



1015 Cultural Park Blvd.
Cape Coral, FL

AGENDA

GOLF COURSE ADVISORY BOARD

August 7, 2018

3:00 PM

Conference Room 220A

1. Call to Order

A. Chair Woodall

2. Roll Call:

A. Crann, Frey, Hinkle, Kennedy, Kenny, Selby and Woodall

3. Approval of Minutes

A. May 22, 2018 regular meeting minutes

4. Business

A. FY19 Coral Oaks Proposed Budget

B. State of the Course

C. Financial Update

D. Maintenance Overview

E. Marketing Programs

F. Issues of Concern LGA

G. Issues of Concern MGA

5. Board and Staff Comments

6. Date and Time of Next Meeting

H. Tuesday, September 25, 2018, 3:00 p.m. Conference Room 220A

7. Adjourn

In accordance with the Americans with Disabilities Act and Section of 286.26, Florida Statutes, persons with disabilities needing special accommodation to participate in this meeting should contact the Office of

the City Clerk at least forty-eight (48) hours prior to the meeting. If hearing impaired, telephone the Florida Relay Service Numbers, 1-800-955-8771 (TDD) or 1-800-955-8770 (v) for assistance.

If a person decides to appeal any decision made by the Board/Commission/Committee with respect to any matter considered at such meeting or hearing, he will need a record of the proceedings, and for such purpose, he may need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is based.

Item Number:	1.A.
Meeting Date:	8/7/2018
Item Type:	Call to Order

AGENDA REQUEST FORM
CITY OF CAPE CORAL



TITLE:

Chair Woodall

SUMMARY:

ADDITIONAL INFORMATION:

Item Number:	2.A.
Meeting Date:	8/7/2018
Item Type:	Roll Call:

AGENDA REQUEST FORM
CITY OF CAPE CORAL



TITLE:

Crann, Frey, Hinkle, Kennedy, Kenny, Selby and Woodall

SUMMARY:

ADDITIONAL INFORMATION:

Item Number: 3.A.
Meeting Date: 8/7/2018
Item Type: Approval of Minutes

AGENDA REQUEST FORM
CITY OF CAPE CORAL



TITLE:

May 22, 2018 regular meeting minutes

SUMMARY:

ADDITIONAL INFORMATION:

ATTACHMENTS:

Description	Type
▢ Minutes regular meeting May 22, 2018	Backup Material

**MINUTES FOR THE REGULAR MEETING OF
THE CITY OF CAPE CORAL GOLF COURSE ADVISORY BOARD**

TUESDAY, May 22, 2018

CONFERENCE ROOM 220 A

3:00 P.M.

Chair Woodall called the meeting to order at 3:06 p.m.

Roll Call: Cervoni, Crann, Frey, Kennedy, Kenney, Selby, and Woodall were **present**.

Also Present: Eric Oster, Golf Superintendent
Allen Manguson, Golf Pro Manager
Dave Stokes, Council Liaison

Approval of Minutes

The minutes from the March 27, 2018 meeting were presented for approval.

Board Member Cervoni moved, seconded by Board Vice Chair Crann, to approve the minutes as presented. Voice poll: All "ayes." Motion carried.

Business

Golf Pro Manager Manguson stated he was not present at the last meeting. He accompanied the new prospective Parks and Recreation Directors on a tour of the City. He announced Kerry Runyon is the new Parks and Recreation Director.

Financial Update

Mr. Manguson reviewed the report and informed the members that there is an error on page 2. He noted FY17 should be FY18; FY 18 Revenues - Through April 30, 2018 \$2,091,534 Coral Oaks Rec Trac – JDE Revenues. This amount is for 7 Months. Expenditures – Through April 30, 2018 \$1,651,765 Figures - JDE – Cape Coral Finance department report. They are projecting to have \$100,000 a month.

State of the Course

Mr. Manguson reviewed the Sales for Knickers Pub for this year is \$215,944, This is the largest amount in 13 years, and the Golf Shop sales are \$88,695 through May 15th. We are picking up a tournament. He stated they have not done this before. Storm Smart is one of our sponsors, they contributed \$12,500, and in exchange they give them use of the golf course for a charity of their choice. This will be June 29, 2018 it is called T-off for takeoff. This is a great charity for the veterans to be able to go to Washington D.C. Storm Smart will be our sponsor for three years.

Mr. Manguson reviewed the additional report that he provided to the members. He receives this report annually. We want to promote younger junior adults to golf. He discussed the Strategic Planning National Golf Foundation (NGF) and JJ Kegan Plan. He stated it would be better to do a task review. He has looked at the City of Los Angeles plan with multiple golf courses. He is considering doing an operations review and creating a plan from the business plan. He stated Vice Chair Crann is willing to write the plan.

Board Member Frey stated the report only goes to 35 and then it has senior golfers 65 and older and nothing younger. There was nothing between 35 to 65. The biggest group should be 35-65.

Mr. Manguson stated they will review the report. He will check to see why there is a selected age group between 35-65.

Mr. Manguson explained the cost to do the Strategic Plan was \$25,000 and JJ Kegan is between \$19,500 and \$30,000. This depends on who assist you with the plan, an example would be an Architect, which is an additional cost. Should we seek out the National Golf Foundation, or seek out JJ Kegan? He stated he did not know how much of the cost is profit. We felt good about the draft we laid out. He questioned the board about what direction they would like to move forward. These organizations would know things to do that we would not.

Board Member Cervoni stated this would be less expensive to do this in house.

Board Member Kenney stated you just do not know what type of loss we would take.

Mr. Manguson quoted Mr. Steve Pohlman the previous Parks and Recreation Director, who stated, it is this Board's duty to find the direction for the golf course to be self-sustaining.

Council Liaison Stokes stated there is an increase in sales. He inquired about the budgeted amount that the City contributes to the golf course, and questioned if the City did not contribute whether the golf course would make a profit. He suggested having a pickleball court and a playground. We need something to diversify the golf course.

Mr. Manguson stated the budget amount from the City is about \$700,000, last year we lost \$1,000,000 in revenue. However, we used \$307,000 for renovation.

Discussion held regarding the following:

- How to increase the revenue
- Pickleball courts
- Check other Cities
- Strategic Planning
- Manage the facility

- Something more than golf to offer
- Copy of the draft for the Strategic Plan
- Money to improve the park

Mr. Manguson stated it is up to the Advisory Board as to how they want to proceed. I will email the chart to the Recording Secretary to send to Council Liaison Stokes. He explained what the status was for the lightning detection system. This is one of the most important items we need.

Golf Superintendent Oster stated last Friday people heard the horn and did not come in.

Board Member Kenney stated we need more than a short-term fix. He would like to look at a lightning system.

Mr. Manguson stated the cost is \$13,000 for a lightning system. This is a budget request item. He expressed the importance of safety first. The budget will be reviewed in July or August.

Board Member Cervoni announced he will no longer be a member. He will be moving to Harbor Hills in Lady Lake.

Vice Chair Crann requested an ATM at the Golf Course.

The next regular meeting will be held Tuesday, July 24, 2018, at 3:00 p.m. in Conference Room 220A. If the budget is not ready, the date will be August 7, 2018.

Board and Staff Comments

None

Adjournment

There being no further business, the meeting adjourned at 3:42 p.m.

Submitted by,

Patricia Sorrels
Recording Secretary

Item Number:	4.A.
Meeting Date:	8/7/2018
Item Type:	Business

AGENDA REQUEST FORM

CITY OF CAPE CORAL



TITLE:

FY19 Coral Oaks Proposed Budget

SUMMARY:

Proposed budget will be presented to the public:

ADDITIONAL INFORMATION:

ATTACHMENTS:

Description	Type
▣ FY19 Coral Oaks Proposed Budget	Backup Material

City of Cape Coral, Florida
FY 2019 – 2021 Proposed Budget

Golf Course

The Coral Oaks Golf Course provides for a year-round municipal golf facility to include Clubhouse, Greens, and Restaurant operations.

Revenue by Category	FY 2017 Actual Revenue	FY 2018 Adopted Budget	FY 2018 Amended Budget	FY 2019 Proposed Budget	FY 2020 Proposed Budget	FY 2021 Proposed Budget
Use of Fund Balance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Operating Fund Balance	-	-	-	-	-	-
Estimated Revenue:						
Charges for Service	1,951,074	2,621,158	2,621,158	2,696,181	2,701,425	2,707,928
Fines & Forfeits	-	-	-	-	-	-
Miscellaneous	2,874	-	-	-	-	-
Misc-Contributions/Donations	200	17,400	17,400	20,000	22,000	22,110
Interfund Transfers	893,896	526,351	643,794	352,975	472,056	500,464
Other Sources	-	-	-	-	-	-
TOTAL SOURCES	\$ 2,848,044	\$ 3,164,909	\$ 3,282,352	\$ 3,069,156	\$ 3,195,481	\$ 3,230,502

Expenditure by Category	FY 2017 Actual Expenditures	FY 2018 Adopted Budget	FY 2018 Amended Budget	FY 2019 Proposed Budget	FY 2020 Proposed Budget	FY 2021 Proposed Budget
Personnel ¹	\$ 1,337,277	\$ 1,581,028	\$ 1,581,028	\$ 1,581,853	\$ 1,617,980	\$ 1,658,028
Operating ²	1,319,776	1,444,053	1,435,415	1,338,803	1,404,201	1,419,974
Capital ³	321,012	139,828	265,909	148,500	173,300	152,500
Debt Service	-	-	-	-	-	-
Other	-	-	-	-	-	-
Transfers Out	-	-	-	-	-	-
Reserves	-	-	-	-	-	-
TOTAL USES	\$ 2,978,064	\$ 3,164,909	\$ 3,282,352	\$ 3,069,156	\$ 3,195,481	\$ 3,230,502

Expenditure by Program	FY 2017 Actual Expenditures	FY 2018 Adopted Budget	FY 2018 Amended Budget	FY 2019 Proposed Budget	FY 2020 Proposed Budget	FY 2021 Proposed Budget
Greens	\$ 1,384,676	\$ 1,213,022	\$ 1,222,837	\$ 1,213,811	\$ 1,256,247	\$ 1,288,445
Clubhouse	1,220,801	1,500,817	1,499,634	1,413,224	1,476,690	1,497,683
Restaurant	372,587	330,776	340,986	293,621	289,244	300,374
Fleet Replacement	-	120,294	218,895	148,500	173,300	144,000
TOTAL USES	\$ 2,978,064	\$ 3,164,909	\$ 3,282,352	\$ 3,069,156	\$ 3,195,481	\$ 3,230,502

Notes: FY 2017 Expenditures are on a budgetary basis:

¹ Personnel costs do not include "OPEB" recorded at \$352,204 as this is a non-cash accounting entry.

² Operating costs do not include "Depreciation" recorded at \$105,838 as this is a non-cash accounting entry.

Operating costs include an interfund service payment to the General Fund in the amount of \$342,309, \$387,132, \$389,222, \$400,899 and \$412,926 for FY 2017 - 2021 respectively.

³ Capital Outlay includes capitalized assets that are recorded on the balance sheet for financial reporting purposes.

City of Cape Coral, Florida
FY 2019 – 2021 Proposed Budget

DEBT SERVICE FUND

Debt Service Fund.....	8
<i>Governmental Debt</i>	<i>8-2</i>
<i>Summary of Debt Service</i>	<i>8-3</i>

Item Number:	4.B.
Meeting Date:	8/7/2018
Item Type:	Business

AGENDA REQUEST FORM
CITY OF CAPE CORAL



TITLE:

State of the Course

SUMMARY:

ADDITIONAL INFORMATION:

Item Number:	4.C.
Meeting Date:	8/7/2018
Item Type:	Business

AGENDA REQUEST FORM
CITY OF CAPE CORAL



TITLE:

Financial Update

SUMMARY:

ADDITIONAL INFORMATION:

Item Number:	4.D.
Meeting Date:	8/7/2018
Item Type:	Business

AGENDA REQUEST FORM
CITY OF CAPE CORAL



TITLE:

Maintanance Overview

SUMMARY:

ADDITIONAL INFORMATION:

Item Number:	4.E.
Meeting Date:	8/7/2018
Item Type:	Business

AGENDA REQUEST FORM
CITY OF CAPE CORAL



TITLE:

Marketing Programs

SUMMARY:

ADDITIONAL INFORMATION:

Item Number:	4.F.
Meeting Date:	8/7/2018
Item Type:	Business

AGENDA REQUEST FORM
CITY OF CAPE CORAL



TITLE:

Issues of Concern LGA

SUMMARY:

ADDITIONAL INFORMATION:

Item Number:	4.G.
Meeting Date:	8/7/2018
Item Type:	Business

AGENDA REQUEST FORM
CITY OF CAPE CORAL



TITLE:

Issues of Concern MGA

SUMMARY:

ADDITIONAL INFORMATION:

Item Number:	6.H.
Meeting Date:	8/7/2018
Item Type:	Date and Time of Next Meeting

**AGENDA REQUEST
FORM**
CITY OF CAPE CORAL



TITLE:

Tuesday, September 25, 2018, 3:00 p.m. Conference Room 220A

SUMMARY:

ADDITIONAL INFORMATION: