

**AGENDA ITEMS ON FILE FOR CONSIDERATION AT THE
MEETING OF THE MONTEBELLO GOLF COMMISSION
WEDNESDAY AUGUST 21, 2019 AT 11:30 A.M
AT THE QUIET CANNON**

GOLF COURSE COMMISSION

BARNEY SANTOS
COMMISSIONER

DILLON ARREOLA
COMMISSIONER

BILL WALTERS
COMMISSIONER

JOSEPH CAPPIELLO
COMMISSIONER

CITY STAFF

FERNANDO GARCIA
G.C SUPT/ FAC. MGR

DAVID SOSNOWSKI
DIRECTOR REC & COMM SERVICES

CONCESSIONAIRES

TOM CAMACHO
GOLF PROFESSIONAL

SEAN SHAMIM
Q.C. GENERAL MANAGER

OPENING CEREMONIES

CALL MEETING TO ORDER

ROLL CALL- ADMINISTRATIVE ANALYST CECILIA AMAYA

APPROVAL OF MINUTES FOR, APRIL 17, 2019

APPROVAL OF AGENDA FOR, AUGUST 21, 2019

In compliance with the Americans with disabilities Act, we can arrange for a special assistance to participate in this meeting by contacting the Director of Building Services (323/887-1497). Notification 48 hours prior to the meeting will enable the city to make reasonable arrangements to ensure accessibility to this meeting (23 CFR 35.102-35.104 ADA Title II).

SCHEDULED MATTERS

PRESENTATION

1. Presentation scheduled.
 - a. Golf Course Website/Golf Now

2. Operations.
 - a. Monthly Operations Report

3. Tournament Schedule.

4. Golf Course Revenue/ Consolidated Income Statement/ Monthly Operating Statement.

5. Quiet Cannon Revenue Update.

NEW BUSINESS

6. The commissioners will consider electing a new Chairperson and new Vice Chairperson.

PUBLIC ORALS

7. No public orals scheduled.

STAFF ORALS

8. No staff orals.

COMMISSION ORALS

9. Commissioner Walters
 - a. Golf Cart Shortage

10. Commissioner Arreola
 - a. Online Reviews

- b. Course Marshalls**
- c. Veteran Discount/Parking Place**
- d. Water Cooler Hut**
- e. Range Hours and Maintenance**

11. Commissioner Santos

- a. Development of Business Plan for Golf Course to include short term, medium term and long term goals w/milestones**

ADJOURNMENT

- 12. Next Commission Meeting is scheduled for Wednesday September 18, 2019 at 11:30 am at the Quiet Cannon.**

**CITY OF MONTEBELLO
GOLF COURSE COMMISSION
MINUTES OF APRIL 17, 2019
WEDNESDAY AT 11:30 AM**

The Golf Course Commission of the City of Montebello met in regular session at the Quiet Cannon at the above date and time.

OPENING CEREMONIES

Commissioner Mario Bustamante called the meeting to order at 11:31 a.m.

Administrative Analyst Cecilia Amaya took roll

COMMISSIONERS PRESENT: Barney Santos
Dillon Arreola
Mario Bustamante

CONCESSIONARIES PRESENT: Sean Shamim

STAFF PRESENT: Danilo Batson
Fernando Garcia

EXCUSED ABSENT: Tom Camacho

UNEXCUSED ABSENT: N/A

SCHEDULED MATTERS

1. Presentations – No presentation scheduled.
2. Operations Narrative – Golf Greens have been aerified with ½” solid tines for the purpose of relieving compaction and preparing for the upcoming conditions that will require increased irrigation. The aerification was

completed in a much more efficient manner by not removing cores with hollow tines reducing the work load required in the past. The choice to do it this way, was due to staff levels and the need to reduce impact on play/revenue. Recycled water- Start-up of Recycled water pump is scheduled for April 15, 2019. Irrigation is adjusted daily to compensate for changes in temperature and rain. Staffing update: The City Manager had frozen full time employee recruitment until operational analysis is complete. Two staff members have given notice of retirement (1) Cart Room Attendant (1) Maintenance Worker. Human Resources is currently recruiting for Golf Cart Attendant (hourly). Construction updates- No new updates. Routine maintenance will continue as weather and personnel levels permit.

3. Quiet Cannon Revenue - The Commission received and reviewed the revenue report provided.
4. Golf Course Revenues/ Monthly Operating Statement – The Commission reviewed the revenue and monthly operating statements provided.
5. Public Orals – No public orals.
6. Staff Orals – Staff reported the issuance of two RFP's (Online Registration System and Writing of Maintenance and Operation for the Golf Course). The commission asked for a presentation of the Online Registration System/Point of Sale. The commission also expressed concerns of having Pro Forma Advisors writing the maintenance and operation for the Golf Course RFP.
7. Commission Orals – Commissioner Arreola asked to whether the City should establish a Military Discount Rate. Consequently, staff will conduct a survey of nearby golf courses. Commissioner Santos inquired about developing a business plan which includes short, medium, and long range goals. The commission requested copies of the published RFPs.

NEXT MEETING SCHEDULED

Next meeting is scheduled for Wednesday, May 15, 2019 at 11:30 a.m.

ADJOURNMENT

Meeting adjourned at 1:00 p.m.

Operations Narrative

August 21, 2019

Golf Greens have been sprayed with fertilizer and insecticide to combat the onset of warm season insects on the turf. Greens are being mowed regularly with a Ride on Mower due to staffing levels, not having enough staff to walk mow. The quality of the cut will be noticed by regulars as the riding mower doesn't give the same quality of cut as the smaller walk behind units. Fortunately, we've been able to maintain the quality of the turf.

Recycled water- We encountered 2 separate water pressure issues that seem to have been corrected by Central Basin but we had to deal with insufficient water pressure to operate our system on 2 separate days. We have been assured that we would be notified in advance if system maintenance will be required which will affect our system.

Trees- Staff will be working with the contractor to schedule trimming of trees. Many tree skirts are in need of trimming to help reduce irrigation interference.

Irrigation is adjusted daily to compensate for changes in temperature. Staff has noticed that due to the use of recycled water, we have had an influx in growth in the rough and fairways. We had been informed that this might be a side effect, as the recycled water nitrate levels may be higher than potable resulting in little need to fertilize these areas. Due to this, we are experiencing hardships as we try and keep these areas at playable heights of cut.

Recruitment for full time Maintenance Workers being are being put on hold until more information is gathered regarding the possibility of contracting for Golf Course Maintenance Services.

We continue to offer staff overtime to help close the gap on our maintenance issues but they are starting to decline, as they are working every other weekend and skipping their day off regularly. They need their rest!

Equipment- Sand Trap groomer has been repaired and is back in service.

Construction updates- No new Updates.

Maintenance RFP draft is being finalized for submittal.

Routine maintenance will continue as weather and personnel levels permit.

**GOLF COURSE
REVENUE AND ROUNDS WORKSHEET**

ROUNDS

MONTH	2018/19	REVENUE	YR. TO DATE	2019/20	REVENUE	YR. TO DATE
JULY	3,454	90,073.00	\$ 90,073.00		95,158.00	\$ 95,158.00
AUGUST	3,532	85,869.98	\$ 175,942.98			\$ 95,158.00
SEPTEMBER	3,058	73,793.01	\$ 249,735.99			\$ 95,158.00
OCTOBER	3,731	102,194.00	\$ 351,929.99			\$ 95,158.00
NOVEMBER	3,218	87,258.66	\$ 439,188.65			\$ 95,158.00
DECEMBER	3,081	79,120.00	\$ 518,308.65			\$ 95,158.00
JANUARY	3,750	67,274.00	\$ 585,582.65			\$ 95,158.00
FEBRUARY	2,293	55,655.21	\$ 641,237.86			\$ 95,158.00
MARCH	2,878	71,808.74	\$ 713,046.60			\$ 95,158.00
APRIL	4,192	83,158.00	\$ 796,204.60			\$ 95,158.00
MAY	3,792	91,788.61	\$ 887,993.21			\$ 95,158.00
JUNE	4,081	100,977.36	\$ 988,970.57			\$ 95,158.00
TOTALS:	41,060	988,971		-	95,158	

CART RENTAL

MONTH	2018/19	REVENUE	YR. TO DATE	2019/20	REVENUE	YR. TO DATE
JULY	2,175	39,899.00	\$ 39,899.00		45,425.00	\$ 45,425.00
AUGUST	2,151	40,272.00	\$ 80,171.00			\$ 45,425.00
SEPTEMBER	1,740	33,542.00	\$ 113,713.00			\$ 45,425.00
OCTOBER	2,511	42,925.00	\$ 156,638.00			\$ 45,425.00
NOVEMBER	1,940	35,849.00	\$ 192,487.00			\$ 45,425.00
DECEMBER	1,741	34,038.00	\$ 226,525.00			\$ 45,425.00
JANUARY	1,458	28,856.00	\$ 255,381.00			\$ 45,425.00
FEBRUARY	1,285	24,749.00	\$ 280,130.00			\$ 45,425.00
MARCH	1,674	32,495.00	\$ 312,625.00			\$ 45,425.00
APRIL	2,092	38,536.00	\$ 351,161.00			\$ 45,425.00
MAY	2,253	42,143.00	\$ 393,304.00			\$ 45,425.00
JUNE	2,413	45,079.00	\$ 438,383.00			\$ 45,425.00
TOTALS:	23,433	438,383		0	45,425	

DRIVING RANGE

MONTH	2018/19	REVENUE	YR. TO DATE	2018/19	REVENUE	YR. TO DATE
JULY	518	4,072.00	\$ 4,072.00	538	5,220.00	\$ 5,220.00
AUGUST	577	4,684.00	\$ 8,756.00			\$ 5,220.00
SEPTEMBER	609	5,044.00	\$ 13,800.00			\$ 5,220.00
OCTOBER	567	4,564.00	\$ 18,364.00			\$ 5,220.00
NOVEMBER	537	4,572.00	\$ 22,936.00			\$ 5,220.00
DECEMBER	447	3,876.00	\$ 26,812.00			\$ 5,220.00
JANUARY	417	3,656.00	\$ 30,468.00			\$ 5,220.00
FEBRUARY	323	2,856.00	\$ 33,324.00			\$ 5,220.00
MARCH	496	4,428.00	\$ 37,752.00			\$ 5,220.00
APRIL	605	4,936.00	\$ 42,688.00			\$ 5,220.00
MAY	514	4,488.00	\$ 47,176.00			\$ 5,220.00
JUNE	711	6,248.00	\$ 53,424.00			\$ 5,220.00
TOTALS:	6,321	53,424		538	5,220	

QUIET CANNON 1						
MONTH	2018/19	REVENUE	YR. TO DATE	2019/20	REVENUE	YR. TO DATE
JULY		-	\$ -		20,627.17	20,627.17
AUGUST		-	\$ -			20,627.17
SEPTEMBER		-	\$ -			20,627.17
OCTOBER		-	\$ -			20,627.17
NOVEMBER		45,389.64	\$ 45,389.64			20,627.17
DECEMBER		96,919.61	\$ 142,309.25			20,627.17
JANUARY		31,705.91	\$ 174,015.16			20,627.17
FEBRUARY		24,385.01	\$ 198,400.17			20,627.17
MARCH		40,336.63	\$ 238,736.80			20,627.17
APRIL		31,688.54	\$ 270,425.34			20,627.17
MAY		52,124.58	\$ 322,549.92			20,627.17
JUNE		59,176.40	\$ 381,726.32			20,627.17
TOTALS:		381,726.32			20,627.17	

COMBINED G.C. REVENUE						
MONTH	2018/19	REVENUE	YR. TO DATE	2019/20	REVENUE	YR. TO DATE
JULY	\$ 134,027.00	\$ 134,044.00	\$134,044.00		166,430.17	\$ 166,430.17
AUGUST	\$ 130,776.00	\$ 130,825.98	\$264,869.98		-	\$ 166,430.17
SEPTEMBER	\$ 112,359.00	\$ 112,379.01	\$377,248.99		-	\$ 166,430.17
OCTOBER	\$ 149,653.00	\$ 149,683.00	\$526,931.99		-	\$ 166,430.17
NOVEMBER	\$ 127,673.00	\$ 173,069.30	\$700,001.29		-	\$ 166,430.17
DECEMBER	\$ 116,654.00	\$ 213,953.61	\$913,954.90		-	\$ 166,430.17
JANUARY	\$ 97,426.00	\$ 131,491.91	\$1,045,446.81		-	\$ 166,430.17
FEBRUARY	\$ 84,640.21	\$ 107,645.22	\$1,153,092.03		-	\$ 166,430.17
MARCH	\$ 104,248.00	\$ 149,068.37	\$1,302,160.40		-	\$ 166,430.17
APRIL	\$ 126,120.00	\$ 158,318.54	\$1,460,478.94		-	\$ 166,430.17
MAY	\$ 138,193.00	\$ 190,544.19	\$1,651,023.13		-	\$ 166,430.17
JUNE	\$ 152,211.00	\$ 211,480.76	\$1,862,503.89		-	\$ 166,430.17
TOTALS:	\$1,473,980.21	\$1,862,503.89			\$166,430.17	

Note:

1 - QC revenue reflects net of loan obligations