



AGENDA

SAN CLEMENTE GOLF COURSE COMMITTEE THURSDAY, JULY 5, 2018, 6:00PM

City Hall, 100 Avenida Presidio, San Clemente CA
Council Chambers

****PLEASE NOTE TIME AND LOCATION****

FOR ADDRESSING THE COMMITTEE: If you wish to address the Committee, please identify yourself to the Secretary and you will be permitted to speak at the appropriate time.

1. **ROLL CALL**
2. **APPOINTMENT OF OFFICERS FOR FISCAL YEAR 2019**
3. **APPROVAL OF MINUTES**
 - A. Approval of minutes of the Regular Meeting held May 3, 2018
4. **PUBLIC INPUT**

Members of the audience who wish to address the Committee on matters of public interest pertaining to the City that are not on the agenda may stand, state their name and the City in which they reside, and make their presentation. Please limit presentations to three minutes. Since the Committee cannot discuss or take action on matters not on the agenda, items of concern which are not urgent in nature can be resolved more expeditiously by completing and submitting a written request to the Beaches, Parks & Recreation Department or Golf Division. For matters on the agenda, public comments will be received at the time the Committee considers the agenda item.

5. **OLD BUSINESS**
 - A. Update on proposed Wedgewood projects.
 - B. Update on FY 2018 golf projects
6. **NEW BUSINESS**
 - A. Re-establishment of Sub Committees for FY 2019
 - B. Overview of Charity Shotgun Tournaments in June
 - C. Brief on approved budget for FY 2019
7. **COMMUNICATIONS**

Presentation of any comments from public to staff since last meeting
8. **ITEMS FROM STAFF**

Monthly Report
9. **ITEMS FROM COMMITTEE MEMBERS**
10. **ADJOURNMENT**

Adjourn to the Regular Golf Course Committee meeting to be held Thursday, September 6, 2018 at the old San Clemente City Hall Council Chambers, located at 100 Avenida Presidio, San Clemente, CA.

Pursuant to the Americans with Disabilities Act, persons with a disability who require a disability related modification or accommodation in order to participate in a meeting, including auxiliary aids or services, may request such modification or accommodation from the City Clerk at (949) 361-8200. Notification 48 hours prior to the meeting will enable the City to make reasonable arrangements to assure accessibility to the meeting. Written material distributed to the Golf Course Committee after the original agenda packet was distributed is available for public inspection in the Golf Division office, located at 402 Calle Bahia, during normal business hours.



CITY OF SAN CLEMENTE

MINUTES OF THE REGULAR GOLF COURSE COMMITTEE MEETING

THURSDAY, MAY 3, 2018, 6:00 P.M.

A regular meeting of the Golf Course Committee of the City of San Clemente was called to order on Thursday, May 3, 2018, at 6:00 p.m., at the City of San Clemente Council Chambers, 100 Avenida Presidio, San Clemente, CA 92672.

1. ROLL CALL

Committee members present: Nick Azzollini, Rick Divel, Chris Eldridge, Tim Kiernan, Darlyn Regan, Parker Steel, Dick Veale

Committee members absent: None

Staff present: Gus Nelson, Golf Course Manager
Jordan Gilmore, Golf Course Maintenance
Leadworker
Maile Stivers, Administrative Assistant

2. APPROVAL OF MINUTES

A. Approval of Minutes of the Regular Meeting held March 1, 2018

MOTION BY COMMITTEE MEMBER DIVEL, SECOND BY COMMITTEE MEMBER KIERNAN, AND CARRIED 7-0, to approve the minutes of the regular meeting held March 1, 2018.

3. PUBLIC INPUT

Larry Quinn, 9 Tees representative, questioned the timeframe for movement of the ladies tee on #13 and silver tees throughout the course.

4. OLD BUSINESS

A. Update on Proposed Wedgewood Projects

Gus Nelson, Golf Course Manager, summarized the contents of the administrative report regarding the proposed Wedgewood projects and responded to Committee Member inquiries. Consensus was reached to designate the landscaped area around the ceremony site as "ground under repair," and a sign should be placed.

B. Update on FY 2018 Golf Projects

Gus Nelson, Golf Course Manager, summarized the contents of the administrative report regarding tee renovation projects and responded to Committee Member inquiries.

5. NEW BUSINESS

A. Request to Alter July Meeting Date Due to 4th of July Holiday

Gus Nelson, Golf Course Manager, summarized the contents of the administrative report regarding a possible meeting date change.

MOTION BY COMMITTEE MEMBER VEALE, SECOND BY COMMITTEE MEMBER DIVEL, AND CARRIED 7-0, to hold the meeting as scheduled on July 5, 2018.

B. Reminder of May 10 Joint Council/Commissions Meeting

Gus Nelson, Golf Course Manager, summarized the contents of the administrative report regarding a reminder of the upcoming Joint Council/Commissions meeting.

6. COMMUNICATIONS

Gus Nelson, Golf Manager, summarized communications from the public detailed in the administrative report, and responded to Committee Member inquiries.

7. ITEMS FROM STAFF

Golf Manager Nelson summarized his monthly report and discussed financial and maintenance activity at the course since the last meeting noting upcoming greens aerification, verticutting of fairways, a transfer to summer course maintenance, and an increase in rounds and revenue.

8. ITEMS FROM COMMITTEE MEMBERS

Committee Members discussed course operations and maintenance activities including the upcoming cart path project costs and scope of work, proposed putting green expansion, chip and putt area mowing, utility box painting project and potential for student artists, tree failure on #3, good condition of the fairways, and tree maintenance on #17 and #2.

9. ADJOURNMENT

MOTION BY COMMITTEE MEMBER AZZOLLINI, SECOND BY COMMITTEE MEMBER ELDRIDGE, AND CARRIED 7-0, to adjourn at 6:51 p.m. to an adjourned regular meeting to be held on Thursday, May 10, 2018 at 7:00 p.m. at the Ole Hanson Beach Club located at 105 W. Avenida Pico, San Clemente, California for the purpose of participating in a Joint Meeting between the City Council and City Commissions and Committees.

Darlyn Regan, Golf Course Committee Chair

Date: _____

Gus Nelson, Golf Course Manager

Date: _____



AGENDA REPORT

SAN CLEMENTE GOLF COMMITTEE

Meeting Date: July 5, 2018

Department: Beaches, Parks & Recreation
Prepared By: Gus Nelson, Golf Course Manager

Subject: *Agenda Item 2: Appointment of Officers for FY 2019*

Discussion: Committee will nominate and elect a Chair and Vice Chair to serve a one year term

Subject: *Agenda Item 4A: Update on Proposed Wedgewood Projects*

Discussion: Fencing and landscaping at wedding ceremony site has been completed. Office expansion plans are still under development.

Subject: *Agenda item 4B: Update on 2018 Golf Projects*

Discussion: The blue tee on #15 was stripped, re-leveled and re-grassed in June and will be open in the near future. Also, the new forward tee on #13 was constructed and grassed and will also be open in the near future. This completes the tee renovation project for FY 2018.

Subject: *Agenda Item 5A: Re-establishment of Sub Committees for FY 2019*

Discussion: Committee will select among themselves members of the Greens and House Sub Committees for the coming year. Each Sub Committee is to consist of no more than three members.

Subject: *Agenda Item 5B: Overview of Charity Shotguns held in June*

Discussion: The course hosted two charity tournaments in June for which green fees were waived. On Friday, June 1 the Boys and Girls Club held their annual tournament and on Friday, June 22 the Friends of the San Clemente Beaches Parks & Recreation held their annual tournament. The average loss in green fees revenues for the two days was \$3,720 compared to the other Fridays with regular play in June.

Subject: *Agenda Item 5C: Brief on Approved Budget for FY 2019*

Discussion: Attached is the budget summary for the proposed Golf budget for FY 2019. In operations, the only significant change is the addition of \$550,000 from the sale of property to SDG&E (column 2). For the Depreciation Reserve, note that there is a \$1.25M loan to ourselves as part of the net working capital of \$2.7M projected balance. Also note that no funds are budgeted for equipment or machinery purchases for the

upcoming year. In the Capital Improvement Fund, note that \$325,000 is funded for the cart path repair project and there is a projected balance of \$1.47M.

Subject: *Agenda Item 6: Communications*

Discussion: Formal communications to the Golf Manager since the last meeting:

- There was a complaint from an adjacent property that a tree needed trimming
- There was a complaint from an adjacent property regarding weeds
- There was a complaint from an adjacent business regarding trash and other transient related issues
- There was a complaint regarding odor in the upstairs bathroom
- There was a complaint that a large junior tournament was not shown on the website
- There was a complaint regarding odors near the upstairs restroom

Subject: *Agenda Item 7: Staff Report*

Discussion: Summer is here and the crew is busy as bees. Our annual spring time maintenance tasks have been completed and now our summer maintenance program is underway. We have switched over to the large area fairway mower, begun regular growth regulator treatments on fairways, and have also made our first gray leaf spot prevention treatment on fairways. Tees have been verticut to force out holdover ryegrass and improve the stand of bermudagrass. Tees will be fertilized and treated with a wetting agent as part of that process.

All mowing frequencies have been increased to keep up with the summer growth. Greens were verticut and topdressed with sand last week to improve ball roll. We will also start up with our monthly slit tine aerifications of the greens in July. The course is looking really good right now and we will work hard to keep it looking good throughout the summer.

On a down note, we lost one of our new employees and will try to get him replaced as quickly as we can.

Rounds and Revenue information will be brought and discussed at the meeting.

Golf Fund

Golf Operating Division Summary

Purpose Statement

Provide residents and visitors of San Clemente with a well maintained, sustainable, and financially self sufficient golf course for public recreation.

Golf Operating Division Services

- Provide recreational golf opportunities.
- Maintain the golf course at level B during peak season.
- Administer the pro-shop and food and beverage concessions.

	FY 2016-17 Actual	FY 2017-18 Adj Budget	FY 2017-18 Projected	FY 2018-19 Budget	Budget % Change
Beginning Balance:	-\$455,986	-\$650,760	-\$650,760	-\$56,312	-91%
Revenue Summary					
Golf Fees	1,667,846	1,675,000	1,775,000	1,725,000	3%
Registration Fees	68,444	64,000	62,400	62,400	-3%
Concessions	426,175	395,000	420,000	420,000	6%
Other Revenue	315	550,000	550,000	0	-100%
Investment Earnings	-887	-1,888	-3,642	-254	-87%
Total	\$2,161,893	\$2,682,112	\$2,803,758	\$2,207,146	-18%
Program Summary					
Golf Course Maintenance	2,356,666	2,193,280	2,209,310	2,199,020	0%
Total Golf	\$2,356,666	\$2,193,280	\$2,209,310	\$2,199,020	0%
Ending Balance:	-\$650,759	-\$161,928	-\$56,312	-\$48,186	-70%
Category Expenditure Summary					
Personnel	976,798	869,310	849,290	893,550	3%
Supplies	152,231	142,200	143,950	144,200	1%
Contractual Services	409,533	482,500	516,800	491,460	2%
Other Charges	353,143	347,600	347,600	344,000	-1%
Interdepartmental Charges	245,550	296,670	296,670	270,810	-9%
Debt Service	194,119	35,000	35,000	35,000	0%
Total Program Budget	2,331,374	2,173,280	2,189,310	2,179,020	0%
Capital/One-Time Studies	0	0	0	0	0%
Interfund Transfers	25,292	20,000	20,000	20,000	0%
Total Golf Budget	\$2,356,666	\$2,193,280	\$2,209,310	2,199,020	0%
Personnel Summary	8.50	9.50	9.50	9.00	

Significant Changes:

\$24,240 increase in Personnel costs related to salary and benefits.

Golf Depreciation Reserve

056-666

Description: The Golf Depreciation Reserve provides for the replacement of equipment, machinery, and buildings that have reached the end of their useful lives. Depreciation is considered a normal operating expense, and funds are received from the general operating accounts. Depreciation charges are computed by dividing the initial cost of the item by its projected useful life. This account assures that funds will be available to purchase replacement equipment and to replace building infrastructure when they are no longer serviceable.

Funding Source: Depreciation on capital assets is the major source of funding for this program which is transferred from the Golf Operating Fund at the end of the fiscal year.

Legal Basis: Resources in this program are assigned.

Budget Overview: Capital Improvement Projects planned include \$10,000 for various repairs.

Net Working Capital Balance: The net working capital balance will be \$2.7 million at the end of FY 2018-19. Net working capital includes an interfund loan receivable of \$1.25 million from the Golf Operating Fund.

Description	FY 2016-17 Actual	FY 2017-18 Adj Budget	FY 2017-18 Projected	FY 2018-19 Budget	% Budget 17-18 To Budget 18-19
Beginning Balance	\$2,055,164	\$2,294,240	\$2,294,240	\$2,484,036	8%
Additions:					
Depreciation Funded	210,305	196,137	203,137	207,000	6%
Transfer from Golf Operating	25,292	20,000	20,000	20,000	0%
Transfer from Fleet Maintenance	35,640	0	0	0	0%
Investment Earnings	3,998	6,659	12,839	11,216	68%
Interest on internal loan	25,000	0	0	0	0%
Total Additions	300,235	222,796	235,976	238,216	7%
Deductions:					
Contractual Services	14,247	0	0	0	0%
Capital Improvements*	42,205	46,000	40,120	10,000	-78%
Interfund Charges	4,710	6,060	6,060	3,810	-37%
Total Deductions	61,162	52,060	46,180	13,810	-73%
Ending Balance	\$2,294,237	\$2,464,976	\$2,484,036	\$2,708,442	10%
*Detail of Capital Improvements:					
Improvements other than Buildings	1,205	10,000	10,000	10,000	0%
Machinery & Equipment	41,000	36,000	30,120	0	-100%
Total Capital Improvements	\$42,205	\$46,000	\$40,120	\$10,000	-78%

Golf Capital Improvement Reserve

056-667

Description: The Golf Capital Improvement Reserve provides for the replacement of golf course improvements, such as irrigation systems, tee box, green renovations, and other improvements on the golf course. Equipment, machinery, and buildings are covered under the Golf Depreciation Reserve and are not a part of this reserve.

Funding Source: Depreciation on capital improvements is the major source of funding for this program which is transferred from the Golf Operating fund at the end of the fiscal year.

Legal Basis: This program was created by City Resolution No. 30-85 and 02-86. Resources in this program are assigned.

Budget Overview: Contractual Services total \$325,000 for concrete sidewalk repairs.

Net Working Capital Balance: The net working capital balance will be \$1.1 million at the end of FY 2018-19. \$500,000 of net working capital represents an interfund loan receivable from the Golf Operating Fund.

Description	FY 2016-17 Actual	FY 2017-18 Adj Budget	FY 2017-18 Projected	FY 2018-19 Budget	% Budget 17-18 To Budget 18-19
Beginning Balance	\$1,080,200	\$1,215,670	\$1,215,670	\$1,337,116	10%
Additions:					
Depreciation Funded	140,121	147,963	140,963	133,000	-10%
Investment Earnings	2,101	3,529	6,803	6,038	71%
Interest on internal loan	10,000	0	0	0	0%
Total Additions	152,222	151,492	147,766	139,038	-8%
Deductions:					
Contractual Services	0	0	0	325,000	100%
Capital Improvements*	12,041	16,930	20,540	0	-100%
Interdepartmental Charges	4,710	5,780	5,780	3,580	-38%
Total Deductions	16,751	22,710	26,320	328,580	1347%
Ending Balance	\$1,215,671	\$1,344,452	\$1,337,116	\$1,147,574	-15%
*Detail of Capital Improvements:					
Concrete Sidewalk Repair	12,041	16,930	20,540	0	-100%
Total Capital Improvements	\$12,041	\$16,930	\$20,540	\$0	-100%