



PARKS AND RECREATION DEPARTMENT
Civic Center • 500 East Third Street • Loveland, Colorado 80537
(970) 962-2727 • FAX (970) 962-2903 • TDD (970) 962-2620
www.cityofloveland.org

LOVELAND GOLF ADVISORY BOARD
Wednesday, April 25, 2018 – 5:15 p.m.
☛ **Mariana Butte Maintenance Building** ☛
499 Rossum Drive, Loveland

Notice of Meeting Posted

Call to Order at 5:15 p.m.
Citizen Comments
Council Liaison Report
Approval of 03/28/18 Minutes

Non-Action Items – Information

- | | | |
|----|--|------------------|
| 1. | Introduction of Maintenance Staff/2018 Goals | Jordan McCormick |
| 2. | Introduction of Clubhouse Staff/2018 Goals | Winston Howe |

Discussion/Action Items

- | | | |
|----|--------------------------|----------------|
| 3. | Budget 2019 | Andrea Sheldon |
| | *Presentation at Meeting | |

Reports/Correspondence

- | | | |
|----|----------------------------|-----------------------|
| 4. | Quarterly Financial Report | Andrea Sheldon |
| 5. | Golf Manager Report | Dennis Kling, Interim |

Board Member Comments

Next Regular Meeting Date 05/23/2018 – The Olde Course at Loveland – Maintenance Facility

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LOVELAND GOLF ADVISORY BOARD
MINUTES
03/28/2018
PARKS AND RECREATION CONFERENCE ROOM

PRESENT: Julie Nelson, Robert Walkowicz, Chuck Weirauch, Charlie Dyer, Jack Stringer,
Greg Oehmen, Rex Lamoreaux
ABSENT: Joe Lopo, Jan Wall, Jim Whitenight
STAFF: Andrea Sheldon, Dennis Kling
COUNCIL: Don Overcash
CITIZENS: None

Notice of meeting posted.

Chair Robert Walkowicz called the regular meeting of the Loveland Golf Advisory Board to order Wednesday, March 28, 2018 at 5:15 pm.

Minutes The minutes for the 02/28/18 meeting were approved as submitted.

Citizen None

Comments

DISCUSSION/ACTION Items

Budget Process Andrea Sheldon reviewed the 10-year plan including capital projects
2019: Preliminary proposed for 2019. They are:
Discussion

1. Cattail Creek parking lot rehab
2. Cattail Creek gas rental cart project
3. Olde Course at Loveland clubhouse design
4. Minimal funds for replacement of clubhouse F&B equipment

Also discussed was the increase to maintenance and operations expenses due to the mandated minimum wage increases and internal services cost allocations. Andrea stated that 2018 expenses included a financial feasibility study for The Olde Course at Loveland clubhouse. The 10-year plan does include an estimated amount for construction; however, that estimate does not include any costs associated with site work that may be necessary with a new building and is only a best guess at this time in relationship to construction costs.

After a lengthy discussion regarding long term funding strategies needed for golf courses improvements and equipment replacement, and the reason and need for a financial feasibility study, the general consensus of the Board was to direct staff to prepare the 10-year plan with fee increases in both 2019 and 2020 and to include all projects proposed for 2019..

Councilor Overcash leaves at 6:00 p.m.

NON-ACTION/INFORMATION Items

Frost Delays Dennis Kling gave a presentation on frost delays and the maintenance practices that surround them. For example, golfers are not allowed to play if there is frost on the greens. The reason for this is damage to the greens. Dennis stated that maintenance staff works closely with pro shop staff to minimize the delay to the golfer on days with frost. Also, frost delays will vary between courses.

Golf Manager Report Dennis provided updated information on several winter projects wrapping up at the golf courses.

Board Member Comments • Julie Nelson wants to continue the effort to get golf into the schools via PTAs, special after school programs, FUN clubs etc.

There being no further business, the meeting adjourned at 7:10 p.m.

Respectfully submitted,

Andrea Sheldon

AGENDA ITEM: 1

MEETING DATE: 04/25/2018

DESCRIPTION: **Introduction of Mariana Butte Maintenance Staff/Goals for 2018**

SUMMARY:



JORDAN MCCORMICK: Jordan was hired to lead Mariana Butte in August of 2010. Jordan is a native of Nebraska but saw the light and became a Coloradoan in 1985. Prior to the Butte, Jordan was the superintendent at the Broadmoor West golf course in Colorado Springs for 6 years. Wife is Danielle; two daughters: Haley and Lauren. Enjoys the Colorado outdoors: skiing/snowboarding, golfing, & cycling both motor and human powered.



PAUL MASON – Began working for the Mariana Butte golf course in 1994. Paul is a former Florida golf maintenance supervisor.

Musician: plays guitar, sings, & paints; music & art are his hobby and passion.



LARRY RUDEEN – assisted in construction of Cattail Creek golf course & then started at Mariana Butte in 1991. Avid skier and knows all the wildlife on the course; lives in Ft. Collins



IVAN BROWN – is the newest team member, joining the Mariana Butte maintenance crew in February of 2018. Ivan initially trained as an auto mechanic but got into the golf industry in the early 80's. During his years, working in the industry, Ivan has been a technical representative for manufacturing, trained mechanics worldwide and has been a manager for an equipment distributor. Welcome Ivan.

Discussion: Information Only



AGENDA ITEM: 2

MEETING DATE: 04/25/18

DESCRIPTION: **Introduction of Mariana Butte Pro Shop Staff/Goals for 2018**

SUMMARY:



Winston Howe, PGA, Class A

Head Golf Professional

Winston Howe is a 25 year member of the PGA. He has been active in the Colorado golf scene for many years from his days as a top junior golfer in the state to his tenure as General Manager/Head Golf Professional at Eagles Nest Golf Course and Mountain View Golf Course. Winston formed Colorado Golf Management, Inc., in 1993 to lease and operate Eagles Nest. Winston received the Junior Golf Leader Award by the Colorado Section PGA in 2004 and is an active participant in many PGA activities. Winston was hired as the Head Golf Professional at Mariana Butte in 2006.



Kevin Cohrs, PGA, Class A

Assistant Golf Course Professional

Kevin Cohrs joined the Mariana Butte pro shop team in 2014. Kevin Cohrs is a Class A PGA member, with 5 years of teaching experience and over 10 years in the golf industry including his most recent tenure at Todd Creek Golf Club in Thornton, CO. Kevin graduated from Colorado State University in 2008 with a bachelor's degree in Technical Journalism with an emphasis in Public Relations. His favorite courses to play, in Colorado, are The Club at Cordillera - Mountain Course, Coal Creek Golf Course, and of course Mariana Butte Golf Course.

Discussion: Information Only



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AGENDA ITEM: 3

MEETING DATE: 04/25/18

DESCRIPTION: Budget 2019

SUMMARY:

2019 Expenditures:

- **Capital Improvements and Equipment Budget:**
 - Capital Improvement Plan for 2019 and beyond. Highlights for 2019 could include:
 - CCGC parking lot, design of the OCAL clubhouse, CCGC gas cart transition, minimal F&B equipment replacement.
- **Line Item Maintenance and Operation Budgets**
 - Staff has received word that the allocation for services rendered by General Fund operations such as Accounting, Human Resources, Facilities, etc. will increase by approximately \$8300.00. Staff does not feel that an increase to other 2019 maintenance line items is warranted, except for those that clearly need a market adjustment.
 - Staff has not received official word on city-wide operational budget increases for Human Resource items such as insurance, unemployment, etc.
- **Salaries and Benefits:** Staff has increased the part-time staff line item allocation to include mandatory minimum wage increases.

2019 Revenues:

- **Discussion 2019 Fees:** Review of 2018 fees for any changes necessary. The revenues from fees ensure golf fund meets short term operational needs as well as current cash balance objectives to fund future projects and purchases.

Discussion: Discussion, recommendations for 2019 budget package

Working Draft 04/24/18

GOLF FUND

	Actual	Budgeted	Reforecasted											
PROJECTED FUNDS	2017	2018	2018	2019	2020	2021	2022	2023	2024	2025	2026	2027	2028	TOTAL
Total Cash in Fund	3,368,831	3,606,324	3,606,324	3,789,555	3,817,648	3,641,830	3,054,177	2,762,692	2,650,920	2,591,438	2,254,933	1,956,805	1,745,158	
Required Reserve	1,200,000	1,200,000	1,200,000	1,200,000	1,200,000	1,200,000	1,200,000	1,200,000	1,200,000	1,200,000	1,200,000	1,200,001	1,200,002	
Beginning Available Cash Balance	2,168,831	2,406,324	2,406,324	2,589,555	2,617,648	2,441,830	1,854,177	1,562,692	1,450,920	1,391,438	1,054,933	756,804	545,156	
Revenues														
Operating Revenues (\$125,000 fee inc. every 3)	3,415,225	3,454,690	3,415,225	3,604,773	3,704,773	3,704,773	3,704,773	3,829,773	3,829,773	3,829,773	3,954,773	3,954,773	3,954,773	44,903,180
MB ProShop and Snack Bar (1% incr)	256,067	241,201	241,201	243,613	246,049	248,510	250,995	253,505	256,040	258,600	261,186	263,798	266,436	3,045,999
OC ProShop (1% incr)	107,248	143,600	143,600	145,036	146,486	147,951	149,431	150,925	152,434	153,959	155,498	157,053	158,624	1,768,245
CC ProShop (1% incr)	59,328	103,900	103,900	104,939	105,988	107,048	108,119	109,200	110,292	111,395	112,509	113,634	114,770	1,261,122
Loan Proceeds OC Clubhouse						1,500,000								1,500,000
Interest	35,742	36,063	31,792	37,896	57,265	72,837	76,354	69,067	66,273	64,786	56,373	48,920	43,629	660,934
Total Revenue	3,873,610	3,979,454	3,935,718	4,136,257	4,260,562	5,781,119	4,289,672	4,412,470	4,414,812	4,418,513	4,540,339	4,538,178	4,538,232	49,160,026
Total Revenue & Resources	7,242,441	7,585,778	7,542,042	7,925,811	8,078,210	9,422,949	7,343,849	7,175,162	7,065,732	7,009,951	6,795,273	6,494,983	6,283,390	49,160,026
Expenditures														0
Operations and Maintenance (2.5% inflation)	3,302,710	3,561,853	3,561,853	3,684,453	3,820,553	3,896,964	3,974,903	4,074,275	4,176,132	4,280,536	4,387,549	4,497,238	4,609,669	48,266,834
PILT-3%	114,677													114,677
TOTAL non-capital expenditures	3,417,387	3,561,853	3,561,853	3,684,453	3,820,553	3,896,964	3,974,903	4,074,275	4,176,132	4,280,536	4,387,549	4,497,238	4,609,669	48,381,511
Capital Outlay														0
Admin & Computers:		12,804	12,804											12,804
Mariana Butte:														0
- MB Clubhouse Equipment Replacement		62,430	44,527	15,136	38,658	5,459	14,897			61,900			16,939	197,516
- MB Maint. Equipment and Cart Replacement	194,612	119,160			261,961	46,607	255,396	59,672	58,108	69,424	135,924	73,372	90,226	1,245,302
- MB Course Renovations														0
- MB Other Asset Replacement		190,950	74,000		166,500									240,500
- Water (1/2)														0
- MB Flood														0
Deappropriated Budget - MB		(254,013)												0
Olde Course														0
- OC Clubhouse Equipment Replacement		5,440	5,440	11,474	15,693	29,200	33,470	29,669	35,167	28,966	20,368		13,294	222,741
- OC Maintenance Eqpt and Cart Replacement	52,416	80,724			129,725	320,042	204,991	229,815	94,585	157,362	135,995	81,715	130,587	1,537,233
- OC Renovations/Asset Replc														0
- OC New Loan Payments							97,500	97,500	97,500	97,500	97,500	97,500	97,500	682,500
- OC Clubhouse			50,000	200,000		2,070,500								2,320,500
Deappropriated Budget - OC		(30,724)												0
Cattail & Mini Course:														0
- CC Eqpt Replacement			3,863		3,290			33,311	12,801	59,330	61,132			173,727
- CC Irrigation Replacement		335,771												0
- CC Cart Storage Solution				110,750										110,750
- CC Other Asset Replacement	53,115	171,855		86,350										139,465
Deappropriated Budget - CC		(503,763)												
TOTAL Capital expenditures	300,143	694,397	190,634	423,710	615,827	2,471,808	606,254	449,967	298,161	474,482	450,919	252,587	348,546	6,883,038
Total Expenditures	3,717,530	4,256,250	3,752,487	4,108,163	4,436,380	6,368,772	4,581,157	4,524,242	4,474,293	4,755,018	4,838,468	4,749,825	4,958,215	54,487,933
Net Change in Working Cash Bal	156,080	(276,795)	183,231	28,094	(175,818)	(587,653)	(291,485)	(111,772)	(59,481)	(336,505)	(298,129)	(211,647)	(419,983)	
Ending Working Cash Balance	3,524,911	3,329,529	3,789,555	3,817,648	3,641,830	3,054,177	2,762,692	2,650,920	2,591,438	2,254,933	1,956,805	1,745,158	1,325,175	
PROJECTED FUNDS	2017	2018	2018	2019	2020	2021	2022	2023	2024	2025	2026	2027	2028	TOTAL

- Calculations include lump sum fee increase in 2019 of \$75,000, 2020 of \$100,000 and in 2023 and 2026 of \$125,000.
- Increase in revenue projected on years with fee increases only
- Designated/Required Reserve [\$1.2M] includes 3 months operations [\$1M], Easements [\$83K] and Buckingham Reservoir [\$161K]
- Summary of other asset replacement and course renovations:
 - MB - (2018 reforecasted) parking lot \$41,000 & security system \$33,000, (2020) Pump Station \$165,000, (Parking Lot Walkway \$50,000 will be completed in 2019 using ADA funds, Bridge repairs moved to "and beyond")
 - OC - (2018) Clubhouse financial feasibility study, (2019) Clubhouse design / engineering, (2021) Clubhouse construction
 - CC -(2017) Clubhouse Stabilization, (2019) Cattail Creek Parking Lot \$85,500 & cart storage solution (\$35,000 gas carts & \$75,000 storage)

** Equipment replacement for MB & OC reduced by 25% for all years 2020-2028