

City of San Dimas  
Golf Course Advisory Committee  
Meeting Minutes  
Thursday, April 21, 2016  
San Dimas Canyon Golf Course Clubhouse

**CALL TO ORDER**

The meeting was called to order at 7:45 a.m. by Charles Rosales

Present: Doug Shultz, San Dimas public member  
Debbie Iketani, San Dimas public member  
Charles Rosales, La Verne Councilmember

Blaine Michaelis, City Manager  
Theresa Bruns, Director of Parks and Recreation  
Brian Bode, SDCGC General Manager  
Trip Stevens, SDCGC Manager  
Jeff Hwang, SDCGC Assistant Manager

Absent: Curt Morris, San Dimas Mayor, excused  
Emmett Badar, San Dimas Councilmember - excused

**APPROVAL OF JANUARY 21, 2016 MEETING MINUTES**

The minutes of January 21, 2016 were unanimously approved as written.

**REVIEW OF MONTHLY REVENUE REPORTS FOR JANUARY, FEBRUARY, AND MARCH**

Trip Stevens reported that the first quarter of 2016 saw a decrease of 0.6% in total revenue for the quarter compared to the same quarter in 2015, noting that 2015 was very good, so difficult to match. Golf fees were down by approximately \$46,000 for the quarter, while food and beverage revenues were up by approximately \$45,000, and rounds were down by 748, or 4.3%.

**MANAGER'S REPORT**

**A. General Update**

Trip Stevens reported that course conditions are excellent and continue to improve as a result of attention to detail by the course maintenance team. Greens aerification was recently completed. The new Players Club program has reached 250 members and is expected to double. Staff is focusing efforts on tournament and events, and the guest experience for full customer satisfaction.

**B. Clubhouse Capital Improvement Project Review and Update**

The **2016 Clubhouse** CIP budget includes an approved budget of \$17,000:

Garden Room Window Coverings \$8,000 approved budget

Currently in product style, material review and selection phase; anticipate sending to City at the end of May for review and approval.

Banquet Room Dance Floor replacement                      \$9,000 approved budget  
Project completed at an expense of \$9,345

The **2015 Clubhouse** CIP budget included an approved budget of \$25,600:

Enclose Waite Service Station                                      \$10,000 approved budget  
In planning and design phase, then to City for review and approval.  
Doors, Floors and Window Shutters                              \$10,000 approved budget  
In product review and selection phase, then to City for review and approval.  
Coffee shop door completed.  
Outdoor Lighting    \$5,600 approved budget  
Awaiting vendor quotes, then to City for review and approval.  
City staff requested that the City Arborist be consulted regarding any attachment to the Oak tree, or any tree.

### **C. Golf Course Capital Improvement Project Review and Update**

The **2015 Golf Course** CIP budget includes an approved budget of \$80,000:

Maintenance Building Design and Plan Development                      \$80,000 approved budget  
Plans have been completed and through first plan check. AGC is currently reviewing the scope for budget evaluation.

## **ORAL COMMUNICATIONS**

Trip Stevens and Brian Bode presented an update on the Players Club membership program, noting that the membership goal for San Dimas is 600 by October, which would represent revenue of approximately \$18,000 per month. The monthly membership fee is \$29.99 for all players, including seniors. The senior rate was recently increased by AGC from \$14.99. A line item will be added to the Revenue Reports to include Players Club fees.

Theresa Bruns reported that the Golf Course Capital Improvement Fund cash balance is \$816,000, with approved budget expenditures of \$166,000 for parking lot lights and maintenance building plans; and an anticipated budget of \$650,000 for the maintenance building project; leaving a negative available balance. The Clubhouse Capital Improvement Fund balance available is \$35,549.

Blaine Michaelis reported that Brian Bode and Trip Stevens will be guests on the Ask The Mayor call in show next week.

Debbie Iketani thanked golf staff for the work on the greens.

Brian Bode reported that the Marshall Canyon/Sierra La Verne property swap for home development is no longer under consideration. Both courses are aggressively marketing in an effort to capture more rounds of play. There is talk that Sierra La Verne may be considering going semi-private. Hopefully these efforts will not adversely impact San Dimas Canyon Golf.

## **ADJOURNMENT**

The meeting was adjourned at 8:20 a.m. to July 21, 2016