



**AGENDA
GOLF COURSE ADVISORY BOARD
REGULAR MEETING
DECEMBER 8, 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 *November 10, 2021*
- 6. NEW BUSINESS**
 - 6.1 **FINANCIALS** - *General Manager Michael Cooney will provide a profit and loss update.*
 - 6.2 **QUARTERLY MEETINGS** - *Discussion*
- 7. MGA UPDATE**
- 8. WGA UPDATE**
- 9. MARKETING UPDATE**
- 10. AGRONOMY UPDATE**
 - 10.1 *Superintendent Blaine Ellerbe will provide an update.*
- 11. 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

Wednesday, November 10, 2021

City Hall Commission Chambers

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1. CALL TO ORDER: 9:00 AM
2. ROLL CALL: Golf Course Advisory Board Member John Pelican called the roll: Present: Member John Pelican; Secretary/FBMGA Representative, Lee Murray; FBWGA Representative Sue Simpson; Member, Jayne Paige; FBGC General Manager, Mike Cooney; FB City Commissioner, Chip Ross; FB Digital Communications Specialist, Mary Hamburg and FB City resident Mike Meadows.
3. PLEDGE OF ALLEGIANCE: Member John Pelican led the Pledge of Allegiance to the Flag of the United States.
4. APPROVAL OF MINUTES:
 - 4.1 October 13, 2021 – Due to a lack of a quorum, there was not an October 13, 2021 meeting and the minutes reflected that information. Member Simpson made a motion to accept the minutes and it was seconded by Secretary, Murray. Vote upon passage of the motion was taken by ayes and nays, and being all ayes, the motion carried.
5. PUBLIC COMMENT: Mike Meadows spoke about the appearance of the grounds near the entrance to the FBGC. Specifically, he addressed the rose bushes blocking the sign on Amelia Island Parkway, the dirt piles in the parking lot, the sand piles in the parking lot and the broken fence that has not been repaired for months. He thought the maintenance crew for the City and the FBGC could do a much better job. Mike Cooney thanked him for his comments and would speak with his Superintendent Blaine Ellerbe about Mike's comments.
6. OLD BUSINESS: There was discussion about the new "No Tipping Suggested" signs" in the grill room at the FBGC. Mile Cooney explained that it was a decision from City Hall and he was only following directions. He said the same thing as it

related to the new membership rates and greens fees and cart fees. Mike said he and Mike Benjamin had come up with lesser rate increases, but they were told what the rates would be by the City Manager. All the GCAB members asked that Mike Cooney invite Dale Martin to our next meeting to explore and understand the rationale for the new rates, the new “No Tipping Suggested” policy and the overall relationship between the FB City Manager/Commissioners and their support for the FBGC. Secretary Murray asked Mike Cooney to find out if any other City owned golf course had this “No Tipping Suggested” policy.

7. NEW BUSINESS

7.1 Golf Cart Acquisition – Club Car and EzGo: Mike Cooney updated the Board on his hopes to have new golf carts by next August. There was discussion about the increased costs of having golf carts that would stop when leaving certain areas of the FBGC. Secretary Murray suggested that the increased costs of \$1,000 per golf cart for this upgrade was a waste of money for a municipal golf course.

7.2 Financials: Mike Cooney updated the Board on the results for the past fiscal year. October 2020 – September 2021. The total revenue was \$1,575,176 and expenses were \$1,688,797 resulting in a loss of \$89,247. The Top Tracer is not profitable and lost \$1,204 for the month of October, 2021. There was discussion among the Board members that with the recent price increases and less memberships that the next year for the FBGC may be another unprofitable year. The consensus was that there will be financial struggles with the increased salaries and the need for more employees. On the bright side, the \$20,000 monthly note payment that has been paid for the last 19 years will expire in December 2021.

8. MGA UPDATE: Secretary/FBMGA Representative Murray said that he was working on a plan to have at least one FBMGA member be in attendance and speak at every FB City Commission meeting. He would update the Board at the December meeting.

9. WGA UPDATE: FBWGA Representative Simpson said there was displeasure among the FBWGA of the increased rates and thought there would be less women players because of the price increases. She and Member Paige spoke about the GROUP rates they pay at Amelia River and North Hampton and that the FBGC needed to review their rate structure to attract more women players.

10. MARKETING UPDATE:

10.1 Lighthouse Driving Range – Top Tracer Rates and Lighting: Mike Cooney told the Board that four new LED lights would be installed at the Top Tracer allowing for night play. There was discussion about the rates for Top Tracer and the appearance of Top Tracer and the need for beautifying the whole area.

11. AGRONOMY UPDATE: There was a general discussion with Mike Cooney and the Board about the appearance of the FBGC and the need for more FB City assistance to improve the golf course. Secretary Murray asked why the City of FB couldn't do more to assist the Superintendent of the FBGC in regard to tree trimming/pruning instead of paying outside contractors. Member Simpson asked that a DROP AREA be formed for hole #7 South and Mike Cooney said he would take care of that.

12. NEXT MEETING DATE – December 8, 2021: Mike Meadows asked to be recognized and said he thought the GCAB needed to become much more aggressive in their support of the FBGC, especially with the five FB City Commissioners. There was discussion about Chairperson Ricky Robbins not being in attendance and that missing three consecutive meetings is reason to remove him from the GCAB. Mike Cooney said he would investigate that matter and report back to the Board.

13. ADJOURNMENT: A motion to adjourn was made by Member Simpson, seconded by Secretary Murray, to adjourn. Vote upon passage was taken by ayes and nays, and being all ayes, the motion carried.

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: December 02, 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%)