.0	52.0	12.0	12.0	8.0	12.0	9.0	11.0	9.0	16.0	13.0	17.0	26.0	9.0	9.0	10.0	9.0	6.0	9.0	9.0	13.0	13.0	15.0	13.0	10.0	10.0	15.0	6.0	394.0		
18 hole resident rounds	5.0	1.0	1.0	2.0	0.0	6.0	2.0	4.0	4.0	-	3.0	-	6.0	2.0	4.0	2.0	1.0	5.0	6.0	3.0	-	4.0	3.0	1.0	4.0	1.0	3.0	5.0	4.0	4.0	3.0	90.0		
9 hole resident rounds	4.0	2.0	0.0	1.0	4.0	1.0	1.0	1.0	1.0	2.0	1.0	1.0	1.0	1.0	-	3.0	-	-	4.0	5.0	-	2.0	6.0	3.0	1.0	2.0	4.0	2.0	2.0	1.0	-	56.0		
18 hole guest rounds	20.0	16.0	22.0	17.0	12.0	12.0	12.0	17.0	13.0	18.0	7.0	3.0	14.0	13.0	11.0	19.0	17.0	11.0	11.0	11.0	69.0	11.0	13.0	22.0	3.0	11.0	7.0	14.0	9.0	7.0	13.0	455.0		
9 hole guest rounds	4.0	3.0	1.0	1.0	11.0	6.0	6.0	1.0	6.0	2.0	15.0	3.0	1.0	13.0	1.0	2.0	-	2.0	8.0	8.0	7.0	5.0	-	1.0	4.0	7.0	6.0	7.0	3.0	1.0	1.0	136.0		
18 hole "walk-in" rounds	34.0	64.0	67.0	29.0	22.0	57.0	18.0	32.0	51.0	44.0	29.0	35.0	32.0	52.0	48.0	60.0	33.0	56.0	45.0	41.0	9.0	56.0	62.0	48.0	28.0	23.0	26.0	25.0	24.0	45.0	38.0	1,228.0		
9 hole "walk-in" rounds	13.0	23.0	0.0	21.0	13.0	15.0	20.0	27.0	13.0	14.0	16.0	7.0	14.0	19.0	31.0	13.0	12.0	10.0	14.0	21.0	2.0	25.0	21.0	12.0	10.0	12.0	10.0	14.0	7.0	17.0	8.0	454.0		
Junior	2.0	5.0	8.0	6.0	1.0	2.0	4.0	3.0	-	3.0	2.0	2.0	3.0	3.0	2.0	7.0	5.0	3.0	8.0	4.0	1.0	2.0	8.0	1.0	5.0	5.0	5.0	5.0	2.0	7.0	9.0	115.0		
<b>Tournament Rounds</b>																																		
League Play																																		8.0
18 Hole Twilight	14.0	13.0	11.0	27.0	4.0	29.0	16.0	14.0	30.0	8.0	8.0	6.0	14.0	22.0	13.0	8.0	4.0	15.0	13.0	1.0		11.0	6.0	7.0	11.0	8.0		8.0	6.0	11.0	4.0	342.0		
<b>Total Rounds</b>	<b>169.0</b>	<b>201.0</b>	<b>166.0</b>	<b>165.0</b>	<b>156.0</b>	<b>194.0</b>	<b>119.0</b>	<b>163.0</b>	<b>176.0</b>	<b>154.0</b>	<b>127.0</b>	<b>92.0</b>	<b>147.0</b>	<b>173.0</b>	<b>176.0</b>	<b>180.0</b>	<b>160.0</b>	<b>160.0</b>	<b>148.0</b>	<b>150.0</b>	<b>127.0</b>	<b>174.0</b>	<b>175.0</b>	<b>156.0</b>	<b>142.0</b>	<b>114.0</b>	<b>122.0</b>	<b>156.0</b>	<b>162.0</b>	<b>143.0</b>	<b>4,759.0</b>			

<b>Revenues</b>																																	
<b>Golf Revenues</b>																																	
cart fee 05232	3665.98	3,832.34	3,713.60	3,428.01	2,372.79	4,172.87	2,264.92	3,317.15	3,560.68	3,204.83	2,227.32	1,859.53	3,007.90	3,494.80	3,485.27	3,463.65	2,930.75	3,431.19	2,907.55	2,975.95	3,030.32	3,724.45	3,424.97	3,193.80	2,631.60	2,061.98	2,378.58	2,715.18	2,305.44	2,924.65	2,706.56	94,306.81	
walking fee 07100	184.58	347.74	189.83	216.88	232.97	113.79	167.06	191.85	312.17	175.88	171.64	111.57	180.13	233.89	221.31	276.30	375.27	209.37	211.42	154.35	39.28	169.61	306.90	246.83	339.51	177.10	122.34	340.74	267.18	413.74	292.45	6,993.68	
greens fee 05231	5075.52	7,977.77	7,595.13	5,770.54	3,459.02	6,974.83	3,705.99	5,241.90	7,339.67	6,132.78	4,116.80	3,427.98	4,480.78	6,620.65	6,048.95	7,390.06	4,738.68	6,658.06	5,608.02	4,928.01	3,255.14	6,638.74	7,551.20	6,342.92	3,560.49	3,523.82	3,303.40	4,214.52	3,194.78	5,730.56	4,728.31	165,143.02	
<b>Total Golf Revenues</b>	<b>8,926.08</b>	<b>12,157.85</b>	<b>11,498.56</b>	<b>9,415.43</b>	<b>6,064.78</b>	<b>11,261.49</b>	<b>6,137.97</b>	<b>8,750.90</b>	<b>11,212.52</b>	<b>9,513.49</b>	<b>6,315.76</b>	<b>5,399.08</b>	<b>7,668.81</b>	<b>10,349.24</b>	<b>9,755.53</b>	<b>11,130.01</b>	<b>8,064.70</b>	<b>10,298.62</b>	<b>8,726.99</b>	<b>8,058.31</b>	<b>6,324.74</b>	<b>10,532.80</b>	<b>11,283.07</b>	<b>9,783.55</b>	<b>6,531.60</b>	<b>5,762.90</b>	<b>5,804.32</b>	<b>7,270.44</b>	<b>5,767.40</b>	<b>9,068.95</b>	<b>7,727.32</b>	<b>266,763.51</b>	
Golf Merchandise 02301	426.12	908.99	457.03	1,142.83	431.00	1,225.07	513.31	642.59	340.24	560.22	323.25	457.53	316.47	793.14	919.44	669.55	907.20	340.09	296.90	414.43	1,323.88	695.72	418.93	564.00	350.95	206.07	305.78	685.39	232.55	534.17	651.41	18,054.25	
Driving Range 07500	767.6	2,200.18	965.28	820.83	669.60	2,905.27	534.13	747.40	3,356.52	1,341.79	703.25	652.52	1,112.59	3,568.36	1,703.73	744.91	2,607.63	906.90	998.87	758.17	2,849.90	1,745.18	964.49	955.37	888.03	2,809.35	768.49	792.96	2,557.94	933.15	885.98	44,256.37	
Golf Instruction 02303	90		200.00		200.00		150.00	250.00	170.00	200.00		100.00	150.00	250.00	100.00	230.00	200.00		190.00		250.00					50.00	550.00	250.00	75.00		350.00	4,130.00	
Golf Camps/Special Events																																	0.00
Tournament Proceeds 08310				540.00			(631.00)				110.00	49.95					1,050.00				50.00	(50.00)				120.00			(625.00)	(75.00)		538.95	
<b>Total Revenue</b>	<b>10,209.80</b>	<b>15,267.02</b>	<b>13,120.87</b>	<b>11,379.09</b>	<b>7,905.38</b>	<b>15,391.83</b>	<b>6,704.41</b>	<b>10,390.89</b>	<b>15,079.28</b>	<b>11,615.50</b>	<b>7,542.26</b>	<b>6,719.13</b>	<b>9,297.82</b>	<b>14,960.84</b>	<b>12,478.70</b>	<b>12,774.47</b>	<b>11,779.53</b>	<b>11,545.61</b>	<b>11,262.76</b>	<b>9,230.91</b>	<b>10,798.52</b>	<b>12,923.70</b>	<b>12,666.49</b>	<b>11,467.92</b>	<b>7,770.58</b>	<b>8,948.32</b>	<b>7,428.59</b>	<b>8,998.79</b>	<b>8,007.89</b>	<b>10,461.27</b>	<b>9,614.71</b>	<b>333,742.88</b>	