

AGENDA

FOX RUN GOLF ADVISORY BOARD

**Thursday, April 21, 2016
Fox Run Golf Course Clubhouse – 12:00 P.M.**

I. ROUTINE BUSINESS

- A. Roll Call. In 2016, terms expire for Dan Kortan and Mike Brinkerhoff in June.
- B. Consideration of March minutes (attachment).
- C. Public Appearances

II. OLD BUSINESS

- A. No Old Business

III. NEW BUSINESS

- A. Monthly round report and season pass report from Tom and course software. Tom will provide documents at meeting.
- B. Revenue report from City financials through end of March (attachment).
- C. League updates.
- D. Course event calendar and updates.
- E. 2016 – 2020 Proposed Capital Improvement Plan (attachment). The first step in the 2017 budgeting process is to meet with the Commission and examine the 2016 and 2017 Capital Improvement Plans. Then, in the next couple of months, the review of the entire 2016 – 2020 CIP will take place at another meeting. Finally, the review and establishment of the 2017 operating budget will take place.

The current adopted budget can be found on the City website under the Get Public Documents page. The City budget is listed under Government and Administration. The Golf operating budget starts on page 151.

- F. Course conditions and projects – Rockie.

IV. OTHER BUSINESS

- A. Next Meeting date Thursday, May 19, 2016.

V. ADJOURN

MINUTES

FOX RUN GOLF ADVISORY BOARD

**Thursday, March 17, 2016
Fox Run Golf Course Clubhouse – 12:00 P.M.**

Routine Business

Roll Call:

Present: Dan Kortan, Jake Hoffner, Kim Auch, Mike Brinkerhoff, Steve Sager, Warren Erickson.

Absent: Annette Kohoutek.

Also present were Golf Operations Manager Tom Jeffers, Assistant Golf Operations Manager Amanda Scheiffer, Course Superintendent Rockie Wampol, and Parks Secretary Chasity McHenry

Public Appearances: Terry Carda, Darrell Sundleaf, and Karol Kittelson.

Minutes:

February 18, 2016 minutes approved. Brinkerhoff motioned, Sager second.
Motion carried 6-0.

Old Business

- A. No old business.

New Business

- A. Update on staffing plan for 2016. Introduction of Tom Jeffers as the Golf Operations Manager. Introduction of Amanda Scheiffer as the Assistant Golf Operations Manager. Amanda started at the golf course on Monday, March 14. Amanda has worked for the City for four years and was most recently working for the street department.
- B. Range Ball Dispenser update. Discussed the driving range plan for spring 2016. The course already has the golf dispenser but it needs to be set-up with the computer and then installed outside. Working to get the software to communicate from ball dispenser to the clubhouse Point-of-Sale System.
- C. League software update. Working to get the new software ready for the 2016 leagues.
- D. Simulator plan. The simulator has been taken down for the season. May need to replace the screen in the fall of 2016, or look to replace the bottom half of the screen in the fall.
- E. Year-to-Date comparison of revenues for 2016 to 2014. 2014 was the last time the rates were not raised from the previous year. Revenue is higher Y-T-D in 2016 when compared to 2014.
- F. Course event calendar for 2016. Nothing new to report at this time.
- G. Course conditions and projects –Rockie. Already mowed fairways. There was some snow mold but able to rake it out of the grass. Some trees need to be relocated in next few weeks. Thoughts of starting another tree nursery for future tree needs.

Other Business

- A. Next Meeting Date – Thursday, April 21, 2016. The GAB meetings will be moved to Thursdays through October of 2016.

Meeting Adjourned

- A. Sager motioned, Auch second. Motion carried 6-0.

04/08/16

Fox Run Golf Course
Statement of Revenues & Expenses

	01Mar2016 31Mar2016	01Mar2015 31Mar2015	01Jan2016 31Mar2016	01Jan2015 31Mar2015	Legal Budget
Direct Revenues:					
Concessions	4,933.27	3,881.91	6,172.28	7,028.76	154,300.00
Pro Shop	4,068.46	14,891.90	7,018.41	21,897.02	179,800.00
Course	102,829.10	88,972.62	185,408.29	205,480.90	468,500.00
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Total Direct Revenues	111,830.83	107,746.43	198,598.98	234,406.68	802,600.00
Direct Expenses:					
Concessions	996.15	674.80	1,095.14	942.41	71,075.00
Pro Shop	1,628.19	28,131.94	7,504.26	50,522.92	114,800.00
Course					37,300.00
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Total Direct Expenses	2,624.34	28,806.74	8,599.40	51,465.33	223,175.00
Add Beginning Inventory					
Less Ending Inventory					
Net Direct Income (Loss)					
Indirect Revenues -	.10	.11	.20	.16	600.00
Indirect Expenses:					
Personal Services	22,455.47	19,458.36	68,292.82	66,577.02	370,992.00
Insurance		5,178.00		6,015.68	6,405.00
Professional Services	1,487.19	875.77	2,250.40	1,694.04	23,400.00
Advertising	2,293.55	233.10	2,318.75	233.10	7,000.00
Repair & Maintenance	3,000.33	2,362.24	6,387.75	3,324.18	57,500.00
Supplies & Materials	558.21	263.31	717.77	341.01	60,100.00
Travel, Conference & Dues			255.00	245.00	3,500.00
Utilities	1,632.43	1,532.65	3,366.73	3,620.92	36,500.00
Billing and Administration	33,670.00		33,670.00	33,670.00	67,340.00
Depreciation	5,128.69	4,877.22	15,386.07	14,631.66	55,745.00
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Total Indirect Expenses	70,225.87	34,780.65	132,645.29	130,352.61	688,482.00
Net Operating Income	38,980.72	44,159.15	57,354.49	52,588.90	(41,117.00)
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Capital Outlay	8,985.00		19,185.00		139,500.00
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Fox Run Golf Course
Statement of Revenues

	01Mar2016 31Mar2016	01Mar2015 31Mar2015	01Jan2016 31Mar2016	01Jan2015 31Mar2015	Legal Budget
Concessions					
CASH Long	176.60	156.51	205.86	429.46	1,000.00
PREPARED FOOD	303.74	1.17	323.59	553.85	33,600.00
PRE-PACKAGED FOOD	439.54	374.83	506.99	457.78	7,700.00
BEER	3,106.11	2,537.79	4,036.61	4,517.47	89,000.00
BOTTLED POP	907.28	811.61	1,099.23	1,070.20	23,000.00
MISCELLANEOUS CONCESSIONS					
Total Concessions	4,933.27	3,881.91	6,172.28	7,028.76	154,300.00
Pro Shop					
GOLF BALLS	319.81	1,077.96	490.63	1,376.69	24,000.00
GLOVES	231.95	235.28	340.93	323.27	7,000.00
GOLF CAPS/VISORS	255.76	256.28	287.89	371.23	7,000.00
MERCHANDISE	401.05	1,281.59	458.03	2,119.38	38,000.00
MERCHANDISE NON-TAX					1,000.00
GOLF EQUIPMENT	829.92	7,787.77	2,046.17	12,055.05	70,000.00
MISCELLANEOUS MERCHANDISE					
CLUB REPAIRS	229.97	679.41	694.76	1,177.79	11,000.00
LESSONS		1,773.61		1,773.61	6,500.00
GOLF CART ADS	1,800.00	1,800.00	2,700.00	2,700.00	15,300.00
Total Pro Shop	4,068.46	14,891.90	7,018.41	21,897.02	179,800.00
Course					
SIMULATOR	885.53		5,048.50	2,874.66	4,000.00
SIMULATOR NON-TAXABLE	500.00	165.00	500.00	665.00	1,200.00
SEASON PASS	62,825.92	49,244.28	113,997.42	127,534.08	175,000.00
SEASON PASS NON-TAX	3,446.69		3,446.69	3,446.69	3,500.00
GREEN FEES-WEEKENDS/HOLIDAYS	1,949.46	2,595.49	1,949.46	3,559.95	59,000.00
GRREN FEES NON-TAX					6,500.00
GREEN FEES - WEEKDAYS	997.04	2,674.79	1,719.09	5,169.17	70,000.00
GOLF CAR RENTAL	7,734.28	7,542.27	10,575.41	10,383.40	65,000.00
GOLF CAR STORAGE (NON-TAX)	8,301.76	10,896.06	20,468.36	22,829.84	25,200.00
TRAIL FEES	11,406.98	11,411.67	21,485.11	22,080.29	29,000.00
PULL CART RENTAL	14.96	14.96	14.96	18.70	300.00
GOLF CLUB RENTAL					1,000.00
DRIVING RANGE	2,343.37	2,163.46	2,435.55	2,679.60	15,000.00
DRIVING RANGE NON-TAX	300.00		300.00	300.00	800.00
HANDICAPING	2,123.11	2,264.64	3,467.74	3,939.52	9,000.00
LEAGUES					
JUNIOR GOLF PROGRAM					4,000.00
Total Course	102,829.10	88,972.62	185,408.29	205,480.90	468,500.00
Total Direct Revenues	111,830.83	107,746.43	198,598.98	234,406.68	802,600.00

04/08/16

Fox Run Golf Course
Statement of Expenditures

1

	01Mar2016 31Mar2016	01Mar2015 31Mar2015	01Jan2016 31Mar2016	01Jan2015 31Mar2015	Legal Budget
Concessions					
CASH SHORT	202.45	155.19	238.81	173.05	1,000.00
PREPARED FOODS	198.60	37.96	207.08	37.96	26,000.00
CANDY	98.75		98.75		4,000.00
BEER	285.95	458.05	310.80	707.80	30,000.00
POP	117.71	23.60	147.01	23.60	10,000.00
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Total Concessions	996.15	674.80	1,095.14	942.41	71,075.00
Pro Shop					
GOLF BALLS		16,678.28	4,380.09	23,233.45	24,000.00
GLOVES		690.71		690.71	3,200.00
GOLF CAPS/VISORS		1,254.16	50.41	1,407.18	3,600.00
MERCHANDISE		2,734.55	32.44	3,585.35	23,000.00
GOLF EQUIPMENT	716.83	6,664.50	1,944.01	20,774.13	55,000.00
TRADE IN GOLF EQUIPMENT					
CLUB REPAIRS	911.36	109.74	1,097.31	832.10	6,000.00
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Total Pro Shop	1,628.19	28,131.94	7,504.26	50,522.92	114,800.00
Course					
GOLF CAR RENTAL					26,000.00
REIMBURSEMENT-GOLF SHED RENTAL					
PULL CART RENTAL					
DRIVING RANGE					2,500.00
HANDICAPING					7,800.00
JUNIOR GOLF PROGRAM					1,000.00
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Total Course					37,300.00
Total Direct Expenditures	2,624.34	28,806.74	8,599.40	51,465.33	223,175.00
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2016 PARKS AND RECREATION CAPITAL BUDGET PROCESS

decrease in amount
 increase in amount

641.641 Golf Course MORE AGGRESSIVE	2016	2017	2018	2019	2020
Printer/Copier	\$3,000	\$0	\$0	\$0	\$0
Restroom Partitions	\$5,000	\$0	\$0	\$0	\$0
Two post lift for mower repairs	\$2,800	\$0	\$0	\$0	\$0
Two office desks, two office chairs	\$1,364	\$0	\$0	\$0	\$0
Simulator Screen	???	\$0	\$0	\$0	???
Bunker/Sand Trap Rake	\$0	\$0	\$15,000	\$0	\$0
CONCRETE CART PATHS- number one complaint for 5 years	\$10,200	\$10,000	\$10,000	\$10,000	\$10,000
Replace bad concrete around cart sheds- Insurance Recommendation	\$10,000	\$10,000	\$0	\$0	\$0
Triplex Greens Mower	\$24,950	\$0	\$30,000	\$30,000	\$30,000
Utility Cart	\$35,000	\$35,000	\$35,000	\$35,000	\$0
Fairway Mower-	\$52,000	\$100,000	\$0	\$0	\$0
Vicon Spreader	\$0	\$0	\$0	\$7,000	\$0
Cushman Core Harvester	\$0	\$0	\$0	\$9,000	\$0
Range Ball Dispenser	\$10,000	\$0	\$0	\$0	\$0
Vibratory Green Rolling System	\$2,500	\$0	\$0	\$12,000	\$0
Groomer attachments for greens mower	\$0	\$0	\$19,000	\$0	\$0
Toro Tri-plex Trim Mower	\$0	\$0	\$38,000	\$0	\$0
Turf sprayer and gun	\$0	\$0	\$0	\$12,000	\$0
Easy Picker Range Picker	\$0	\$0	\$0	\$5,000	\$0
Turf slicer, water tanks, electric lift	\$0	\$0	\$0	\$0	\$15,000
Aerator	\$0	\$0	\$0	\$0	\$15,000
SUB-TOTAL	\$156,814	\$155,000	\$147,000	\$120,000	\$70,000

Speed bumps for drive leading to Fox Run housing devolpment from Cart Shed C.
 Security cameras for gas pump and for parking lot by cart shed C
 Paved parking lot by cart shed C

2015- spent \$66,920 in golf CIP
 2014- spent \$53,000 in golf CIP
 2013- spent \$0 in golf CIP
 2012- spent \$26,404 in golf CIP
 2011- spent \$56,369 in golf CIP