



**TAKE NOTICE THAT A REGULAR MEETING
OF THE GOLF COURSE ADVISORY BOARD
OF THE CITY OF PHARR, TEXAS
WILL BE HELD AT CITY HALL, COMMISSIONERS' ROOM,
118 S. CAGE BLVD., 2ND FLOOR, PHARR, TEXAS
COMMENCING AT 5:30 PM ON
TUESDAY, JANUARY 2, 2024**

The City of Pharr has called this meeting as allowed pursuant to Texas law, city charter, and city ordinances. The governing body may recess from day to day when it does not complete consideration of a particularly long subject as authorized by law.

1. CALL TO ORDER:

A) Roll call and possible action on the excusing of any absent member.

2. ADMINISTRATIVE:

- A) Approval of minutes for November 13, 2023 - Regular Called Meeting
- B) Status Report-Revenue History Summary report for the month of October
- C) Status Report-Golf Course, Pro Shop, and Kitchen Operation
- D) Board comments

3. ADJOURNMENT:

I, the undersigned authority, do hereby certify that the above notice of said Regular Meeting of the Golf Course Advisory Board of the City of Pharr was posted on the bulletin board at City Hall and on the City's web page at www.pharr-tx.gov. This Notice was posted on the 27th day of December 2023 at 1:00 p.m. and will remain posted continuously for at least 72 hours preceding the scheduled time of said Meeting, in compliance with Chapter 551 of the Government Code, Vernon's Texas Codes, Annotated (Open Meetings Act).

WITNESS MY HAND AND SEAL, this 27th day of December 2023




HILDA PEDRAZA, TRMC, CMC
CITY CLERK

**MINUTES
REGULAR CALLED MEETING
TIERRA DEL SOL GOLF CLUB ADVISORY BOARD
NOVEMBER 13, 2023, AT 12:00 P.M.
118 S. CAGE BLVD., 2ND FLOOR, PHARR, TEXAS**

The Golf Club Advisory Board of the City of Pharr, Texas met on Monday, November 13, 2023, at 12:00 p.m. and the following is the record of attendance.

MEMBERS PRESENT: George Gonzalez
Hector Gomez
Jaime Villarreal
Xavier Garcia
Rudy Martinez
Michael Pacheco
Myla Anderson

ABSENT MEMBERS: Ricardo Medina
Carlos Villegas

STAFF PRESENT: Isaac Escobedo, Assistant Parks and Recreation Director
Frank Nunez, Golf Course Manager
Elva Guajardo, Administrative Assistant
Arturo Lopez, Golf Course Superintendent
Juan Salas, Assistant Superintendent
David Friedlein, Assistant City Manager
Jonathan Flores, City Manager
Juan M. Zuniga Jr.
Julio Cesar Zepeda
Diego Duque
Esteban Mendoza

ITEM 1. CALL TO ORDER

A) ROLL CALL AND POSSIBLE ACTION ON THE EXCUSING OF ANY ABSENT MEMBER

Vice-Chairman George Gonzalez called the meeting to order at 12:00 p.m. Roll call established a quorum.

Board Member Michael Pacheco moved to excuse absent members. Board Member Jaime Villarreal seconded the motion and when put to a vote, it was carried unanimously.

ITEM 2. ADMINISTRATIVE

A) APPROVAL OF MINUTES FOR AUGUST 1, 2023- REGULAR CALLED MEETING

Vice-Chairman George Gonzalez introduced the item.

Michael Pacheco **moved** to approve the minutes. Board Member Myla Anderson seconded the motion and when put to a vote, it was carried unanimously.

B) STATUS REPORT-REVENUE HISTORY SUMMARY REPORT FOR THE MONTH OF SEPTEMBER

Vice-Chairman George Gonzalez introduced the item.

Frank Nunez, Golf Course Manager, went over the revenue history summary report worksheet through the month of September 2023. He stated that as of September 2023, the department was at \$75,823.16.

C) STATUS REPORT GOLF COURSE OPERATION FOR THE MONTH OF SEPTEMBER

Vice-Chairman, George Gonzalez, introduced the item.

Frank Nunez, Golf Course Manager, reported on the golf course, pro shop, and snack area operations.

Board member Jaime Villarreal then requested staff to provide them with report worksheets in the agenda packet for meetings. A brief discussion then took place regarding tournaments and its revenues. Board member Michael Pacheco then recommended Mr. Nunez to create a set of guidelines for tournaments and bring it back to the board for approval.

Arturo Lopez, Golf Course Superintendent, provided a status report on the daily golf course operations that included: replacing and repairing the irrigation system, aerating, and watering the greens, and spraying the greens with herbicide.

D) STATUS REPORT ON CLUBHOUSE RENOVATIONS PROJECT

Vice-Chairman, George Gonzalez, introduced the item. Frank Nunez, Golf Course Manager, reiterated that due to him not being familiar with the budget, he has

met with engineers and vendors. Jaime Villarreal asked what renovations would be taking place. Mr. Nunez indicated that the pro shop needed a new roof, update on the kitchen, light fixtures, new furniture. A brief discussion then took place regarding the clubhouse renovations project.

E) BOARD COMMENTS

Vice-Chairman, George Gonzalez, introduced the item. Board member Jaime Villarreal asked on the status of the golf ball dispenser and voiced his concerns on the daily operations at the kitchen area.

Board member Rudy Martinez asked Mr. Nunez about the outcome of the meeting with the Police Chief concerning the bike patrol on the golf course in the evenings. He stated all the Plantation residents on the back 9 were still getting on the course. Board member Xavier Garcia recommended that a letter be sent to the homeowner's association notifying the residents that the golf course is private property.

ITEM 3. CLOSED SESSION: IN ACCORDANCE WITH CHAPTER 551 OF THE TEXAS GOV'T. CODE, THE GOLF COURSE ADVISORY BOARD HEREBY GIVES NOTICE THAT IT MAY MEET IN A CLOSED (NON-PUBLIC) EXECUTIVE SESSION TO DISCUSS THE ITEMS LISTED ON THE PUBLIC PORTION OF THE MEETING AGENDA IN ACCORDANCE WITH THE FOLLOWING BELOW

None

ITEM 4. RECONVENE

None

ITEM 5. ADJOURNMENT

There being no other business to come before the board, Board Member Michael Pacheco **moved** to adjourn. Board Member Jaime Villarreal seconded the motion and when put to a vote, it was carried unanimously. Meeting adjourned at 1:02 p.m.

**STATE OF TEXAS
COUNTY OF HIDALGO
CITY OF PHARR**

ON THE 13st OF NOVEMBER, 2023, the Golf Club Advisory Board of the City of Pharr, Texas, convened in a Regular Called Meeting at City Hall, 2nd Floor, 118 S. Cage, the meeting being open to the public notice of the said meeting, giving the date, place and subject hereof, having been posted in accordance with chapter 551, Texas Government Code (Open Meeting Act) and there being a present quorum, **I Elva Guajardo, Parks and Recreation Administrative Assistant, of the City of Pharr, Texas**, certify that this is true and correct copy of the minutes.

ATTEST:

Elva Guajardo, Administrative Assistant

APPROVED DATE:_____



Revenue History Summary



Revenue	FY 2019-2020	FY 2020-2021	FY 2021-2022	FY 2022-2023	FY 2023-2024
October	\$55,852.15	\$63,300.90	\$82,368.21	\$83,809.49	\$95,189.14
November	\$104,838.61	\$85,804.78	\$118,712.10	\$106,074.96	
December	\$77,414.19	\$84,071.00	\$107,549.11	\$110,100.19	
January	\$101,170.14	\$85,219.67	\$87,867.37	\$126,498.37	
February	\$90,427.36	\$74,044.15	\$95,118.63	\$118,642.14	
March	\$88,088.32	\$105,721.61	\$129,764.08	\$135,119.75	
April	\$30,483.13	\$93,694.65	\$91,167.65	\$84,456.49	
May	\$56,628.41	\$65,013.72	\$74,795.69	\$71,382.16	
June	\$52,666.73	\$58,617.87	\$79,760.23	\$73,235.29	
July	\$46,318.48	\$66,328.85	\$79,985.95	\$83,360.76	
August	\$56,051.97	\$58,787.43	\$61,444.81	\$65,741.39	
September	\$54,410.92	\$74,748.87	\$91,390.08	\$75,823.16	
	\$814,350.41	\$915,353.50	\$1,099,923.91	\$1,134,244.15	\$95,189.14

From: 10/01/2023 - 12:00:00 am To: 10/31/2023 - 11:59:59 pm

Category:	Quantity	Gross Rev.	Total Cost	Net Rev.	Profit %	% of Business
Department: Green Fee						
18 Green Fee	732	18,300.00	0.00	18,300.00	100.00	23.26%
18 Junior Fee	18	216.00	0.00	216.00	100.00	0.27%
9 Green Fee	341	5,456.00	0.00	5,456.00	100.00	6.93%
9 Junior Fee	13	117.00	0.00	117.00	100.00	0.15%
Twilight Green Fee	226	3,390.00	0.00	3,390.00	100.00	4.31%
Raincheck GREEN FEE	3	0.00	0.00	0.00	0.00	0.00%
Group Rate Fee	28	560.00	0.00	560.00	100.00	0.71%
Promo Green Fee 9/18	26	0.00	0.00	0.00	0.00	0.00%
High School	79	0.00	0.00	0.00	0.00	0.00%
ANNUAL RD.	250	0.00	0.00	0.00	0.00	0.00%
9 HOLE PUNCH	1	0.00	0.00	0.00	0.00	0.00%
18 HOLE PUNCH	1	0.00	0.00	0.00	0.00	0.00%
Replay 9 or 18	1	11.00	0.00	11.00	100.00	0.01%
TOURNAMENT GREEN FEE	180	5,940.00	0.00	5,940.00	100.00	7.55%
VOLUNTEER RD.	6	0.00	0.00	0.00	0.00	0.00%
Youth on course 9 or 18	5	25.00	0.00	25.00	100.00	0.03%
Green Fee Totals:	1910	34,015.00	0.00	34,015.00	100.00	43.23%
Department: Cart Fee						
18 Hole Shared Cart	832	9,226.88	0.00	9,226.88	100.00	11.73%
9 Hole Shared Cart	402	2,970.78	0.00	2,970.78	100.00	3.78%
ANNUAL SHARED CART	48	0.00	0.00	0.00	0.00	0.00%
Non Playing Rider 9 hole	6	44.34	0.00	44.34	100.00	0.06%
Promo Shared Cart 9/18	25	0.00	0.00	0.00	0.00	0.00%
Non Playing Rider 18 hole	12	133.08	0.00	133.08	100.00	0.17%
Twilight Cart Fee	226	2,506.34	0.00	2,506.34	100.00	3.19%
VOLUNTEER SHARED CART	7	0.00	0.00	0.00	0.00	0.00%
Cart Fee Totals:	1558	14,881.42	0.00	14,881.42	100.00	18.91%
Tax:		1,222.61				
Total:		16,104.03				
Department: Driving Range						
Small Bucket	204	1,020.00	0.00	1,020.00	100.00	1.30%
Large Bucket	216	1,946.00	0.00	1,946.00	100.00	2.47%
RANGE BUCKET MEMBERSHIP	37	0.00	0.00	0.00	0.00	0.00%
ANNUAL RANGE MAX 1 BKT	1	250.00	0.00	250.00	100.00	0.32%
Hot Sack Warm Up 20 Balls	1	3.00	0.00	3.00	100.00	0.00%
Driving Range Totals:	459	3,219.00	0.00	3,219.00	100.00	4.09%
Department: Club Rentals						
CLUB RENTAL 18 HOLES	14	280.00	0.00	280.00	100.00	0.36%
CLUB RENTAL 9 HOLES	12	144.00	0.00	144.00	100.00	0.18%
MISSING RENTAL CLUB	1	25.00	0.00	25.00	100.00	0.03%
Club Rentals Totals:	27	449.00	0.00	449.00	100.00	0.57%
Tax:		37.04				
Total:		486.04				
Department: Private Carts						
18 HOLE PRIVATE CART FEE	13	104.00	0.00	104.00	100.00	0.13%
ANNUAL PRIVATE CART ROUND	134	0.00	0.00	0.00	0.00	0.00%
3 Month Private Cart Fee	8	1,400.00	0.00	1,400.00	100.00	1.78%
Private Carts Totals:	155	1,504.00	0.00	1,504.00	100.00	1.91%
Department: Handicap Fees						
Handicap Fee	1	33.00	0.00	33.00	100.00	0.04%
Handicap Fees Totals:	1	33.00	0.00	33.00	100.00	0.04%
Department: Surcharges						

Tierra del Sol Golf Course
Daily Sales Detail Report

Total Club Sales (1)

From: 10/01/2023 - 12:00:00 am To: 10/31/2023 - 11:59:59 pm

Category:	Quantity	Gross Rev.	Total Cost	Net Rev.	Profit %	% of Business
<u>Department: Surcharges</u>						
MISC	2	14.00	0.00	14.00	100.00	0.02%
Surcharges Totals:	2	14.00	0.00	14.00	100.00	0.02%
<u>Department: Improvement Fund</u>						
IMPROVEMENT FUND	1337	1,343.00	0.00	1,343.00	100.00	1.71%
Improvement Fund Totals:	1337	1,343.00	0.00	1,343.00	100.00	1.71%
<u>Department: Memberships</u>						
ANNUAL COUPLE	2	3,400.00	0.00	3,400.00	100.00	4.32%
3 MONTH SINGLE	2	1,150.00	0.00	1,150.00	100.00	1.46%
3 MONTH COUPLE	2	1,850.00	0.00	1,850.00	100.00	2.35%
9 Hole Punch Card (25)	1	365.00	0.00	365.00	100.00	0.46%
18 Hole Punch Card (25)	1	550.00	0.00	550.00	100.00	0.70%
Memberships Totals:	8	7,315.00	0.00	7,315.00	100.00	9.30%
<u>Department: Snacks</u>						
Chips	2	1.84	0.00	1.84	100.00	0.00%
Snacks Totals:	2	1.84	0.00	1.84	100.00	0.00%
Tax:		0.16				
Total:		2.00				
<u>Department: Mexican Food</u>						
Burritos	22	40.70	0.00	40.70	100.00	0.05%
Mexican Food Totals:	22	40.70	0.00	40.70	100.00	0.05%
Tax:		3.31				
Total:		44.01				
<u>Department: Sandwiches</u>						
Cold Sandwiches	216	193.55	233.28	(39.73)	(20.53)	(0.05)%
Sandwiches Totals:	216	193.55	233.28	(39.73)	(20.53)	(0.05)%
Tax:		3.62				
Total:		197.17				
<u>Department: Breakfast</u>						
Breakfast Taco	9	14.58	5.94	8.64	59.26	0.01%
Breakfast Totals:	9	14.58	5.94	8.64	59.26	0.01%
Tax:		1.18				
Total:		15.76				
<u>Department: Beverages</u>						
Gatorade	1	2.31	0.62	1.69	73.16	0.00%
Bottled Water	232	322.48	18.56	303.92	94.24	0.39%
Beverages Totals:	233	324.79	19.18	305.61	94.09	0.39%
Tax:		8.19				
Total:		332.98				
<u>Department: Banquets</u>						
Tournament Foods	1	1,000.00	0.00	1,000.00	100.00	1.27%
Banquets Totals:	1	1,000.00	0.00	1,000.00	100.00	1.27%
<u>Department: Merchandise</u>						
BAGS	2	509.99	354.00	155.99	30.59	0.20%
CAPS, MENS	418	14,642.51	7,685.19	6,957.32	47.51	8.84%
GLOVES	31	457.69	205.72	251.97	55.05	0.32%
GOLF BALLS	199	1,570.00	1,178.28	391.72	24.95	0.50%
GOLF CLUBS, PUTTERS	2	498.99	421.20	77.79	15.59	0.10%
JACKETS, LADIES	1	32.37	27.25	5.12	15.82	0.01%
JACKETS, MENS	3	147.00	113.25	33.75	22.96	0.04%

Tierra del Sol Golf Course
Daily Sales Detail Report

Total Club Sales (1)

From: 10/01/2023 - 12:00:00 am To: 10/31/2023 - 11:59:59 pm

Category:	Quantity	Gross Rev.	Total Cost	Net Rev.	Profit %	% of Business
<u>Department: Merchandise</u>						
MISCELLANEOUS	6	41.82	23.34	18.48	44.19	0.02%
SHIRTS, MENS	7	399.85	230.49	169.36	42.36	0.22%
SHOES, LADIES	2	130.99	99.22	31.77	24.25	0.04%
SHOES, MENS	4	369.83	240.00	129.83	35.11	0.17%
SHORTS, MENS	1	23.48	23.10	0.38	1.62	0.00%
SOCKS	1	14.99	7.50	7.49	49.97	0.01%
TEES	24	65.57	32.70	32.87	50.13	0.04%
TOWELS	2	33.00	15.00	18.00	54.55	0.02%
Merchandise Totals:	703	18,938.08	10,656.24	8,281.84	43.73	10.53%
Tax:		338.27				
Total:		19,276.35				
<u>Department: Food and Beverage</u>						
Beer & Wine	1527	4,296.69	1,682.18	2,614.51	60.85	3.32%
Food and Beverage Totals:	1527	4,296.69	1,682.18	2,614.51	60.85	3.32%
Tax:		251.56				
Total:		4,548.25				
<u>Department: Food and Beverage</u>						
Beverages	1178	1,976.90	739.70	1,237.20	62.58	1.57%
Food and Beverage Totals:	1178	1,976.90	739.70	1,237.20	62.58	1.57%
Tax:		136.04				
Total:		2,112.94				
<u>Department: Food and Beverage</u>						
Breakfast	471	720.27	363.46	356.81	49.54	0.45%
Food and Beverage Totals:	471	720.27	363.46	356.81	49.54	0.45%
Tax:		58.27				
Total:		778.54				
<u>Department: Food and Beverage</u>						
Mexican Food	92	170.20	75.44	94.76	55.68	0.12%
Food and Beverage Totals:	92	170.20	75.44	94.76	55.68	0.12%
Tax:		13.82				
Total:		184.02				
<u>Department: Food and Beverage</u>						
Sandwiches	182	825.17	272.82	552.35	66.94	0.70%
Food and Beverage Totals:	182	825.17	272.82	552.35	66.94	0.70%
Tax:		68.08				
Total:		893.25				
<u>Department: Food and Beverage</u>						
Snacks	333	400.47	197.67	202.80	50.64	0.26%
Food and Beverage Totals:	333	400.47	197.67	202.80	50.64	0.26%
Tax:		31.09				
Total:		431.56				
<u>Department: Credit Card Surcharge</u>						
Credit Card Surcharge	1870	1,247.39	0.00	1,247.39	100.00	1.59%
Credit Card Surcharge Totals:	1870	1,247.39	0.00	1,247.39	100.00	1.59%
Report Totals:		92,924.05	14,245.91	78,678.14	84.67	100.00%
Tax:		2,173.24				
Total:		95,097.29				

Tierra del Sol Golf Course
Daily Sales Detail Report

Total Club Sales (1)

From: 10/01/2023 - 12:00:00 am To: 10/31/2023 - 11:59:59 pm

Category:	Quantity	Gross Rev.	Total Cost	Net Rev.	Profit % % of Business
Cash	14,867.42	Amer Express		3,192.68	
Check	27,675.41	Discover		1,658.49	
Credit Book	381.81	Master Card		12,930.72	
Gift Certificate	1,174.15	Visa		33,308.46	
Credit Card	51,090.35				
Total:	95,189.14			51,090.35	

Status report Golf Course Operations

Other

Routine golf course maintenance continues.

Projects to start this fiscal year includes the following:

- #15 bridge repair
- Gate repaired
- Irrigation project to start in a couple of weeks
- Continue fixing minor leaks
- Rolling greens monthly
- Spraying greens on rough areas
- Spraying greens every two weeks

Pro Shop

- Ball dispenser installed
- In process of hiring two more pro shop attendants

Been packed for the past few weeks

Kitchen

Process of hiring two more Part Timers

Miscellaneous:

- Pharr PD doing Bike Patrol once a week issuing warnings
- Have two part time staff also patrolling area for trespassing



AGENDA MEMORANDUM



BOARD: Tierra Del Sol Golf Club Advisory Board

AGENDA ITEM #: 2.D.

DATE SUBMITTED: December 14, 2023

MEETING DATE: January 2, 2024

FROM: Elva Guajardo, Administrative Assistant

DEPARTMENT: Parks

DIRECTOR: Sergio Alanis

Agenda Item: Board comments

Classification: Regular

(* If closed session, City Attorney must review and approve.)

Issue: Board comments if any

Fiscal Consideration:

Staff Recommendation: N/A

Alternatives: N/A

Exclude Material from Public Packet? No

Reason: N/A

ROUTING:

Elva Guajardo
Sergio Alanis

Created/Initiated - 12/14/2023
Final Approval - 12/14/2023