

**AGENDA ITEMS ON FILE FOR CONSIDERATION AT THE
MEETING OF THE MONTEBELLO GOLF COMMISSION
WEDNESDAY, NOVEMBER 20, 2019 AT 11:30 A.M
AT CITY HALL COUNCIL CHAMBERS**

GOLF COURSE COMMISSION

DILLON ARREOLA
CHAIRPERSON

BARNEY SANTOS
VICE CHAIRPERSON

BILL WALTERS
COMMISSIONER

JOSEPH CAPPIELLO
COMMISSIONER

CITY STAFF

FERNANDO GARCIA
G.C SUPT/ FAC. MGR

DAVID SOSNOWSKI
DIRECTOR REC & COMM SERVICES

JAMES COINER
DEPUTY DIRECTOR REC & COMM SERVICES

CONCESSIONAIRES

ALEX ORTIZ
GOLF PROFESSIONAL

SEAN SHAMIM
Q.C. GENERAL MANAGER

OPENING CEREMONIES

CALL MEETING TO ORDER

**ROLL CALL- ADMINISTRATIVE ANALYST CECILIA AMAYA
APPROVAL OF MINUTES FOR, OCTOBER 16, 2019
APPROVAL OF AGENDA FOR, NOVEMBER 20, 2019**

In compliance with the Americans with disabilities Act, we can arrange for a special assistance to participate in this meeting by contacting the Director of Building Services (323/887-1497). Notification 48 hours prior to the meeting will enable the city to make reasonable arrangements to ensure accessibility to this meeting (23 CFR 35.102-35.104 ADA Title II).

SCHEDULED MATTERS

1. Presentation scheduled – No presentations scheduled

2. Operations.

a. Monthly Operations Report

3. Tournament Schedule.

4. Golf Course Revenue/ Consolidated Income Statement/ Monthly Operating Statement.

5. Quiet Cannon Revenue Update.

NEW BUSINESS

6. Resolution Addressing the Change to Meeting Time- At the October 16, 2019 Commission Meeting, the Commission asked staff to bring back a formal resolution modifying the start time of Golf Commission Meetings from 11:30 a.m. to 6:30 p.m.

It is recommended that the Commission consider adoption of the attached resolution modifying the start time of Golf Commission meetings.

PUBLIC ORALS

7. Speakers Cards must be turned in prior to the start of the meeting

STAFF ORALS

8. No staff orals scheduled.

COMMISSION ORALS

9. Chairperson Arreola

- a. Driving Range Report
- b. SCPGA JR Program Update
- c. Report On Pro Shop Staff

10. Commissioner Walters

- a. Golf Course Parking
- b. Golf Tee Times

11. Commissioner Cappiello

- a. Handicap Flags Information
- b. Commissioner Shirts
- c. Staff Dress Code

ADJOURNMENT

12. Next Commission Meeting is scheduled for Wednesday, December 18, 2019 at 11:30 a.m. at the City Hall Council Chambers.

**CITY OF MONTEBELLO
GOLF COURSE COMMISSION
MINUTES OF OCTOBER 16, 2019
WEDNESDAY AT 11:30 AM**

The Golf Course Commission of the City of Montebello met in regular session at the Quiet Cannon at the above date and time.

OPENING CEREMONIES

Commissioner Dillon Arreola called the meeting to order at 11:31 a.m.

Administrative Analyst Cecilia Amaya took roll

COMMISSIONERS PRESENT:

Dillon Arreola
Joseph Cappiello
Barney Santos
Bill Walters

CONCESSIONARIES PRESENT:

Sean Shamim
Alex Ortiz

STAFF PRESENT:

David Sosnowski
Fernando Garcia
James Coiner

EXCUSED ABSENT:

N/A

UNEXCUSED ABSENT:

N/A

SCHEDULED MATTERS

1. Presentations – No presentations were scheduled.
2. Operations Narrative – Superintendent Garcia gave an update on the hiring process for Part Time Employees and conditions of the golf course.
3. Tournament Schedule – A schedule was provided to the commission.
4. Golf Course Revenues/ Monthly Operating Statement – The Commission reviewed the revenue and monthly operating statements provided.
5. Quiet Cannon Revenue - The Commission received an oral update from Sean Shamim from the Quiet Cannon.

NEW BUSINESS

6. Commissioner Arreola made a motion to change the location of the Commission Meeting from the Golf Course to the Council Chambers. The motion was approved 3:1 with Commissioner Walter casting the no vote. Commissioner Arreola made a motion to pass a resolution to change the time of the Commission Meeting. The motion was approved 3:1 and staff were asked to bring the resolution back for formal adoption at the November meeting.

Public Orals

7. Margot Eisner spoke about the Golf Course trees and the Golf Course sign. Will Cervera and Linda Nicklas both spoke about a possible change on the time and place of the Commission Meeting.
8. Staff Orals – No staff orals.
9. Commission Orals – Commissioner Arreola spoke about the driving range upkeep and asked for an update from Tom Camacho on the SCPGA Jr. Program. Commissioner Santos asked the staff about a point of sale integration program and the timeline for an RFP. Commissioner Walters spoke about possible tree replacements and stump removals as well as renovations of bunkers. A discussion also took place about the irrigation system and why certain sections of green are not being watered. Commissioner Cappiello tabled his items to the November meeting.

NEXT MEETING SCHEDULED

The next scheduled meeting is scheduled for Wednesday, November 20, 2019 at 11:30 a.m. at Montebello City Hall

ADJOURNMENT

Meeting adjourned at 12:49 p.m.

Operations Narrative

November 20, 2019

Golf Greens have been fertilized and continue to be mowed with Triplex Riding Mower 5 days a week and being mowed 1 x a week with walk behind mowers. We have started to skip 1 day a week from mowing now that growth has slowed due to cooler conditions.

Trees: West Coast Arborists, the City's tree contractor trimmed trees along the back of the 4th tee and removed 3 remaining stumps on the course. Staff is working with Public Works Division to put a list of replacement trees together for the golf course and parking lot.

Irrigation is adjusted daily to compensate for changes in temperature. Staff is currently reviewing possible pressure issues during parts of the irrigation cycle, causing some of the die back and drying occurring in spots on the golf course roughs and fairways.

Staffing update: One part time position is still open and new recruitment has started.

We continue to offer staff overtime to help close the gap on our maintenance issues. We will be operating with reduced crew levels during the Holiday period but to reduce the impact we are limiting to 2 employees from the maintenance crew off at the same period of time.

Construction updates - No new Updates.

Routine maintenance will continue as weather and personnel levels permit.

**GOLF COURSE
REVENUE AND ROUNDS WORKSHEET**

ROUNDS						
MONTH	2018/19	REVENUE	YR. TO DATE	2019/20	REVENUE	YR. TO DATE
JULY	3,454	90,073.00	\$ 90,073.00	4,085	95,158.00	\$ 95,158.00
AUGUST	3,532	85,869.98	\$ 175,942.98	6,502	104,500.64	\$ 199,658.64
SEPTEMBER	3,058	73,793.01	\$ 249,735.99	3,072	72,830.02	\$ 272,488.66
OCTOBER	3,731	102,194.00	\$ 351,929.99	4,103	98,455.00	\$ 370,943.66
NOVEMBER	3,218	87,258.66	\$ 439,188.65			\$ 370,943.66
DECEMBER	3,081	79,120.00	\$ 518,308.65			\$ 370,943.66
JANUARY	3,750	67,274.00	\$ 585,582.65			\$ 370,943.66
FEBRUARY	2,293	55,655.21	\$ 641,237.86			\$ 370,943.66
MARCH	2,878	71,808.74	\$ 713,046.60			\$ 370,943.66
APRIL	4,192	83,158.00	\$ 796,204.60			\$ 370,943.66
MAY	3,792	91,788.61	\$ 887,993.21			\$ 370,943.66
JUNE	4,081	100,977.36	\$ 988,970.57			\$ 370,943.66
TOTALS:	41,060	988,971		17,762	370,944	

CART RENTAL						
MONTH	2018/19	REVENUE	YR. TO DATE	2019/20	REVENUE	YR. TO DATE
JULY	2,175	39,899.00	\$ 39,899.00	2,356	45,425.00	\$ 45,425.00
AUGUST	2,151	40,272.00	\$ 80,171.00	2,651	49,416.00	\$ 94,841.00
SEPTEMBER	1,740	33,542.00	\$ 113,713.00	1,841	35,925.00	\$ 130,766.00
OCTOBER	2,511	42,925.00	\$ 156,638.00	2,426	46,254.00	\$ 177,020.00
NOVEMBER	1,940	35,849.00	\$ 192,487.00			\$ 177,020.00
DECEMBER	1,741	34,038.00	\$ 226,525.00			\$ 177,020.00
JANUARY	1,458	28,856.00	\$ 255,381.00			\$ 177,020.00
FEBRUARY	1,285	24,749.00	\$ 280,130.00			\$ 177,020.00
MARCH	1,674	32,495.00	\$ 312,625.00			\$ 177,020.00
APRIL	2,092	38,536.00	\$ 351,161.00			\$ 177,020.00
MAY	2,253	42,143.00	\$ 393,304.00			\$ 177,020.00
JUNE	2,413	45,079.00	\$ 438,383.00			\$ 177,020.00
TOTALS:	23,433	438,383		9,274	177,020	

DRIVING RANGE						
MONTH	2018/19	REVENUE	YR. TO DATE	2018/19	REVENUE	YR. TO DATE
JULY	518	4,072.00	\$ 4,072.00	577	5,220.00	\$ 5,220.00
AUGUST	577	4,684.00	\$ 8,756.00	600	5,416.00	\$ 10,636.00
SEPTEMBER	609	5,044.00	\$ 13,800.00	433	4,028.00	\$ 14,664.00
OCTOBER	567	4,564.00	\$ 18,364.00	464	4,476.00	\$ 19,140.00
NOVEMBER	537	4,572.00	\$ 22,936.00			\$ 19,140.00
DECEMBER	447	3,876.00	\$ 26,812.00			\$ 19,140.00
JANUARY	417	3,656.00	\$ 30,468.00			\$ 19,140.00
FEBRUARY	323	2,856.00	\$ 33,324.00			\$ 19,140.00
MARCH	496	4,428.00	\$ 37,752.00			\$ 19,140.00
APRIL	605	4,936.00	\$ 42,688.00			\$ 19,140.00
MAY	514	4,488.00	\$ 47,176.00			\$ 19,140.00
JUNE	711	6,248.00	\$ 53,424.00			\$ 19,140.00
TOTALS:	6,321	53,424		2,074	19,140	

QUIET CANNON 1						
MONTH	2017/18	REVENUE	YR. TO DATE	2019/20	REVENUE	YR. TO DATE
JULY		-	\$ -		20,627.17	20,627.17
AUGUST		-	\$ -		23,993.93	44,621.10
SEPTEMBER		-	\$ -		45,060.08	89,681.18
OCTOBER		-	\$ -		53,402.43	143,083.61
NOVEMBER		45,389.64	\$ 45,389.64			143,083.61
DECEMBER		96,919.61	\$ 142,309.25			143,083.61
JANUARY		31,705.91	\$ 174,015.16			143,083.61
FEBRUARY		24,385.01	\$ 198,400.17			143,083.61
MARCH		40,336.63	\$ 238,736.80			143,083.61
APRIL		31,688.54	\$ 270,425.34			143,083.61
MAY		52,124.58	\$ 322,549.92			143,083.61
JUNE		59,176.40	\$ 381,726.32			143,083.61
TOTALS:		381,726.32			143,083.61	

MONTH	2018/19	2017/18	YR. TO DATE	2019/20	REVENUE	YR. TO DATE
JULY	\$ 134,027.00	\$ 134,044.00	\$134,044.00	\$ 150,853.00	166,430.17	\$ 166,430.17
AUGUST	\$ 130,776.00	\$ 130,825.98	\$264,869.98	\$ 159,266.00	183,326.57	\$ 349,756.74
SEPTEMBER	\$ 112,359.00	\$ 112,379.01	\$377,248.99	\$ 112,743.00	157,843.10	\$ 507,599.84
OCTOBER	\$ 149,653.00	\$ 149,683.00	\$526,931.99	\$ 149,170.00	202,587.43	\$ 710,187.27
NOVEMBER	\$ 127,673.00	\$ 173,069.30	\$700,001.29		-	\$ 710,187.27
DECEMBER	\$ 116,654.00	\$ 213,953.61	\$913,954.90		-	\$ 710,187.27
JANUARY	\$ 97,426.00	\$ 131,491.91	\$1,045,446.81		-	\$ 710,187.27
FEBRUARY	\$ 84,640.21	\$ 107,645.22	\$1,153,092.03		-	\$ 710,187.27
MARCH	\$ 104,248.00	\$ 149,068.37	\$1,302,160.40		-	\$ 710,187.27
APRIL	\$ 126,120.00	\$ 158,318.54	\$1,460,478.94		-	\$ 710,187.27
MAY	\$ 138,193.00	\$ 190,544.19	\$1,651,023.13		-	\$ 710,187.27
JUNE	\$ 152,211.00	\$ 211,480.76	\$1,862,503.89		-	\$ 710,187.27
TOTALS:	\$1,473,980.21	\$1,862,503.89		\$572,032.00	\$710,187.27	

Note:

1 - QC revenue reflects net of loan obligations

CITY OF MONTEBELLO
COMMISSION AGENDA STAFF REPORT

TO: Golf Commission Chairperson and Commissioners
FROM: David Sosnowski, Director of Recreation and Community Services
SUBJECT: **Adopt a Resolution Amending the Start Time of Commission Meetings**
DATE: November 20, 2019

RECOMMENDATION

It Is Recommended that the Commission:

1. Adopt the attached Resolution amending the start time of Golf Commission Meetings from 11:30 a.m. to 6:30 p.m.
2. Take such additional, related action that may be desirable.

BACKGROUND

The City of Montebello's Golf Commission ("Commission") currently holds its regular meetings on the third Wednesday of every calendar month at 11:30 a.m.

The Commission may set and thereafter amend its regularly scheduled meeting time via Commission resolution pursuant to City of Montebello Municipal Code Section 2.30.080(A);

At the October 16, 2019 Commission Meeting a motion was entertained and passed to bring back to the Commission a resolution to modify the official start time of the Commission meetings from 11:00 a.m. to 6:30 p.m.

ANALYSIS

The Commission desires to change its regular meeting time from the aforementioned time to the third Wednesday of every calendar month at 6:30 p.m. via resolution.

FISCAL IMPACT

There is no fiscal impact to adopting a resolution to modify the start time of Commission meetings from 11:30 a.m. to 6:30 p.m.

SUMMARY

The Commission will consider the adoption of a resolution modifying the official start time of Commission meetings from 11:30 a.m. to 6:30 p.m.

ATTACHMENT

Resolution

RESOLUTION NO. _____

A RESOLUTION OF THE GOLF COMMISSION OF THE CITY OF MONTEBELLO, CALIFORNIA, AMENDING ITS REGULAR MEETING TIME PURSUANT TO MONTEBELLO MUNICIPAL CODE SECTION 2.30.080(A)

WHEREAS, the City of Montebello's Golf Commission ("Commission") currently holds its regular meetings on the third Wednesday of every calendar month at 11:30 a.m.; and

WHEREAS, the Commission may set and thereafter amend its regularly scheduled meeting time via Commission resolution pursuant to City of Montebello Municipal Code Section 2.30.080(A); and

WHEREAS, the Commission desires to change its regular meeting time from the aforementioned time to the third Wednesday of every calendar month at 11:30 a.m. via this resolution ("Resolution"); and

WHEREAS, all other legal prerequisites to the adoption of this Resolution have occurred.

NOW THEREFORE, THE GOLF COMMISSION OF THE CITY OF MONTEBELLO HEREBY RESOLVES, DECLARES, AND DETERMINES AS FOLLOWS:

SECTION 1. RECITALS. The above recitals are true and correct and incorporated herein.

SECTION 2. REGULAR MEETING TIME. Pursuant to Montebello Municipal Code section 2.30.080(A), the Golf Commission hereby amends its regular meeting time to the third Wednesday of every calendar month at 6:30 p.m.

SECTION 3. CEQA EXEMPTION. The Golf Commission, on the basis of the whole record and exercising independent judgment, finds that this Resolution is not subject to environmental review pursuant to Sections 15060(c)(2) and 15060(c)(3) of the State Guidelines for Implementation of the California Environmental Quality Act (CEQA). Sections 15060(c)(2) and 15060(c)(3) pertain to activities that will not result in a direct or reasonably foreseeable indirect change to the environment and that are not defined as a project under Section 15378.

SECTION 4. SEVERABILITY. If any section, subsection, line, sentence, clause, phrase, word, part, provision, or portion of this Resolution, or its application to any individual, entity, or circumstance, for any reason, is held to be invalid or unconstitutional by the decision of any court of competent jurisdiction, such decision shall not affect the validity of the remaining portions of this Resolution, and shall continue in full force and effect. To this end, any section, subsection, line, sentence, clause, phrase, word, part, provision, or portion of this Resolution is severable. The Golf Commission of the City of Montebello declares that this Resolution would have been adopted by the Commission regardless of the fact that any section, subsection, line, sentence, clause, phrase, word, part, provision, or portion thereof, might be declared to be invalid or unconstitutional.

SECTION 5. PASSAGE AND EFFECTIVE DATE. The City Clerk shall attest and certify to the passage and adoption of this Resolution, and enter it into the book of original resolutions, and it shall become effective immediately upon adoption.

PASSED, APPROVED and ADOPTED this 20th day of November 2019, by the following vote:

AYES:

NOES:

Dillon Arreola, Chairperson

APPROVED AS TO FORM:

ATTEST:

Arnold Alvarez-Glasman, City Attorney

Irma Barajas
City Clerk