



CITY OF PORT ORANGE

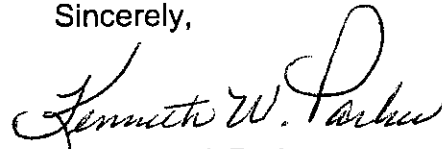
1000 CITY CENTER CIRCLE
PORT ORANGE, FLORIDA 32129
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September 10, 2007

GOLF COURSE BOARD OF DIRECTORS MEETING

The Regular Meeting of the Port Orange Golf Course Board of Directors will be held on Tuesday, September 25, 2007, at 4:30 p.m. in the City Manager's Conference Room, Port Orange City Hall, 1000 City Center Circle, Port Orange, Florida.

Sincerely,



Kenneth W. Parker
City Manager

kwp/rlg

cc: Allen Green, Board Member
Margaret Roberts, City Attorney
John Shelley, Finance Director
Jan Parsons, Assistant Public Works Director
Jim Hahn, KemperSports
Tom Saathoff, KemperSports
Donald Koerner, The Golf Club at Cypress Head
Dennis Pickavance, The Golf Club at Cypress Head
Shirley Kelly, Deputy City Clerk

AGENDA
GOLF COURSE BOARD OF DIRECTORS
CITY OF PORT ORANGE
CITY MANAGER'S CONFERENCE ROOM
1000 CITY CENTER CIRCLE
PORT ORANGE, FLORIDA 32129

September 25, 2007
-4:30 p.m.

CALL TO ORDER

ROLL CALL

APPROVAL OF MINUTES – Minutes of Meeting of July 26, 2007

DISCUSSION/ACTION

1. Financial Report
2. Evaluation Report

OTHER BUSINESS

ADJOURNMENT

GOLF COURSE BOARD OF DIRECTORS MEETING
CITY MANAGER'S CONFERENCE ROOM
1000 CITY CENTER CIRCLE
PORT ORANGE, FLORIDA

MINUTES OF THE JULY 26, 2007, MEETING

A meeting of the Golf Course Board of Directors was held on July 26, 2007, and was convened at 4:30 p.m.

Present at the meeting were:

- Allen Green, Board Member
- Kenneth W. Parker, Board Member
- John Shelley, Finance Director
- Jim Hahn, Kemper Sports
- Don Koerner, Kemper Sports
- Dennis Pickavance, Kemper Sports

A motion was made by Ken Parker, seconded by Allen Green, to approve the minutes of the June 26, 2007 meeting. The motion carried.

The Financial Report was presented by Mr. Koerner. Revenue for the month was \$134,082, which was under budget by \$9,114. Cost of sales \$15,874. Payroll for the month of June was \$64,343, which was \$2,046 over budget. Expenses for the month were \$43,026. Net income for the month was \$11,966, which is under budget by \$10,545.

A motion was made by Mr. Parker, seconded by Allen Green, to approve the Financial Report. The motion carried.

The Evaluation Report was presented by Mr. Koerner.

1. Pro Shop – same rating.
2. Administrative offices – same rating
3. Restaurant/Bar – up .1, new ceiling lights
4. Banquet room – same rating
5. Kitchen – up .1, light covers have been cleaned and replaced all bulbs in existing fixtures. Staff will replace the covers as needed with bulb sleeves which meet code until it is time to replace old fixtures.
6. Club house restrooms – up .1, last month, same this month
7. Club house entrance/parking lot/cart barn – same rating - Paver project almost finished but wasn't yet when we had the evaluation so there was no change in the rating for July – looks good
8. First tee and putting green area – up .1, putting green back in good condition
9. Tee conditions – same rating, in good condition
10. Fairway conditions – up .1, in much improved condition

11. Primary rough – same rating – dry and mowed and good condition
12. Common rough – same rating. Dry and mowed and in very good condition. Going up for July due to pine straw landscaping.
13. Greens condition – up .2, much improved condition
14. Bunkers – same rating in good condition
15. Course restrooms – up .1 in June, same this month, painted doors and floors for June report.
16. Cart paths – same rating
17. Fertilizer and chemical program – same rating.
18. Maintenance and equipment – same rating
19. Maintenance facility – same rating
20. Golf carts – up .5 in April, same this month – EZGO carts delivered on April 2, 2007.

Overall rating – 6.27; up .03 from 6.24 last month

A motion was made by Mr. Parker, seconded by Mayor Green, to accept the Evaluation Report. The motion carried.

Mr. Hahn reviewed the budget that will be presented to Council this evening. The budget does reflect an increase in greens fees. Mr. Parker asked if the new rate would be close to top rate outlined in the resolution. The new rate will be \$1 below the ceiling rate. The budget reflects less rounds being played at the course next year since a new course will be opening in the area and may affect the number of rounds played at Cypress Head. Although the rates are not known for the new course, it is anticipated that the rates will be higher than those at Cypress Head.

The meeting was adjourned at 5:28 p.m.

Allen Green, Board Member

September 13, 2007

Jan Parsons
City of Port Orange
100 City Center Circle
Port Orange, FL 32129

Dear Jan:

The following is a summary report for the month of August at Cypress Head. The narrative summary will help give you a look into what took place during the month. Attached you will also find the monthly financial income statement for your review.

Overview of Month:

In August we saw very hot and dry weather conditions. The lack of rain/lightning in the afternoons did help to not discourage play, but the extreme heat seemed to keep afternoon play weaker than normal. Tournaments and outings were in short supply but regular association play and league groups were at normal levels for this time of year. Prime tee times were still in demand similar to July, as off peak times especially in the afternoons were soft.

It was a fairly typical August for business as we saw Cypress Head remain active for this time of year with 4,240 rounds played compared to our budgeted 4,250. Overall revenue was ahead of budget by \$1,098. We were able to achieve our budgeted revenue for green fee and carts by \$3,452. The Pro Shop was ahead by \$515. The driving range was under by \$1,198. I attribute the negative activity on the range to the very hot weather we encountered during the entire month. Also the F&B revenue was under budget by \$1,671.

<u>August</u>	<u>Actual</u>	<u>Budget</u>	<u>PY</u>
Revenue	\$114,248	\$113,150	\$120,414
Payroll	\$62,371	\$63,295	\$63,565
COGS	\$14,152	\$12,216	\$14,484
Monthly Expenses	\$47,826	\$45,485	\$52,158
<u>NOI/ less Mgt. Fee & Int.</u>	<u><\$33,146></u>	<u><\$30,892></u>	<u><\$32,598></u>
Rounds	4,240	4,250	4,376
Average rate	\$20.32	\$19.46	\$20.64

NOI/YTD less Mgt. Fee & Int. vs. Budget

Ahead of budget by \$17,800

Revenue Breakdown

- Rounds played were 4,240 less than 1% under our budget of 4,250, and 3% under last year, 4,376 rounds.
- Green Fee & Cart Fee - \$86,157 vs. a budget of \$82,705 over 4%, compared to last year \$90,335 under 5%.
- Merchandise - \$7,552 over 13% compared to \$6,700 budget, compared to last year \$6,975 over 8%.
- Driving Range – \$2,457 compared to \$3,655 budget, under 33%, compared to last year \$2,107 over 17%.
- Food & Beverage - \$17,969 compared to \$19,640 budget, under 9%, compared to last year \$20,864 under 14%.
- City Sur-Charge - \$3,721 compared to \$4,000 budget, under 7%, compared to last year \$3,937 under 5%.

Payroll / Expenses Breakdown

The Cog's in F&B were very high again this month. Contributing factors are still employee consumption and discounts during our slower revenue months. We also had a refrigerator go out one night early in the month and lost about \$250 of food. We are in the process of changing our menu and including appropriate price increases. This should improve our Cog's in the new fiscal year.

Expenses ran over budget for August by \$2,341. Marketing was over by \$2,878 mostly due to a new large supply of brochures hitting us all at once in August. YTD Marketing is under budget by \$2,202. All other departments were in line with the budget for the month.

Payroll this month was under budget by \$924.

- Payroll - \$62,371 vs. a budget of \$63,295, under 1%
- Expenses - \$47,826 vs. a budget of \$45,485 over 5%
- Merchandise Cog's were 65.48%
- Food & Beverage Cog's were 57.34% food, 48.02% beverage

Golf Course

The golf course was in good condition in August as we saw drought weather conditions return to the area. Dennis was able to keep the golf course well irrigated throughout the month. We are seeing shortages in the reclaim water supply but to this point we have been able to keep up with the demand. The greens in August remained in the condition they have been in since mid June, which is the standard that we expect to see at Cypress Head. Fairways and tees are healthy and in good condition. The rough is dry and mowed and being kept up with. Entire course quality is consistent with what we normally see during this time of year.

Lake Bank maintenance in August still appears to be improving under the new Aquatic service. We are at the most aggressive time of the year for growth and still seeing evidence of treated

areas and positive progress. We feel confident that over time we will continue to see improvement.

Projects

- We continue to address the visual appearance of the parking lot and clubhouse area. In September we will be adding plants in decorative pots to the front Clubhouse area where the pavers have been added. We also have ordered two new decorative trash containers with the Cypress Head logo for in front of the main entrance to the clubhouse and the starter staging area.
- Dennis and his crew continued to pine straw areas around the course and clubhouse grounds.

Marketing

- We continue to offer Internet tee times through our web site and conducting e-mail marketing with e-mail blast.
- Kate continues to reach out to the community in efforts to drive more business to Cypress Head. Business leads include Daytona Beach CVB, Daytona USA, Port Orange/South Daytona Chamber, Port Orange YMCA, and Port Orange Community Trust, New Smyrna Beach Accommodate Assoc.
- The motel/hotel association's golf coordinator is working together with Kate to create fall and winter golf packages, working to establish travel and tour shows for 2007/2008.
- We are using print advertising to promote our web site.
- Kate continues to work with the Beachside Hotel/Motels and we are booking tee times and small outings.
- We are using the CLASP survey to give us input from our customer base.
- Through advertisement and give-a-way promotions, we are presently working with the Daytona Cubs Organization of the Sunshine State Minor Baseball League, and the Daytona Thunder of the World Indoor Football League.

Weather

August was hot and dry.

Rainfall Totals: 0.9 inches of rain vs. average of 6.09 inches historically for the month.

Average Air Temperature: Lows averaged 74.7°F, historical average of 73°F – Highs averaged 93.5°F, historical average of 90°F.

Summary

We are in now in our slowest months but still remain fairly active. We are pleased with our present financial position as we approach the end of this fiscal year. The golf course is in good shape and the overall status of the entire facility is solid. The summer is winding down as we prepare for the fall and winter season. We will continue to strive to keep Cypress Head a leading force in the local golf course community.

If you have any comments or suggestions, please do not hesitate to call.

Regards,

James K. Hahn
Senior Vice President of Operations
KemperSports Management

CC: Steve Skinner, Tom Saathoff

The Golf Club at Cypress Head

DATE: 9/13/07 EVALUATION

**Operated by
KEMPERSPORTS Management**

Course:	The Golf Club at Cypress Head
Contract Administrator	Jan Parsons/Chris Kucera
KSM Representatives	Jim Hahn
General Manager	Don Koerner
Superintendent	Dennis Pickavance

Prepared by:
Kemper Sports Management, Inc.
500 Skokie Blvd. Suite 444
Northbrook, IL. 60062

1. Pro Shop

Evaluation

A. Cleanliness/Orderly	5.9	10/06	5.9	04/07
	5.9	11/06	5.9	05/07
B. Appearance	5.9	12/06	5.9	06/07
	5.9	01/07	5.9	07/07
C. Displays	5.9	02/07	5.9	08/07
	5.9	03/07	0.0	09/07
D. Inventory				

Comments:

Overall, shop looks nice and orderly

- On going - Clean & orderly – Good 8/07
- On going - Well stocked – Good 8/07
- 4/07 – Upgrading alarm to include a 360 degree sensor – by 4/07 – Completed 5/07

2. Administrative Offices

Evaluation

A. Cleanliness/Orderly	6.0	10/06	6.0	04/07
	6.0	11/06	6.0	05/07
B. Appearance	6.0	12/06	6.0	06/07
	6.0	01/07	6.0	07/07
C. Equipment	6.0	02/07	6.0	08/07
	6.0	03/07	0.0	09/07

Comments:

Overall satisfactory, all 3 offices are neat & organized

- On going - Organized & Presentable - Good 8/07

3. Restaurant / Bar

Evaluation

A. Cleanliness/Orderly	6.4	10/06	6.4	04/07
	6.4	11/06	6.4	05/07
B. Appearance	6.4	12/06	6.5	06/07
	6.4	01/07	6.5	07/07
C. Tables and Chairs	6.4	02/07	6.5	08/07
	6.4	03/07	0.0	09/07

Comments:

Overall restaurant is cleaner and brighter & continuing to improve

- On Going - Carpet cleaning - Good 8/07
- On Going - Review last Health Dept. inspections - Good 8/07
- On Going - Coolers clean inside & out - Good 8/07
- On Going – Vents are due to be bleached and/or painted – Good 8/07
- On Going – Air return vent cleaned over bar entrance – Good 8/07
- 6/07 – 6 New Tiffany light fixtures in main dining room to replace old ones – Complete 6/07

<u>4. Banquet Room</u>	<u>Evaluation</u>			
A. Cleanliness/Orderly	5.2	10/06	5.6	04/07
	5.2	11/06	5.6	05/07
B. Appearance	5.6	12/06	5.6	06/07
	5.6	01/07	5.6	07/07
C. Tables and Chairs	5.6	02/07	5.6	08/07
	5.6	03/07	0.0	09/07

Comments:

Overall room is in stable condition

- **On Going** - Vacuum edges of walls & in corners - Good 8/07
- **On Going** - Cleaning & appearance of fans & light fixtures - Good 8/07
- **On Going** - Check if courtyard drainage is functioning - Good 8/07
- **On Going** - Clean vinyl - Deteriorating condition, in need of replacement, we are getting prices for replacement by 2/07. We contracted K-Bear Aluminum and have replaced all the vinyl, installed new doors, repaired the damaged areas, and resealed the aluminum panels from the outdoors. Cost was \$7,250 - Completed 1/07 - State of cleanliness - Good 8/07
- **On Going** - Check for paint bubbling and leaks - Good - 8/07

<u>5. Kitchen</u>	<u>Evaluation</u>			
A. Customer Service	6.1	10/06	6.0	04/07
	6.1	11/06	6.0	05/07
B. Cleanliness	6.1	12/06	6.1	06/07
	6.1	01/07	6.1	07/07
C. Equipment	6.1	02/07	6.1	08/07
	6.1	03/07	0.0	09/07

Comments:

Overall kitchen is in good working order

- **On Going** - Review last Health Dept. inspections - Good 8/07
- **On Going** - Food stored properly - Good 8/07
- **On Going** - Clean & Presentable, lights replaced and covers cleaned, much brighter - Good 8/07
- **5/07** - Need to replace broken light fixture covers on kitchen ceiling - by 6/07- covers ordered - 6/07 - wrong size was delivered at \$32 per fixture. The ones we need are \$62. We have decided to clean and make due on the ones that are in decent shape and replace the broken ones as needed with safety tubes which meet code and can be purchased at any home supply store for \$3.50 per tube - 6/07

<u>6. Club House Restrooms / Hallway</u>	<u>Evaluation</u>			
A. Cleanliness	6.3	10/06	6.3	04/07
	6.3	11/06	6.4	05/07
B. Equipment	6.3	12/06	6.4	06/07
	6.3	01/07	6.4	07/07
C. Appearance	6.3	02/07	6.4	08/07
	6.3	03/07	0.0	09/07
D. Odor				

Comments:

Overall clean and orderly

- **On Going** - Clean & Presentable - Had floors pressure washed in May - Good 8/07
- **On Going** - Odor free - Good 8/07
- **On Going** - Cleanliness of vents in ceiling of men and ladies room - Good 8/07

7. Entrance/Ext. Clubhouse/Cart Barn Evaluation

A. Landscape	6.0	10/06	6.3	04/07
	6.0	11/06	6.3	05/07
B. Signage	6.0	12/06	6.3	06/07
	6.2	01/07	6.5	07/07
C. Parking Lot	6.2	02/07	6.5	08/07
	6.3	03/07	0.0	09/07
D. Cement Walkways				

Comments:

Overall the clubhouse and it's surrounding is aging and in need of constant attention

- **On Going** – Replace beds of annuals – looking to refresh the landscape with new – good 8/07
- **On Going** – Fascia board & Trim in need of cleaning – pressure cleaned in October, good -8/07
- **On Going** - Clean Windows – good 8/07
- **On Going** – Litter free, cigarette butts – good 8/07
- **On Going** - Dirt and cob webs off of building , good -8/07
- **On Going** – Landscaping appearance, trimming & weed free – not good, will get on it this month - 9/06 – Have begun and still have much work to be done, but getting better. We will continue to attack during the next couple months - 11/06 – continued improvement - 12/06 – work continues and improvement is seen 2/07 – Parking lot appearance continues to improve, tree trimming has taken place allowing a much cleaner look – 3/07- Acquiring price quotes for landscape pavers, approximately 1950 sq. feet in front of clubhouse. Hope to complete job by 6/07 – Beck Landscaping to do job, pavers ordered, hope to complete by mid/late June – We have been further delayed by the contractor. Permits were not applied for and I would not allow work to begin until this has taken place. We are proceeding at a slow pace as all materials to be used have been delivered and the permit has been approved on 7/9/07. We do expect to get this complete by mid July. If delays persist we will cancel with this contractor and start the process over - 6/07 Paver job complete and looks great – 7/07
- 1/07 – We have contracted the resurfacing job to the entrance to the clubhouse restaurant and pro shop to AAA Asphalt to begin January 13. Completed by 1/07 – Project is complete and the look is much improved – 1/07 We are looking into saw cuts in this area to create fracture stress points, Chris Kucera is trying to line this up for us – complete, 2/07

8. First Tee Area / Putting Green / Range Evaluation

A. Cut	6.5	10/06	6.4	04/07
	6.5	11/06	6.4	05/07
B. Health	6.5	12/06	6.5	06/07
	6.5	01/07	6.5	07/07
C. Starter Area	6.5	02/07	6.5	08/07
	6.5	03/07	0.0	09/07
D. Bag Drop				

Comments:

Overall the first tee area is well kept and attractive

- **On Going** – Edge & Pine Straw all beds around benches & lights – Good 8/07
- **On Going** – Bag Drop Stand clean & orderly – Good 8/07

9. Tee Conditions-Overall

Evaluation

	6.6	10/06	6.5	04/07
A. Cut	6.6	11/06	6.6	05/07
	6.6	12/06	6.6	06/07
B. Health	6.6	01/07	6.6	07/07
	6.6	02/07	6.6	08/07
C. Appearance	6.5	03/07	0.0	09/07
D. Playability				

Comments:

Overall the tee boxes are very healthy and visually pleasing

- On Going - Divots continue to be filled on a regular basis - Good 8/07
- On Going - Quality of Cut - Good 8/07
- On Going - Color & appearance - Good 8/07
- On Going - Conditions because of wear and tear from heavy play - Good 8/07

10. Fairway Conditions

Evaluation

	6.6	10/06	6.6	04/07
A. Cut	6.6	11/06	6.6	05/07
	6.6	12/06	6.7	06/07
B. Health	6.7	01/07	6.8	07/07
	6.8	02/07	6.7	08/07
C. Appearance	6.6	03/07	0.0	09/07
D. Playability				

Comments:

Overall the fairways are very healthy

- On Going - Quality of cut, density, & playability - Winter wear is showing - 4/07 - improving - 5/07 - Good 8/07
- On Going - Color & Appearance - drying and transition taking place - 4/07 - Cool nights in May, still transitioning - 5/07
A few dry areas, overall Good 8/07
- On Going - Weed control - Good 8/07
- On Going - Quality and consistency of Winter over-seed - Transitioning back to Bermuda -5/07 - Good 8/07
- On Going - Conditions of fairways for wetness and mowing schedules being kept - Good 8/07
- 4/07 - Aerifying fairways has begun for the spring - Complete 4/07

11. Primary Rough Conditions

Evaluation

	6.4	10/06	6.4	04/07
A. Health	6.4	11/06	6.4	05/07
	6.4	12/06	6.4	06/07
B. Cut	6.4	01/07	6.5	07/07
	6.4	02/07	6.4	08/07
C. Appearance	6.4	03/07	0.0	09/07
D. Playability				

Comments:

- **Overall the rough is very healthy and consistent**
- **On Going** - Pine straw beds – good, done at first of the year, will need to replenish in the summer- New shipment has arrived, in process of putting out and looking better - 4/07 – Needs to be freshened, we will be spreading in September - 8/07
- **On Going** – Quality of cut, density, & playability – good 8/07
- **On Going** – Color & Appearance – good 8/07
- **On Going** – Weed control – good 8/07
- **On Going** – Conditions of rough for wetness and mowing schedules being kept – Good 8/07

<u>12. Common Rough Conditions</u>	<u>Evaluation</u>			
A. Health	5.6	10/06	5.7	04/07
	5.6	11/06	5.7	05/07
B. Cut	5.6	12/06	5.7	06/07
	5.7	01/07	5.9	07/07
C. Appearance	5.7	02/07	5.9	08/07
	5.7	03/07	0.0	09/07
D. Playability				

Comments:

- **On Going Problem** - Drainage work is needed in areas when we are subject to above average wet weather.
- **Wet areas will continue to be our biggest challenge on the golf course**
- **On Going** – Palmettos along right side of #11, need to always continue trimming – in need, will be a winter project, have not gotten to it yet, will address in near future – by 6/07 – Dennis is organizing his schedule to begin work in this area in June, early July – Has begun trimming on the worst areas. Due to mowing time spent on this will be limited throughout the summer. 8/07
- **On Going** – Conditions for wetness and mowing schedules being kept on areas bordering the course – Good - 8/07
- **On Going**– Pine straw areas – Starting to thin out, in need of replenishment, must evaluate source of funding due to it is no longer an R&R funded project, update by 11/06 – Pine straw delivered and taken out of seed & trees in 06-07 budget – 11/06 – Delivered in late April 07 and in process - Presently in need of freshening – 8/07
- **On Going** – Lake Bank maintenance is under a new contract starting in May. They are to spray two times a month. In May progress was already seen but much more needs to be done. We will monitor the progress – Many areas in need of treatment – 6/07 – evidence of improvement is being seen - 8/07
- 6/07 – Blackfoot Resource Group, the same company that did the work for us last year, repaired 13 more drains that were in need of repair. Done 6/07

<u>13. Greens Conditions</u>	<u>Evaluation</u>			
A. Health	6.8	10/06	6.4	04/07
	6.8	11/06	6.4	05/07
B. Cut	6.8	12/06	6.6	06/07
	6.8	01/07	6.7	07/07
C. Appearance	6.8	02/07	6.6	08/07
	6.7	03/07	0.0	09/07
D. Playability				

Comments:

- **Overall we continue to have healthy and good rolling greens**
- **On Going** - Continue to treat the Ferry Rings on holes 1, 6, & now 17 with chemicals and cultural practices – Good 8/07
- **On Going** - Report of progress & treatments of the ferry rings by Superintendent Dennis Pickavance – Up to Date 8/07
- **On Going** – Smoothness & speed of ball roll – Aer-i-fied greens on 9/5/07 - 8/07
- 7/06 – John Foy from the USGA was here on August 14, 2006 for his site visit. Report complete 11/06

- **On Going** – Greens over-seed condition – over-seeded on 10/23/06 and in good condition - 11/06 – presently starting to see the beginning stages of transition. Aerifying greens occurs on May 16 - 3/07 – Seeing transition and conditions deteriorating. We are looking at a 45-60 day window to complete from the end of April - 4/07 – On schedule for normal recovery - 6/07 – Good 7/07
- **8/07** – John Foy from the USGA is scheduled for August to perform his site visit – Scheduling difficulties, visit postponed until September

14. Bunkers	Evaluation			
A. Appearance	6.3	10/06	6.3	04/07
	6.3	11/06	6.3	05/07
B. Texture	6.3	12/06	6.3	06/07
	6.3	01/07	6.3	07/07
C. Playability	6.3	02/07	6.3	08/07
	6.3	03/07	0.0	09/07
D. Conditions				

Comments:

Overall the bunkers and waste bunkers remain in good conditions weather permitting

- **On Going** – Bunkers, edged & raked – Good - 8/07
- **On Going** – Waste bunker weed free & cultivated – Good -8/07
- **On Going** – Bunkers dry and able to be maintained - Good – 8/07
- **On Going** – Waste bunkers dry enough to maintain – Good 8/07

15. Course Restrooms	Evaluation			
A. Cleanliness	6.2	10/06	6.2	04/07
	6.2	11/06	6.3	05/07
B. Equipment	6.2	12/06	6.3	06/07
	6.2	01/07	6.3	07/07
C. Appearance	6.2	02/07	6.4	08/07
	6.2	03/07	0.0	09/07
D. Odor				

Comments:

Overall these rest rooms are clean and odor free

- **On Going** - Touch up paint on inside walls & floor – Good 4/07 – Paint touchup for Mayors Tournament 5/07 – Good 8/07
- **On Going** – Clean & Presentable – Good 8/07
- **On Going** – Odor free – Good 8/07
- **On Going** – Cleaning schedule being kept – Good 8/07
- **On Going** – Outside appearance, roof and walls and floor outside - Good 8/07

16. Cart Paths	Evaluation			
A. Edging	6.2	10/06	6.3	04/07
	6.2	11/06	6.3	05/07
B. Trimming of shrubs	6.2	12/06	6.3	06/07
	6.2	01/07	6.3	07/07
C. Tee Signs / Beds	6.2	02/07	6.3	08/07
	6.3	03/07	0.0	09/07
D. Curbing / Corners				

E. Bridges

Comment:

Overall paths are looking very clean

- **On Going** - Drop off/ pot holes along the path, flexi stakes to keep carts off – good 8/07
- **On Going** - Tee sign beds, weed control & fresh pine straw – good 8/07
- **On Going** - Edge cart paths - Good 8/07
- **On Going** – Palmetto control along cart paths – Good 8/07

17. Fertilizer & Chemical Program **Evaluation**

A. Records	6.2	10/06	6.2	04/07
	6.2	11/06	6.2	05/07
B. Up-Date	6.2	12/06	6.2	06/07
	6.2	01/07	6.2	07/07
C. Per Maintenance Plan	6.2	02/07	6.2	08/07
	6.2	03/07	0.0	09/07
D. Material Storage				

Comments:

Overall in good order

- **On Going** - All application schedules are being followed - Good 8/07
- **On Going** - All records are up to date - Good 8/07
- **On Going** - All materials are stored properly and orderly – Good 8/ 07

18. Maintenance Equip. Fleet Conditions **Evaluation**

A. Preventative Care	6.7	10/06	6.7	04/07
	6.7	11/06	6.7	05/07
B. Appearance	6.7	12/06	6.7	06/07
	6.7	01/07	6.7	07/07
C. Storage Area	6.7	02/07	6.7	08/07
	6.7	03/07	0.0	09/07
D. Maintenance				

Comments:

Overall we have the necessary equipment

- **On Going** - Track all repairs on every piece of equipment in the fleet - Good 8/07
- **On Going** - Work stations are neat and orderly - Good 8/07
- 5/07 – New equipment purchases for 2007, 2 greens mowers, Cushman utility vehicle, and a Gator utility vehicle have been received - 5/07

19. Maintenance Facility **Evaluation**

A. Surrounding Compound	5.9	10/06	5.9	04/07
	5.9	11/06	5.9	05/07
B. Offices & Break Room	5.9	12/06	5.9	06/07
	5.9	01/07	5.9	07/07
C. Safety Hazards	5.9	02/07	5.9	08/07
	5.9	03/07	0.0	09/07
D. Pump House Cleanliness				

Comments:

- Both Maintenance Building & the pump house could use exterior painting

Overall building is in good condition and functional

- **On Going** - Overall appearance of compound – Good 8/07
- **On Going** –Leaks - None 8/07
- **On Going** – Office is clean and orderly – Good – 8/07
- **On Going** – Break room is clean and orderly – Good 8/07

20. Golf Cart Fleet

Evaluation

A. Appearance	6.3	10/06	6.5	04/07
	6.2	11/06	6.5	05/07
B. Mechanical function	6.2	12/06	6.5	06/07
	6.1	01/07	6.5	07/07
C. Batteries Watered	6.0	02/07	6.5	08/07
	6.5	03/07	0.0	09/07

Comments:

- Moving into the fourth year with this present fleet of carts in April 07, we will more than likely see increased problems with dead batteries and various maintenance issues due to the heavy usage. We plan on replacing the fleet along with purchasing a new beverage cart and range picker in March 07.

Overall carts are about average for the use they have recieved

On Going - The general condition – Batteries starting to expire, overall condition for age good but worsening - 11/06 – Holding their own status but getting worse and ready to be traded -2/07 - New fleet delivered April 2, 2007 – 3/07 – Good 8/07 2/07 – The pre-bid for the new fleet of 75 carts, a range picker cart, and beverage cart is scheduled for 2/13/07 and will close on 2/21/07. We plan on taking delivery sometime in April. Update by 2/07 – Delivered – 3/07

The purpose of the evaluation is to assure that the golf course continues to move forward in a positive direction, and if there are weaknesses, we address them as soon as possible.

The final ratings will be based on the categories listed, plus the feeling, ideas and experience of the raters. Any suggestions or changes made by the raters should be addressed at once. The ratings are based on a scale of 1 – 10.

Rating Summary:

Needs Improvement 1.0 to 4.9

Average: 5.0

Good: 6.0

Excellent: 7.0

Outstanding: 8.0 to 10.0

Current Overall Rating:

6.21	10/06	6.23	04/07
6.20	11/06	6.24	05/07
6.22	12/06	6.27	06/07
6.24	01/07	6.31	07/07
6.24	02/07	6.30	08/07
6.25	03/07	0.0	09/07

**CITY OF PORT ORANGE
INCOME STATEMENT**



FOR THE ELEVEN MONTHS ENDING AUGUST 31, 2007

	CURRENT ACTUAL	CURRENT BUDGET	% OF BUDGET	THIS LAST YEAR	% OF LAST YEAR	YTD ACTUAL	YTD BUDGET	% OF BUDGET	LAST YEAR	% OF LAST YEAR	ANNUAL BUDGET	% OF ANNUAL
REVENUES												
GENERAL & ADMIN	0	0	0.00	0	0.00	800	0	0.00	300	100.00	0	0.00
COURSE & GROUNDS	41,944	38,630	106.25	42,502	96.57	704,422	681,760	103.22	680,831	105.46	719,120	97.96
CARTS	41,392	40,875	103.29	43,896	99.47	544,043	546,924	99.47	545,231	99.78	584,847	93.02
PRO SHOP	7,665	7,130	107.20	7,108	107.84	101,124	108,550	93.16	108,172	93.48	116,125	87.08
DRIVING RANGE	2,457	3,655	67.22	2,107	116.61	42,469	49,789	85.30	43,823	96.91	51,354	79.60
FOOD & BEVERAGE	17,969	19,640	91.49	20,864	86.12	268,167	259,630	103.29	265,686	100.93	278,410	96.32
CITY SURCHARGE R & R	3,721	4,000	93.03	3,937	94.51	50,453	53,136	94.93	51,081	98.77	56,936	88.61
TOTAL REVENUES	114,248	113,150	100.97	120,414	94.88	1,711,478	1,699,789	100.69	1,695,364	100.95	1,806,792	94.62
COST OF SALES												
PRO SHOP	4,945	4,536	108.54	5,454	90.67	64,018	67,490	94.86	67,993	94.15	72,386	88.44
FOOD & BEVERAGE	9,207	7,660	120.20	9,000	101.96	116,314	101,256	114.87	111,962	103.89	108,560	107.12
TOTAL COST OF SALES	14,152	12,216	115.85	14,484	97.71	180,332	168,746	106.87	179,955	100.21	180,966	99.95
GROSS PROFIT	100,096	100,934	99.17	105,930	94.49	1,531,146	1,531,043	100.01	1,515,409	101.04	1,627,826	94.06
PAYROLL & RELATED												
GENERAL & ADMIN	9,647	9,961	96.85	9,481	101.75	103,980	109,530	94.93	102,272	101.67	119,490	87.02
COURSE & GROUNDS	22,666	23,500	96.45	25,844	87.70	263,496	251,839	103.80	264,460	99.20	276,791	95.20
CARTS	5,649	5,823	97.01	6,473	87.27	61,509	61,757	99.60	63,382	97.04	67,336	91.35
PRO SHOP	10,788	9,269	116.39	7,110	151.73	102,133	100,000	102.13	87,144	117.20	108,984	93.71
FOOD & BEVERAGE	10,484	10,815	96.94	10,974	95.53	120,138	115,789	103.76	112,155	107.14	126,441	95.02
MARKETING	3,137	3,927	79.88	3,683	83.18	43,822	43,373	101.04	43,145	101.57	47,300	92.65
TOTAL PAYROLL & REL	62,371	63,295	98.54	63,565	98.12	695,078	584,288	101.58	672,638	103.36	746,342	93.13
EXPENSES												
GENERAL & ADMIN	10,935	10,773	101.50	14,656	74.61	146,056	150,242	97.21	147,706	98.88	161,773	90.28
COURSE & GROUNDS	19,916	20,160	98.79	21,626	92.09	217,753	229,619	94.83	211,220	103.09	247,029	88.15
CARTS	4,220	4,596	91.82	4,255	99.18	48,758	50,506	96.54	47,817	101.97	55,102	88.49
PRO SHOP	985	440	223.86	605	162.81	9,957	10,610	93.85	9,534	104.44	11,050	90.11
DRIVING RANGE	485	175	277.14	670	72.39	1,890	2,675	70.65	2,306	81.96	3,680	52.50
FOOD & BEVERAGE	2,231	2,700	82.63	2,280	97.85	26,131	30,600	85.40	21,427	121.95	31,300	78.47
CITY SURCHARGE R & R	3,721	4,186	88.89	3,937	94.51	50,453	53,022	95.15	51,080	98.77	56,822	88.79
MARKETING	5,333	2,453	217.23	4,129	129.16	29,988	32,190	93.16	38,774	77.34	34,605	86.66
TOTAL EXPENSES	47,826	45,485	105.15	52,158	91.69	538,986	559,464	94.91	528,864	100.21	603,281	88.02
NET OPERATING INCOM	(10,101)	(7,846)	128.74	(9,793)	103.15	305,082	287,291	106.19	313,007	97.47	278,203	109.66
MANAGEMENT FEE	8,212	8,213	99.99	7,972	103.01	88,174	88,183	99.99	85,606	103.00	96,296	91.47
INTEREST EXPENSE	14,833	14,833	100.00	14,833	100.00	163,163	163,163	100.00	163,163	100.00	177,996	91.67
NET INCOME	(33,146)	(30,892)	107.30	(32,598)	101.68	53,745	35,945	149.52	64,238	83.67	3,811	1,410.26

FOR MANAGEMENT PURPOSES ONLY

September 2007

Monthly Planner

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2	3 Scianno Group	4 Manson Group	5 course closed aerofication	6 MGA	7 Bahia Shime 24 @11 Former Wedding Rehersal Dinner	8 Bahia Shime 24 @11																																																																																																
9	10 Scianno Group	11 Manson Group	12 9 hole ladies & WGA	13 MGA	14	15 Junco....Sweet 16 party																																																																																																
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23	24 Rio Grande Group 32 @ 10:35	25 Bad Golfers 20 Manson Group PO Chamber Scramble	26 9 hole ladies & WGA	27 MGA	28 White Outing 23 @ 12noon	29 Port Orange Employeas Tournament																																																																																																
30 Duffy Group 24 @ 10am																																																																																																						

October 2007

Monthly Planner

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday																																																																																																														
	1 Sciabo Group	2 Manson	3 9 Hole Ladies & WGA Welcome Back Outing and Lunch	4 MGA	5	6 Palm Bay Group 27 Tee times 8:30AM																																																																																																														
7	8 Sciabo Group ALTANTIC HIGH HOST GROUP OF 72	9 PHILPOT TOURNAMENT 8:30A 100 PLAYERS	10 9 hole Ladies and WGA	11 MGA	12	13 Pincus Group 12 @10:28																																																																																																														
14	15 DEL WEBB OUTING 55 @ 8:30 SCIANO GROUP	16 MANSON	17 9 hole Ladies and WGA	18 MGA	19	20 MGA RED TEE OPEN																																																																																																														
21	22 GOSSEN 8 @ 9:30	23 OVERSEEDING	24 9 hole Ladies and WGA	25 MGA	26	27 PEARSON 6 @10:04																																																																																																														
28 OCEAN COURT 20@11.32	29 PERRIN 12 @10:36	30 MANSON	31 9 hole Ladies and WGA OVITT 28 @10:28	<table border="1"> <thead> <tr> <th colspan="7">Sep 2007</th> <th colspan="7">Nov 2007</th> </tr> <tr> <th>S</th><th>M</th><th>T</th><th>W</th><th>T</th><th>F</th><th>S</th> <th>S</th><th>M</th><th>T</th><th>W</th><th>T</th><th>F</th><th>S</th> </tr> </thead> <tbody> <tr> <td></td><td></td><td></td><td></td><td></td><td></td><td>1</td> <td></td><td></td><td></td><td></td><td>1</td><td>2</td><td>3</td> </tr> <tr> <td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td> <td>4</td><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td> </tr> <tr> <td>9</td><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td> <td>11</td><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td> </tr> <tr> <td>16</td><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td> <td>18</td><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td> </tr> <tr> <td>23</td><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td> <td>25</td><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td> </tr> <tr> <td>30</td><td></td><td></td><td></td><td></td><td></td><td></td> <td></td><td></td><td></td><td></td><td></td><td></td> </tr> </tbody> </table>			Sep 2007							Nov 2007							S	M	T	W	T	F	S	S	M	T	W	T	F	S							1					1	2	3	2	3	4	5	6	7	8	4	5	6	7	8	9	10	9	10	11	12	13	14	15	11	12	13	14	15	16	17	16	17	18	19	20	21	22	18	19	20	21	22	23	24	23	24	25	26	27	28	29	25	26	27	28	29	30	30												
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