



**AGENDA
GOLF COURSE ADVISORY BOARD
REGULAR MEETING
OCTOBER 13, 2021
9:00 AM
CITY HALL COMMISSION CHAMBERS
204 ASH STREET
FERNANDINA BEACH, FL 32034**

- 1. CALL TO ORDER**
- 2. ROLL CALL**
- 3. PLEDGE OF ALLEGIANCE**
- 4. PUBLIC COMMENT**
- 5. APPROVAL OF MINUTES**
 - 5.1 *September 8, 2021*
- 6. OLD BUSINESS**
- 7. NEW BUSINESS**
 - 7.1 **FINANCIALS** - *Golf Course General Manager Michael Cooney will provide a profit and loss update.*
 - 7.2 **GOLF CARTS' DISPOSITION** - *Golf Course General Manager Michael Cooney will provide an update on the aging golf carts' disposition.*
- 8. MGA UPDATE**
- 9. WGA UPDATE**
- 10. MARKETING UPDATE**
 - 10.1 **SPECIAL EVENTS** - *Golf Course General Manager Michael Coney will provide an update on scheduled Special Events.*
 - 10.2 **ROUND RATES** - *Golf Course General Manager Michael Cooney will provide a round rates update.*
- 11. AGRONOMY UPDATE**
 - 11.1 *Golf Course Superintendent Blaine Ellerbe will provide an update.*
- 12. NEXT MEETING DATE - November 10, 2021**
 - 12.1 **DISCUSSION** - *Matters for consideration at the next meeting.*

13. ADJOURNMENT

All members of the public are invited to be present and be heard. Persons with disabilities requiring accommodations in order to participate in this program or activity should contact the City Clerk at (904) 310-3115 or TTY/TDD 711 (for the hearing or speech impaired). All interested parties may appear at said meeting and be heard as to the advisability of any action, which may be considered with respect to such matter. For information regarding this matter, please contact the Golf Course Manager.

MINUTES

GOLF COURSE ADVISORY BOARD

MEETING

Wednesday, September 8, 2021

City Hall Commission Chambers

1. CALL TO ORDER: 9:00 AM
2. ROLL CALL: The following Golf Course Advisory Board members were in attendance: Lee Murray, Secretary/FBMGA Representative, Member, John Pelican, Member, Jane Paige, Member/FBWGA Representative, Sue Simpson. Chairman, Ricky Robbins, Jr. was absent. City Staff in attendance: Golf Course General Manager Michael Cooney, and Golf Course Superintendent Blaine Ellerbe. Fernandina Beach Mayor Mike Lednovich, Fernandina Beach City Commissioner Chip Ross, FBWGA Member Vicki Galpin and City resident Mike Meadows.
3. PLEDGE OF ALLEGIANCE: Member John Pelican led the Pledge of Allegiance to the flag.
4. PUBLIC COMMENTS: Mike Meadows spoke about five issues that he felt needed attention: the need for better oversight of the FBGC sign on Amelia Island Parkway, the big mounds of dirt and sand in the FBGC parking lot, the broken fence at FBGC, the on-going maintenance of Bill Melton Road and the need for more promotion of the FBGC TOP TRACER. Superintendent Blaine Ellerbe said the issue of the overflowing rose bushes would be corrected and the dirt/sand mounds was in progress, and he needed to find out what type of sand it is. Mike Cooney said he was working on the fence issue and that there was ongoing discussion about the promotion of the FBGC TOP TRACER. Mayor Lednovich said he just texted the City Manager about cleaning up /maintaining Bill Melton Road.
5. APPROVAL OF MINUTES
 - 5.1 August 11, 2021 Regular Meeting Minutes: According to the agenda support documents, the August, 11 2021 Minutes were presented

for approval. A motion was made by Member Sue Simpson, seconded by Member Lee Murray, to approve. Vote upon passage of the motion was taken by ayes and nays and being all ayes, carried.

6. OLD BUSINESS: There was no Old Business.

7. NEW BUSINESS:

7.1 Financials: FBGC General Manager Mike Cooney reviewed the financials for 2020 -2021 through July, 2021. He noted he was working on many financial issues with the City Manager. He discussed many options and announced that due to costs increase that there would be price increases for F&B effective October 1. He said there were ongoing discussions about increasing staff salaries. There was discussion about why the FBGC would be involved or concerned about personal tax returns of their employees. Mr. Cooney said the goal was to have 40,000 rounds of golf with an average of \$30 per round.

7.2 GOLF COURSE VOLUNTEER GROUP: FBGC General Manager Mike Cooney said he was waiting for information about the waiver for people to sign that wanted to volunteer their time helping the FBGC with beautification projects. Mayor Mike Lednovich said that he had contacted the people involved and Mike should reach out to the FB City Human Resources person and they would expedite the process.

8. FBMGA UPDATE: Lee Murray reviewed the FBMGA Tournament plans.

9. FBWGA UPDATE: Sue Simpson reviewed the FBWGA plans.

10. MARKETING UPDATE: FBGC General Manager discussed the various programs that were being used to promote the FBGC and the TOP TRACER. He asked that everyone be patient and that he thought things would be better in the future.

11. AGRONOMY REPORT: FBGC Superintendent Blaine Ellerbe reviewed the recent efforts (weed control, brushing greens, aggressive green aerification and more) his short staffed crew had undertaken to maintain the FBGC. He stated it was a challenge, but he would do all that he could to maintain and improve the FBGC. He said he was looking to add staff to help him do the job he was hired to do.

12. NEXT MEETING DATE: Lee Murray stated that he had missed the last meeting and he would like to be brought up to date on the following issues: new golf carts, Junior Golf, a beautification effort, improving the bathrooms, new pull carts, new bag drop, capital improvements and tree removal and tree pruning.

13. ADJOURNMENT: There being no further business to come before the GCAB, the meeting was adjourned at 10:30 AM.

Submitted by GCAB Secretary, Lee Murray

Chairperson, Ricky Robbins, Jr. Secretary, Lee Murray

CITY COMMISSION AGENDA ITEM
City of Fernandina Beach



SUBJECT:

ITEM TYPE: New Business

REQUESTED ACTION:

SYNOPSIS:

FISCAL IMPACT:

CITY ATTORNEY COMMENTS:

CITY MANAGER RECOMMENDATION(S):

Caroline Best

Date: September 23, 2021

Submitted By: Caroline Best, City Clerk

COMMISSION ACTION:

YEAR-TO-DATE BUDGET REPORT

FOR 2021 11

	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	% USED
410 GOLF							
410 34710		GREEN FEES					
	-317,399.00	-317,399.00	-388,893.24	-28,460.34	0.00	71,494.24	122.5%
410 34713		GOLF CARTS					
	-472,022.00	-472,022.00	-345,925.19	-22,754.42	0.00	-126,096.81	73.3%
410 34714		RANGE FEES					
	-127,926.00	-127,926.00	-30,314.25	-3,093.50	0.00	-97,611.75	23.7%
410 34715		PRO SHOP SALES					
	-80,771.00	-80,771.00	-74,695.68	-7,918.76	0.00	-6,075.32	92.5%
410 34716		FOOD AND BEVERAGE REVENUE					
	-391,952.00	-391,952.00	-185,036.85	-12,975.99	0.00	-206,915.15	47.2%
410 34718		FACILITY RENTAL					
	-43,525.00	-43,525.00	-35,103.21	-400.00	0.00	-8,421.79	80.7%
410 34719		GOLF INSTRUCTION					
	-2,400.00	-2,400.00	0.00	0.00	0.00	-2,400.00	.0%
410 34733		MEMBERSHIPS					
	-135,617.00	-135,617.00	-106,804.26	-1,843.50	0.00	-28,812.74	78.8%
410 34790		TOP TRACER BAY SPONSORSHIP					
	0.00	0.00	-0.30	0.00	0.00	0.30	100.0%
410 36990		OTHER REVENUE					
	-24,260.00	-24,260.00	-35,223.66	84.55	0.00	10,963.66	145.2%
410 38101		FROM GENERAL FUND					
	-220,000.00	-220,000.00	-201,667.00	-18,333.00	0.00	-18,333.00	91.7%
410 38910		CASH BALANCE FORWARD					
	1,230,902.00	1,230,902.00	0.00	0.00	0.00	1,230,902.00	.0%
410 51200		SALARIES					
	0.00	0.00	23,694.65	13,514.40	0.00	-23,694.65	100.0%
410 51300		SEASONAL/TEMPORARY					
	0.00	388,000.00	235,533.06	25,634.53	0.00	152,466.94	60.7%
410 51350		PART-TIME					
	0.00	0.00	2,408.55	0.00	0.00	-2,408.55	100.0%
410 51400		OVERTIME					
	0.00	0.00	8,051.02	516.93	0.00	-8,051.02	100.0%
410 52100		FICA					
	0.00	31,000.00	21,593.61	3,113.76	0.00	9,406.39	69.7%
410 52200		RETIREMENT					
	0.00	0.00	5,471.12	2,911.02	0.00	-5,471.12	100.0%
410 52300		HEALTH INSUR					
	0.00	70,000.00	15,771.60	2,262.40	0.00	54,228.40	22.5%
410 52301		LIFE INSUR					
	0.00	2,000.00	95.55	48.65	0.00	1,904.45	4.8%

YEAR-TO-DATE BUDGET REPORT

FOR 2021 11

	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	% USED
410 52350	794.00	OPEB COSTS 794.00	726.00	66.00	0.00	68.00	91.4%
410 52400	0.00	WORKERS' COMP 2,000.00	0.00	0.00	0.00	2,000.00	.0%
410 53100	7,525.00	PROFESSIONAL SERVICES 7,525.00	7,111.55	0.00	0.00	413.45	94.5%
410 53200	6,975.00	AUDITING 6,975.00	6,391.00	581.00	0.00	584.00	91.6%
410 53400	708,896.00	CONTRACTUAL 292,396.00	267,929.22	633.96	0.00	24,466.78	91.6%
410 54000	1,710.00	TRAINING/TRAVEL 3,910.00	3,828.09	0.00	0.00	81.91	97.9%
410 54100	1,824.00	COMM - PHONE/FAX/ALARM 1,824.00	956.92	70.44	0.00	867.08	52.5%
410 54101	2,340.00	COMMUNICATIONS-CELLULAR 2,340.00	1,177.61	0.00	0.00	1,162.39	50.3%
410 54103	5,500.00	COMMUNICATIONS-INTERNET 5,500.00	3,459.34	337.17	0.00	2,040.66	62.9%
410 54200	300.00	POSTAGE 300.00	239.46	0.00	0.00	60.54	79.8%
410 54300	66,600.00	UTILITIES ELECTRIC 66,600.00	54,773.69	5,525.11	0.00	11,826.31	82.2%
410 54310	10,200.00	UTILITIES-WATER & WASTEWATER 10,200.00	8,397.01	1,638.03	0.00	1,802.99	82.3%
410 54400	24,000.00	RENTALS/LEASES 24,000.00	22,624.73	2,948.88	0.00	1,375.27	94.3%
410 54500	23,671.00	INSURANCE 23,671.00	14,196.79	819.00	0.00	9,474.21	60.0%
410 54610	500.00	R/M BLDG & GROUNDS 500.00	432.29	0.00	0.00	67.71	86.5%
410 54611	5,300.00	R/M FACILITIES 6,900.00	6,943.06	346.82	0.00	-43.06	100.6%
410 54620	27,600.00	R/M EQUIPMENT 30,300.00	29,692.65	1,755.12	0.00	607.35	98.0%
410 54630	500.00	R/M VEHICLES-LABOR 500.00	450.00	0.00	0.00	50.00	90.0%
410 54640	500.00	R/M VEHICLES-PARTS 500.00	334.62	5.00	0.00	165.38	66.9%
410 54800	40,200.00	PROMOTIONAL 40,200.00	22,671.55	784.57	0.00	17,528.45	56.4%
410 55100	1,200.00	OFFICE SUPPLIES 1,200.00	443.31	0.00	0.00	756.69	36.9%
410 55200	194,575.00	OPERATING SUPPLIES 194,575.00	128,420.00	10,820.27	0.00	66,155.00	66.0%

YEAR-TO-DATE BUDGET REPORT

FOR 2021 11

	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	% USED
410 55210	6,000.00	UNIFORMS 6,000.00	5,680.25	504.36	0.00	319.75	94.7%
410 55220	0.00	JANITORIAL SUPPLIES 500.00	149.21	99.28	0.00	350.79	29.8%
410 55230	33,200.00	GAS/OIL 33,200.00	21,940.52	1,739.89	0.00	11,259.48	66.1%
410 55400	7,459.00	BOOKS/SUBS/DUES 7,459.00	2,016.29	0.00	0.00	5,442.71	27.0%
410 55545	50,078.00	PRO SHOP COST OF SALES 50,078.00	36,011.63	4,210.12	0.00	14,066.37	71.9%
410 55550	178,582.00	F&B COST OF SALES 178,582.00	86,479.20	8,434.62	0.00	92,102.80	48.4%
410 55555	132,979.00	F&B PERSONNEL COSTS 49,479.00	33,481.91	0.00	0.00	15,997.09	67.7%
410 56300	460,100.00	IMPROVEMENTS 460,100.00	319,766.56	1,017.61	0.00	140,333.44	69.5%
410 56400	75,000.00	MACH/EQUIP 68,440.00	57,680.17	0.00	0.00	10,759.83	84.3%
410 56401	0.00	EQUIP-NON CAPITAL 6,560.00	6,559.86	0.00	0.00	0.14	100.0%
410 57100	116,931.00	PRINCIPAL 116,931.00	0.00	0.00	0.00	116,931.00	.0%
410 57200	1,595.00	INTEREST 1,595.00	837.01	0.00	0.00	757.99	52.5%
410 59990	-1,607,664.00	RESERVE -1,607,664.00	0.00	0.00	0.00	-1,607,664.00	.0%
TOTAL GOLF	0.00	0.00	60,757.02	-5,356.02	0.00	-60,757.02	100.0%
	-584,970.00	TOTAL REVENUES -584,970.00	-1,403,663.64	-95,694.96	0.00	818,693.64	
	584,970.00	TOTAL EXPENSES 584,970.00	1,464,420.66	90,338.94	0.00	-879,450.66	
4107260 GOLF TOPTRACER							
4107260 34716	0.00	TT FOOD & BEVERAGE 0.00	-7,254.67	-1,369.71	0.00	7,254.67	100.0%
4107260 34717	0.00	BAY RENTALS 0.00	-17,243.81	-2,320.54	0.00	17,243.81	100.0%
4107260 34790	0.00	TOPTRACER BAY SPONSORSHIP 0.00	-4,583.95	-916.63	0.00	4,583.95	100.0%

YEAR-TO-DATE BUDGET REPORT

FOR 2021 11

4107260 GOLF TOPTRACER	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	% USED
4107260 54103	0.00	COMMUNICATIONS-INTERNET 0.00	1,468.93	244.01	0.00	-1,468.93	100.0%
4107260 54800	0.00	PROMOTIONAL 0.00	3,384.00	398.25	0.00	-3,384.00	100.0%
4107260 55550	0.00	F&B COST OF SALES 0.00	1,136.87	0.00	0.00	-1,136.87	100.0%
TOTAL GOLF TOPTRACER	0.00	0.00	-23,092.63	-3,964.62	0.00	23,092.63	100.0%
TOTAL REVENUES	0.00	0.00	-29,082.43	-4,606.88	0.00	29,082.43	
TOTAL EXPENSES	0.00	0.00	5,989.80	642.26	0.00	-5,989.80	
GRAND TOTAL	0.00	0.00	37,664.39	-9,320.64	0.00	-37,664.39	100.0%

** END OF REPORT - Generated by Michele Brown **

Golf	Budget		Aug YTD	
Pro Shop Sales	80,771.00		74,695.68	
Cost of Good Sold	<u>50,078.00</u>		<u>73,161.96</u>	
Profit/(Loss)	30,693.00	61.3%	1,533.72	2.1%
Golf	Budget		Aug YTD	
F&B Sales*	391,952.00		192,291.52	
Cost of Good Sold	<u>311,561.00</u>		<u>(208,983.11)</u>	
Profit/(Loss)	80,391.00	25.8%	(16,691.59)	(8.0%)