

City of San Dimas
Golf Course Advisory Committee
Meeting Minutes
Thursday, October 20, 2016
San Dimas Canyon Golf Course Clubhouse

CALL TO ORDER

The meeting was called to order at 7:40 a.m. by Mayor Morris.

Present:

- Curt Morris, San Dimas Mayor
- Emmett Badar, San Dimas Councilmember
- Charles Rosales, La Verne Councilmember
- Ron Ingels, La Verne Alternate
- Debbie Iketani, San Dimas Public Member
- Doug Shultz, San Dimas Public Member

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

APPROVAL OF JULY 21, 2016 MEETING MINUTES

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

REVIEW OF MONTHLY REVENUE REPORTS FOR JULY, AUGUST, AND SEPTEMBER

Trip Stevens reported that revenues for the quarter were better this year with total income up 4.2% compared to the same quarter last year; total rounds were up 3.8%; and total food and beverage revenue was up 12.3%. He reported that there are currently 325 Players Club members, accounting for 3660 rounds and \$78,010 for the quarter. In response to being asked, Trip reported that the Men's Club has approximately 80 members, with about 54 of them playing each week. The Ladies Club hosted an invitational tournament with 144 players.

MANAGER'S REPORT

A. General Update

Trip Stevens read his manager's report as submitted, noting that the third quarter was very hot and dry, and drought conditions continued. Mr. Stevens noted that course conditions have been good even with irrigation restrictions in place. As stated in the revenue report recap, rounds were up, and golf operation revenue was up. Overall, it was a good quarter.

B. Clubhouse Capital Improvement Project Review and Update

Trip Stevens reported on the status of the following Clubhouse projects:

2015 - Doors, Floors and Window Shutters – replace clubhouse entry doors and foyer tile floor, relocate banquet room entry doors to bar/coffee shop door area, install shutter window at bar service/garden room window.

Currently in product selection process, to be approved by City prior to project start.
\$10,000 approved budget

2015 - Outdoor Lighting - install bistro style lights at patio and ceremony site

Currently in bid and vendor selection phase, to be approved by City prior to project start. Theresa Bruns reminded Mr. Stevens to include the City Arborist before any work is done in or around the oak tree.
\$5,600 approved budget

2016 - Garden Room Window Coverings –

Currently in the style, material and vendor selection process; to be approved by City prior to project start.
\$8,000 approved budget

C. Golf Course Capital Improvement Project Review and Update

Trip Stevens reported on the status of the Golf Course project:

Maintenance Building Design and Plan Development \$80,000 approved budget
- Currently in progress.

Maintenance Building Construction \$650,000 approved budget

Trip Stevens reported that the plans for the Maintenance Building are in plan check with a third party. Theresa Bruns reported that she had not heard this and would work with Trip and Brian to follow up on the current status of the project.

REVIEW OF PROPOSED CAPITAL IMPROVEMENT PROJECT BUDGET FOR 2017

Trip Stevens reported that the Golf Course Capital Improvement Project Budget includes \$80,000 for Design and Plans for the Maintenance Facility, as well as an approved budget of \$650,000 for construction. No other projects were recommended so that funds may be focused on the Maintenance Facility project.

Trip Stevens presented a proposed 2017 Clubhouse Capital Improvement Project Budget of \$30,600, for replacement of the Clubhouse Carpet including the banquet room, bar area, patio/veranda, garden room, bridal room, banquet office and hallway. If approved, the carpet will be approved by City staff prior to order and installation.

Theresa Bruns reported that the Clubhouse Improvement Fund has an available balance of approximately \$61,367.

Emmett Badar recommended approval, seconded by Charles Rosales, approved unanimously.

REVIEW OF PROPOSED FEE STRUCTURE FOR 2017

Mr. Stevens presented a current rate chart and recommended no change to the fee structure.

ORAL COMMUNICATIONS

Theresa Bruns distributed an accounting sheet indicating the current available fund balance in the Golf Course Account to be approximately \$13,424.26 in the red due to the commitment of funds for the maintenance building; and the available fund balance in the Clubhouse Account to be approximately \$61,367.91.

Councilmember Badar mentioned that he is pleased to hear good comments from course patrons regarding the course as well as food service.

Mayor Morris reiterated that it is good to hear that staff is doing a great job.

Councilmember Charles Rosales added that the course is very well maintained and always in excellent condition.

Doug Shultz remarked that the pace of play has improved as well.

Brian Bode inquired of the current status of water expense and the water savings account. Theresa Bruns reported that current estimated expense for water through May is approximately \$140,850, and is projected to be approximately \$162,000 for the fiscal year. It is estimated that the water cost savings will be approximately \$358,000 at the conclusion of the fiscal year.

ADJOURNMENT

The meeting was adjourned at 8:40 a.m. to January 19, 2017.