



Winter Pines Golf Course Advisory Board Regular Meeting

Agenda

December 12, 2022 @ 8:00 am

Commission Chamber

401 Park Ave

Winter Park, FL 32789

welcome

Agendas and all backup material supporting each agenda item are accessible via the city's website at cityofwinterpark.org/bpm and include virtual meeting instructions.

assistance & appeals

Persons with disabilities needing assistance to participate in any of these proceedings should contact the City Clerk's Office ([407-599-3277](tel:407-599-3277)) at least 48 hours in advance of the meeting.

"If a person decides to appeal any decision made by the Board with respect to any matter considered at this hearing, a record of the proceedings is needed to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based." (F.S. 286.0105).

please note

Times are projected and subject to change.

-
1. **Call to Order**
 2. **Consent Agenda**
 - a. [Approve Minutes November 14, 2022](#) 2 minutes
 3. **Public Comment (for items not on the agenda): Three minutes allowed for each speaker**
 4. **Action Items**
 - a. [Outdoor Seating Improvements](#) 10 minutes
 - b. [Approve Fee Structure for Golf Instruction](#) 10 minutes
 5. **Non-Action Items**
 - a. [Long Term Projects and Priorities](#) 20 minutes
 6. **Staff Updates**
 - a. [Course Conditions: Winter Pines Golf Course Superintendent, Robert Boyan](#) 10 minutes
 - b. [Financial Update](#) 15 minutes
 7. **Board Comments**
 8. **Upcoming Agenda Items**
 9. **Adjournment**



Winter Pines Golf Course Advisory Board

agenda item

item type	Consent Agenda	meeting date	December 12, 2022
prepared by	Kesha Thompson	approved by	
board approval			
strategic objective			

subject

Approve Minutes November 14, 2022

motion / recommendation

background

alternatives / other considerations

fiscal impact

ATTACHMENTS:

1114.22 minutes (draft).pdf



Winter Pines Golf Advisory Board Minutes

November 14, 2022 at 8:00 a.m.

City Hall | Commission Chamber
401 Park Ave South | Winter Park, Florida 32789

Present

Marc Reicher, Sid Cash Jr., Sean Connolly, Justin Ingram, Paul Smith, David Webster
Nancy Freeman

1. Call to Order

Meeting was called to order at 8:05 a.m. by Chairman Reicher

2. Consent Agenda

a. Minutes Approval 1017.22

Motion made by Marc Reicher to approve consent agenda; seconded by Sid Cash Jr. Motion carried unanimously.

3. Public Comment (for items not on the agenda)

Robb Lauzon from UCF addressed the board about possible interviews from students about civic engagement and the important of land use.

4. Action Items

a. Chits Discussion

Gregg Pascale informed the board of outstanding chits that were distributed prior to the city's ownership of the course. These chits were specific for merchandise; staff is recommending that chits must be used for merchandise prior to January 1, 2023, and after that they can be used for things like range balls, greens fees and membership fees

Motion made by Sid Cash Jr. to open the use of chits to also include membership, greens and range balls fees that must be used prior to December 31, 2022; seconded by Sean Connolly. Motion carried unanimously.

5. Non-Action Items

a. Proposed Instructional Model

Staff provided the board with a proposed instructor model; and copies of all the bios provided by the instructors. Currently instructors are paying a \$100 monthly fee. Staff is proposing Monday-Thursday only (unless approved by Cheryl or James) 9 holes: teacher \$10 and student \$15; and 10 holes: teacher \$15 and student \$24, and also to include the instructor does minimum of two public clinics per year pro bono to be scheduled by management.

Mr. Connolly suggested a three-hole fee, and pay the full rate for a nine-hole lesson. The board also recommends implementing a quarterly or annual fee to replace the monthly fee, and a 20% revenue share. Staff will provide the board with a recommendation for approval next meeting.

b. Preliminary Discussion Regarding long term projects and priorities

Staff provided a list of completed projects that include, the clubhouse update, new carts, GPS, new merchandise, parking lot lighting upgrades, and beverage cart conversion. Improvements in progress are awning upgrade, upgrade driving range surface, electrical upgrade and exterior lighting, ADA restroom upgrade and grease trap, tree canopy improvements, and stormwater/drainage improvements.

Future improvements for consideration are improvements or repurposing of chipping and putting area, potential patio space extension in the area between clubhouse and range, clubhouse furniture, Thorguard lighting prediction system, update of clubhouse exterior per design concept provided by Evolve, repair and replacement of select putting greens on course. Staff will coordinate with Ed Batcheller to provide an assessment on the current course conditions.

Staff will provide some dates in the beginning of the year to have work session to discuss course priorities.

6. Staff Updates

- **Pro Shop Update & GolfNow Upgrade Update**

Staff is adapting to the new system, once fully implemented this will make the operation for food and beverage easier. Customers have provided great feedback on merchandise selections, and sells are doing well.

- **Course Conditions Update**

Staff will coordinate with Ed Batcheller to provide an assessment on the current course conditions. Board members would like a report from Wastewater and the current superintendent. Staff will also contact the police department for the vagrant camp near hole seven

7. Board Comments

8. Upcoming Agenda Items

Chairman Reicher would like a monthly financial report, staff will provide those reports beginning in January 2023.

9. Adjournment

Motion made by Nancy Freeman to adjourn the meeting; seconded by Sean Connolly. Meeting adjourned at 9:38am

Minutes approved the board on 12/12/2022
/s/ Recording Secretary Kesha Thompson



Winter Pines Golf
Course Advisory
Board

agenda item

item type	Action Items	meeting date	December 12, 2022
prepared by	Kesha Thompson	approved by	
board approval			
strategic objective			

subject

Outdoor Seating Improvements

motion / recommendation

background

alternatives / other considerations

fiscal impact



Winter Pines Golf
Course Advisory
Board

agenda item

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Approve Fee Structure for Golf Instruction

motion / recommendation

background

alternatives / other considerations

fiscal impact

ATTACHMENTS:

[WPP Instructor Fee Structure.pdf](#)

Winter Park Pines Golf Instructor Fee Structure

Annual Fee: \$3,500 - paid in full by first Monday of January (can also be Oct to align with City fiscal year)

Community Outreach requirement: 2 - one hour complimentary clinics per year or equivalent as agreed upon by Golf Course Manager.

Playing Lessons Scheduling:

Mon -Thu Only (*Fri-Sun can be booked for such but requires pro to make request in writing to Golf Course Manager no more than 7 days prior to requested date and is at discretion of GCM to allow*)

Playing Lesson Rates: (*Standard playing lessons are 3 holes max with 1 hour time limit*)

Standard (3 holes) - Instructor \$7/Student/Player \$7

9 hole Playing Lesson - Instructor \$9/Student/Player \$24

At Course Marketing/Advertising: WP Pines Pros will provide City with up to date fees, bio, photos, and availability that will be posted at course Pro Shop and WP Pines web page. No other forms of marketing should take place on course property without consent of GCM.

Code of Conduct: All instructors will comply with all WP Pines and City of Winter Park policies and procedures and treat staff, course patrons, and the public with courtesy and respect. While instructors are not prohibited from posting on City of Course social media pages, using such social media to negatively speak of course, staff, or other related matters may result in termination of agreement.

Background Check: Instructors are required to complete an annual level 2 background check. This can be arranged through City of Winter Park PD or outside source.

Insurance: Instructors must provide City with insurance certificate with City added as an additionally insured party. 1m/2m policy minimum required.



Winter Pines Golf Course Advisory Board

agenda item

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Long Term Projects and Priorities

motion / recommendation

background

alternatives / other considerations

fiscal impact

ATTACHMENTS:

[WP Pines Long Term Planning Discussion.pdf](#)

Improvements Underway

- ▶ Upgrade to Awning adding additional shaded seating -1st qtr 2023 - \$35,000
- ▶ Upgrade Driving Range Surface – Projected start date of Dec 19th- \$18,000
- ▶ Electrical Upgrade and Exterior Lighting Building – Will begin week of Dec. 19th - \$waiting on quote
- ▶ Restroom Upgrade (ada) and Plumbing/Grease Trap – June 2023 - \$150,000*
- ▶ Tree Canopy Improvements – Ongoing/Pines planting – 2nd qtr 2023 – Forestry Budget
- ▶ Stormwater/Drainage Improvements – Ongoing – Public Works/Lakes Budget
- ▶ Outside assessment of Course Conditions by Country Club of Orlando, Superintendent – Dec. 14th

Projected Total Cost - \$250,000 (\$235k w aprx 8% contingency)

Further Improvements For Consideration

- ▶ **Light driving range and add on range ball dispenser – Staff would like to make this improvement immediately as will have significant impact on potential revenues across several revenue centers.**
 - ▶ Improvements or repurposing of chipping and putting areas
 - ▶ Potential Patio Space Extension in area between clubhouse and range
 - ▶ Clubhouse Furniture
 - ▶ Thorguard Lightning Prediction System**
 - ▶ Update of Clubhouse Exterior per design concept provided by Evolve
 - ▶ Repair or Replacement of select putting greens on course
-
- ▶ Approximate Remaining Balance of bond fund - \$100K



Winter Pines Golf
Course Advisory
Board

agenda item

item type	Staff Updates	meeting date	December 12, 2022
prepared by	Kesha Thompson	approved by	
board approval			
strategic objective			

subject

Course Conditions: Winter Pines Golf Course Superintendent, Robert Boyan

motion / recommendation

background

alternatives / other considerations

fiscal impact



Winter Pines Golf Course Advisory Board

agenda item

item type	Staff Updates	meeting date	December 12, 2022
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subject

Financial Update

motion / recommendation

background

Review financials for October and November (this report will be mixed due to Nov. 7 conversion to G1 Platform)

alternatives / other considerations

fiscal impact

ATTACHMENTS:

[Copy of WP Pines Expense by Line Nov 22.pdf](#)

ATTACHMENTS:

[Copy of WP Pines Revenue Summary Nov22.pdf](#)

Winter Park Pines Expenses - LINE BUDGET - Y

Full Account	Description	Revised	Actual
001-63-6303-57-0572-512010-	REGULAR SALARIES AND WAGES	342,803.00	43,041.22
001-63-6303-57-0572-512020-	TEMPORARY SUPERVISOR WAGES	0.00	0.00
001-63-6303-57-0572-513010-	OTHER WAGES - PART TIME/TEMP	229,044.00	35,628.53
001-63-6303-57-0572-514010-	OVERTIME WAGES	3,000.00	1,826.86
001-63-6303-57-0572-521010-	FICA TAXES	43,746.00	6,241.78
001-63-6303-57-0572-522010-	RETIREMENT CONTRIBUTIONS - 401	23,996.00	3,103.13
001-63-6303-57-0572-523010-	EMPLOYEE INS - HEALTH & DENTAL	99,200.00	6,855.04
001-63-6303-57-0572-523011-	EMPLOYEE INS - LIFE	686.00	89.66
001-63-6303-57-0572-523012-	EMPLOYEE INS - AD&D	81.00	16.17
001-63-6303-57-0572-523013-	EMPLOYEE INS - DISABILITY	823.00	16.17
001-63-6303-57-0572-524010-	WORKERS COMPENSATION	14,000.00	1,099.11
001-63-6303-57-0572-525010-	UNEMPLOYMENT COMPENSATION	1,729.00	27.68
001-63-6303-57-0572-534040-	OTHER SERVICES - CONTRACTUAL	0.00	18,352.35
001-63-6303-57-0572-534045-	OTHER SERVICES - CR CARD FEES	40,000.00	5,408.09
001-63-6303-57-0572-540010-	TRAVEL AND PER DIEM	0.00	0.00
001-63-6303-57-0572-541015-	COMM SERVICES - EQUIP CHARGES	2,000.00	0.00
001-63-6303-57-0572-541016-	COMM SERVICES - AIRCARDS	0.00	0.00
001-63-6303-57-0572-541020-	COMM SERVICES - MOBILE DEVICES	2,000.00	0.00
001-63-6303-57-0572-542010-	FREIGHT & POSTAGE SERVICES	1,000.00	0.00
001-63-6303-57-0572-543020-	UTILITY SERVICES - WATER	15,000.00	0.00
001-63-6303-57-0572-543070-	UTILITY SERVICES - ELECTRICITY	35,000.00	0.00
001-63-6303-57-0572-544060-	RENTALS - EQUIP REPLACEMENT FD	0.00	0.00
001-63-6303-57-0572-544063-	RENTALS - COPIER	525.00	0.00
001-63-6303-57-0572-545010-	INSURANCE - GENERAL LIABILITY	15,000.00	0.00
001-63-6303-57-0572-545011-	INSURANCE - RISK MGMT OPS	5,000.00	0.00
001-63-6303-57-0572-545030-	INSURANCE - VEHICLE	10,000.00	0.00
001-63-6303-57-0572-546020-	REPAIR & MAINT - BUILDING	5,000.00	0.00
001-63-6303-57-0572-546030-	REPAIR & MAINT - GROUNDS	50,000.00	4,881.12
001-63-6303-57-0572-546050-	REPAIR & MAINT - VEHICLE	40,000.00	8,232.67
001-63-6303-57-0572-546060-	REPAIR & MAINT - FLEET MAINT	10,000.00	784.61
001-63-6303-57-0572-547010-	PRINTING AND BINDING	2,500.00	961.85
001-63-6303-57-0572-547030-	PRINTING - COPIER	245.00	0.00
001-63-6303-57-0572-548010-	PROMOTIONAL ACTIVITIES	1,500.00	0.00
001-63-6303-57-0572-552010-	OPERATING SUPPLIES - GENERAL	25,000.00	7,614.81
001-63-6303-57-0572-552012-	OPERATING SUPPLIES - MERCHDISE	0.00	29,177.84
001-63-6303-57-0572-552014-	OPERATING SUPPLIES - RECREATN	0.00	6,206.04
001-63-6303-57-0572-552015-	OPERATING SUPPLIES - FOOD&BEV	0.00	0.00
001-63-6303-57-0572-552016-	OPERATING SUPPLIES - ALCOHOL	0.00	7,380.67
001-63-6303-57-0572-552020-	OPERATING SUPPLIES - FUEL	15,000.00	4,529.77
001-63-6303-57-0572-552050-	OPERATING SUPPLIES - CHEMICALS	50,000.00	9,133.50
001-63-6303-57-0572-552060-	OPERATING SUPPLIES - JANITOR	0.00	964.06
001-63-6303-57-0572-552070-	OPERATING SUPPLIES - UNIFORMS	0.00	4,035.24
001-63-6303-57-0572-552090-	OPERATING EQUIP UNDER \$5000	0.00	0.00
001-63-6303-57-0572-552100-	OPERATING - CITY AMATEUR EVENT	0.00	0.00

001-63-6303-57-0572-564040-	CAPITAL OUTLAY - FURN & FIX	0.00	0.00
001-63-6303-57-0572-564050-	CAPITAL OUTLAY - MACH & EQUIP	0.00	0.00
001-63-6303-57-0572-566020-	CAPITAL OUTLAY - SOFTWARE	0.00	0.00
YTD SPENDING			205,607.97
Total Operating Budget		1,083,878.00	
Total Expense -		1,583,878.00	

TD 22/23

Available Budget	Percent Used
299,761.78	12.56
0.00	0.00
193,415.47	15.56
1,173.14	60.90
37,504.22	14.27
20,892.87	12.93
92,344.96	6.91
596.34	13.07
64.83	19.96
806.83	1.96
12,900.89	7.85
1,701.32	1.60
-18,352.35	0.00
34,591.91	13.52
0.00	0.00
2,000.00	0.00
0.00	0.00
2,000.00	0.00
1,000.00	0.00
15,000.00	0.00
35,000.00	0.00
0.00	0.00
525.00	0.00
15,000.00	0.00
5,000.00	0.00
10,000.00	0.00
5,000.00	0.00
45,118.88	9.76
31,767.33	20.58
9,215.39	7.85
1,538.15	38.47
245.00	0.00
1,500.00	0.00
17,385.19	30.46
-29,177.84	0.00
-6,206.04	0.00
0.00	0.00
-160,000.00	0.00
10,470.23	30.20
40,866.50	18.27
-964.06	0.00
-4,035.24	0.00
0.00	0.00
0.00	0.00

0.00	0.00
0.00	0.00
0.00	0.00

Winter Park Pir

	October	November	December	January
Revenue Type				
<i>Membership</i>	\$ 104,387.00	\$ 19,618.00		
<i>Food and Beverage**</i>	\$ 18,623.00	\$ 17,504.00		
<i>Driving Range Fees</i>	\$ 19,009.00	\$ 17,395.00		
<i>Green and Cart Fees</i>	\$ 81,947.00	\$ 77,760.00		
<i>Merchandise</i>	\$ 6,149.00	\$ 10,256.00		
<i>Gift Card Purchase</i>		\$ 1,080.00		
<i>Club Rentals</i>		\$ 448.00		
<i>Monthly Gross:</i>	\$ 230,115.00	\$ 144,061.00		
Thur November 30 Revenue	\$ 374,176.00			

Revenue Goal by Revenue Type	Goal Amount	Current	Percentage Captured
<i>Membership</i>	\$ 247,765.00	\$ 124,005.00	50%
<i>Food and Beverage</i>	\$ 60,000.00	\$ 12,000.00	20%
<i>Driving Range Fees</i>	\$ 275,782.00	\$ 36,404.00	13%
<i>Green and Cart Fees</i>	\$ 1,522,000.00	\$ 159,707.00	10%
<i>Merchandise</i>	\$ 110,205.00	\$ 16,405.00	15%
Total Revenue	\$ 2,215,752.00	\$ 348,521.00	16%
Breakeven Summary	\$ 1,600,000.00	\$ 348,521.00	22%
<i>Fiscal Year % reporting</i>	16.60%		

nes Golf Course Revenue Summary

February	March	April	May	June	July	August

September