



**AGENDA
GOLF COURSE ADVISORY BOARD
REGULAR MEETING
NOVEMBER 10, 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. APPROVAL OF MINUTES**
 - 4.1 *October 13, 2021*
- 5. PUBLIC COMMENT**
- 6. OLD BUSINESS**
- 7. NEW BUSINESS**
 - 7.1 *Golf Cart Acquisition - Club Car and EzGo*
 - 7.2 **FINANCIALS** - *General Manager Michael Cooney will provide a profit and loss update.*
- 8. MGA UPDATE**
- 9. WGA UPDATE**
- 10. MARKETING UPDATE**
 - 10.1 *Lighthouse Driving Range - TopTracer Rates and Lighting*
- 11. AGRONOMY UPDATE**
 - 11.1 *Golf Course Superintendent Blaine Ellerbe will provide an update.*
- 12. NEXT MEETING DATE - December 8, 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, October 13, 2021

City Hall Commission Chambers

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At 9:00 AM on Wednesday, October 13, only GCAB Members Lee Murray and Sue Simpson were present. Absent were Chairperson, Ricky Robbins, Member John Pelican and Member Jayne Paige. No meeting was held due to the lack of a quorum.

Submitted by Lee W. Murray, GCAB Secretary

Ricky Robbins, Chairperson

Lee Murray, Secretary

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: November 01, 2021

Submitted By: Caroline Best, City Clerk

COMMISSION ACTION:

City of Fernandina Beach YEAR-TO-DATE BUDGET REPORT

PRELIMINARY

FOR 2021 12

	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	% USED
410 GOLF							
410 34710		GREEN FEES					
	-317,399.00	-317,399.00	-424,978.83	-36,085.59	0.00	107,579.83	133.9%
410 34713		GOLF CARTS					
	-472,022.00	-472,022.00	-369,613.24	-23,688.05	0.00	-102,408.76	78.3%
410 34714		RANGE FEES					
	-127,926.00	-127,926.00	-33,639.25	-3,325.00	0.00	-94,286.75	26.3%
410 34715		PRO SHOP SALES					
	-80,771.00	-80,771.00	-82,254.47	-7,558.79	0.00	1,483.47	101.8%
410 34716		FOOD AND BEVERAGE REVENUE					
	-391,952.00	-391,952.00	-204,971.36	-19,934.51	0.00	-186,980.64	52.3%
410 34718		FACILITY RENTAL					
	-43,525.00	-43,525.00	-35,103.21	0.00	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	-185,582.26	-78,778.00	0.00	49,965.26	136.8%
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	-19,033.42	16,190.24	0.00	-5,226.58	78.5%
410 38101		FROM GENERAL FUND					
	-220,000.00	-220,000.00	-220,000.00	-18,333.00	0.00	0.00	100.0%
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	41,450.00	37,209.03	13,514.38	0.00	4,240.97	89.8%
410 51300		SEASONAL/TEMPORARY					
	0.00	346,550.00	261,026.20	25,493.14	0.00	85,523.80	75.3%
410 51350		PART-TIME					
	0.00	2,500.00	2,408.55	0.00	0.00	91.45	96.3%
410 51400		OVERTIME					
	0.00	9,900.00	10,173.26	2,122.24	0.00	-273.26	102.8%
410 52100		FICA					
	0.00	31,000.00	24,889.69	3,296.08	0.00	6,110.31	80.3%
410 52200		RETIREMENT					
	0.00	9,200.00	8,382.14	2,911.02	0.00	817.86	91.1%
410 52300		HEALTH INSUR					
	0.00	41,700.00	18,813.84	3,042.24	0.00	22,886.16	45.1%
410 52301		LIFE INSUR					
	0.00	2,000.00	144.19	48.64	0.00	1,855.81	7.2%

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PRELIMINARY

FOR 2021 12

	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	% USED
410 52350		OPEB COSTS					
	794.00	794.00	794.00	68.00	0.00	0.00	100.0%
410 52400		WORKERS' COMP					
	0.00	2,000.00	0.00	0.00	0.00	2,000.00	.0%
410 53100		PROFESSIONAL SERVICES					
	7,525.00	7,525.00	7,111.55	0.00	0.00	413.45	94.5%
410 53200		AUDITING					
	6,975.00	6,975.00	6,975.00	584.00	0.00	0.00	100.0%
410 53400		CONTRACTUAL					
	708,896.00	292,396.00	274,827.88	6,898.66	0.00	17,568.12	94.0%
410 54000		TRAINING/TRAVEL					
	1,710.00	4,210.00	4,128.09	300.00	0.00	81.91	98.1%
410 54100		COMM - PHONE/FAX/ALARM					
	1,824.00	1,824.00	1,027.09	70.17	0.00	796.91	56.3%
410 54101		COMMUNICATIONS-CELLULAR					
	2,340.00	2,340.00	1,177.61	0.00	0.00	1,162.39	50.3%
410 54103		COMMUNICATIONS-INTERNET					
	5,500.00	5,500.00	3,771.30	311.96	0.00	1,728.70	68.6%
410 54200		POSTAGE					
	300.00	300.00	239.46	0.00	0.00	60.54	79.8%
410 54300		UTILITIES ELECTRIC					
	66,600.00	66,600.00	59,978.71	5,205.02	0.00	6,621.29	90.1%
410 54310		UTILITIES-WATER & WASTEWATER					
	10,200.00	10,200.00	10,017.84	1,620.83	0.00	182.16	98.2%
410 54400		RENTALS/LEASES					
	24,000.00	25,500.00	25,353.61	2,728.88	0.00	146.39	99.4%
410 54500		INSURANCE					
	23,671.00	23,671.00	15,019.79	823.00	0.00	8,651.21	63.5%
410 54610		R/M BLDG & GROUNDS					
	500.00	500.00	467.27	34.98	0.00	32.73	93.5%
410 54611		R/M FACILITIES					
	5,300.00	9,400.00	9,396.90	2,453.84	0.00	3.10	100.0%
410 54620		R/M EQUIPMENT					
	27,600.00	30,650.00	30,616.27	923.62	0.00	33.73	99.9%
410 54630		R/M VEHICLES-LABOR					
	500.00	570.00	569.47	119.47	0.00	0.53	99.9%
410 54640		R/M VEHICLES-PARTS					
	500.00	500.00	369.99	35.37	0.00	130.01	74.0%
410 54800		PROMOTIONAL					
	40,200.00	40,200.00	24,328.32	1,656.77	0.00	15,871.68	60.5%
410 55100		OFFICE SUPPLIES					
	1,200.00	1,200.00	684.80	241.49	0.00	515.20	57.1%
410 55200		OPERATING SUPPLIES					
	194,575.00	187,220.00	142,578.37	14,158.37	0.00	44,641.63	76.2%

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	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	% USED
410 55210		UNIFORMS					
	6,000.00	6,335.00	6,333.60	653.35	0.00	1.40	100.0%
410 55220		JANITORIAL SUPPLIES					
	0.00	500.00	351.90	202.69	0.00	148.10	70.4%
410 55230		GAS/OIL					
	33,200.00	33,200.00	25,303.05	3,362.53	0.00	7,896.95	76.2%
410 55400		BOOKS/SUBS/DUES					
	7,459.00	7,459.00	3,122.29	1,106.00	0.00	4,336.71	41.9%
410 55545		PRO SHOP COST OF SALES					
	50,078.00	50,078.00	41,714.37	5,702.74	0.00	8,363.63	83.3%
410 55550		F&B COST OF SALES					
	178,582.00	178,582.00	96,815.36	10,336.16	0.00	81,766.64	54.2%
410 55555		F&B PERSONNEL COSTS					
	132,979.00	49,479.00	33,481.91	0.00	0.00	15,997.09	67.7%
410 56300		IMPROVEMENTS					
	460,100.00	460,100.00	319,766.56	0.00	0.00	140,333.44	69.5%
410 56400		MACH/EQUIP					
	75,000.00	68,440.00	60,169.15	2,488.98	0.00	8,270.85	87.9%
410 56401		EQUIP-NON CAPITAL					
	0.00	6,560.00	6,559.86	0.00	0.00	0.14	100.0%
410 57100		PRINCIPAL					
	116,931.00	116,893.00	111,066.80	111,066.80	0.00	5,826.20	95.0%
410 57200		INTEREST					
	1,595.00	1,633.00	1,632.06	795.05	0.00	0.94	99.9%
410 59990		RESERVE					
	-1,607,664.00	-1,607,664.00	0.00	0.00	0.00	-1,607,664.00	.0%
TOTAL GOLF	0.00	-9,000.00	113,620.79	52,863.77	0.00	-122,620.79	-1262.5%
TOTAL REVENUES	-584,970.00	-584,970.00	-1,575,176.34	-171,512.70	0.00	990,206.34	
TOTAL EXPENSES	584,970.00	575,970.00	1,688,797.13	224,376.47	0.00	-1,112,827.13	
4107260 GOLF TOPTRACER							
4107260 34716		TT FOOD & BEVERAGE					
	0.00	0.00	-7,822.64	-567.97	0.00	7,822.64	100.0%
4107260 34717		BAY RENTALS					
	0.00	0.00	-18,703.81	-1,460.00	0.00	18,703.81	100.0%
4107260 34790		TOPTRACER BAY SPONSORSHIP					
	0.00	0.00	-5,500.58	-916.63	0.00	5,500.58	100.0%

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FOR 2021 12

4107260 GOLF TOPTRACER	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	% USED
4107260 54103	0.00	COMMUNICATIONS-INTERNET 2,000.00	1,648.94	180.01	0.00	351.06	82.4%
4107260 54800	0.00	PROMOTIONAL 5,000.00	4,867.50	1,483.50	0.00	132.50	97.4%
4107260 55550	0.00	F&B COST OF SALES 2,000.00	1,136.87	0.00	0.00	863.13	56.8%
TOTAL GOLF TOPTRACER	0.00	9,000.00	-24,373.72	-1,281.09	0.00	33,373.72	-270.8%
TOTAL REVENUES	0.00	0.00	-32,027.03	-2,944.60	0.00	32,027.03	
TOTAL EXPENSES	0.00	9,000.00	7,653.31	1,663.51	0.00	1,346.69	
GRAND TOTAL	0.00	0.00	89,247.07	51,582.68	0.00	-89,247.07	100.0%

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

Golf	Budget		Sept YTD	
Pro Shop Sales	80,771.00		82,254.47	
Cost of Good Sold	<u>50,078.00</u>		<u>83,236.66</u>	
Profit/(Loss)	30,693.00	61.3%	(982.19)	(1.2%)
Golf	Budget		Sept YTD	
F&B Sales*	391,952.00		212,794.00	
Cost of Good Sold	<u>311,561.00</u>		<u>(232,848.48)</u>	
Profit/(Loss)	80,391.00	25.8%	(20,054.48)	(8.6%)