

**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, APRIL 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:

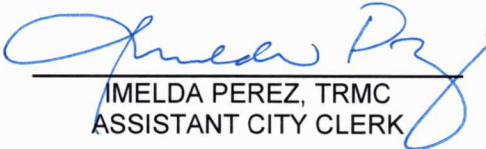
- A) Approval of minutes for November 13, 2023-Regular Called Meeting
B) Revenue and Expenditure Report through the month of February 2024
C) Status Report - Golf Course, Pro Shop and Kitchen Operations
D) Board Comments

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 26th day of March 2024 at 4:30 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 26th day of March 2024




IMELDA PEREZ, TRMC
ASSISTANT 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 their 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.

GOLF COURSE COMMITTEE

Ricardo Medina, Chairman

ATTEST:

George Gonzalez, Vice-Chairman

**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 & Expenditure History Summary



FY 2023-2024	Revenue	Expenditures	Revenues Less Expenditures Monthly	Progressive Revenues Less Expenditures
October	\$95,189.14	\$102,467.42	-\$7,278.28	-\$7,278.28
November	\$96,027.29	\$131,251.70	-\$35,224.41	-\$42,502.69
December	\$113,769.33	\$154,538.17	-\$40,768.84	-\$83,271.53
January	\$95,771.78	\$93,631.92	\$2,139.86	-\$81,131.67
February	\$104,342.73	\$96,225.62	\$8,117.11	-\$73,014.56
March			\$0.00	
April			\$0.00	
May			\$0.00	
June			\$0.00	
July			\$0.00	
August			\$0.00	
September			\$0.00	
Totals	\$505,100.27	\$578,114.83	-\$73,014.56	

Tierra del Sol Golf Course
Daily Sales Detail Report

Total Club Sales (1)

From: 02/01/2024 - 12:00:00 am To: 02/29/2024 - 11:59:59 pm

Category:	Quantity	Gross Rev.	Total Cost	Net Rev.	Profit % % of Business	
<u>Department: Gift Certificate</u>						
Gift Certificate	9	1,125.00	0.00	1,125.00	100.00	1.22%
Gift Certificate (Liability)	-9	(1,125.00)	0.00	(1,125.00)	100.00	(1.22)%
Gift Certificate Totals:	0	0.00	0.00	0.00	0.00	0.00%
<u>Department: Deposits</u>						
Tournament Deposit	-1	(1,537.50)	0.00	(1,537.50)	100.00	(1.67)%
Deposits Totals:	-1	(1,537.50)	0.00	(1,537.50)	100.00	(1.67)%
<u>Department: Credit Book Setup</u>						
Tue Ladies League	3	140.00	0.00	140.00	100.00	0.15%
Wed Men's League	1	890.00	0.00	890.00	100.00	0.97%
Credit Book Setup Totals:	4	1,030.00	0.00	1,030.00	100.00	1.12%
<u>Department: Improvement Fund</u>						
IMPROVEMENT FUND	1825	1,829.00	0.00	1,829.00	100.00	1.98%
Improvement Fund Totals:	1825	1,829.00	0.00	1,829.00	100.00	1.98%
<u>Department: Memberships</u>						
3 MONTH SINGLE	2	1,150.00	0.00	1,150.00	100.00	1.25%
9 Hole Punch Card (25)	3	1,095.00	0.00	1,095.00	100.00	1.19%
3MO SINGLE ADD MONTH	8	1,600.00	0.00	1,600.00	100.00	1.74%
3MO COUPLE ADD MONTH	20	5,000.00	0.00	5,000.00	100.00	5.42%
18 Punch Card (10 Rounds)	1	220.00	0.00	220.00	100.00	0.24%
Memberships Totals:	34	9,065.00	0.00	9,065.00	100.00	9.84%
<u>Department: Snacks</u>						
Chips	7	6.44	0.00	6.44	100.00	0.01%
Candy	4	3.68	0.00	3.68	100.00	0.00%
Snacks Totals:	11	10.12	0.00	10.12	100.00	0.01%
Tax:		0.86				
Total:		10.98				
<u>Department: Mexican Food</u>						
Burritos	10	18.50	0.00	18.50	100.00	0.02%
Mexican Food Totals:	10	18.50	0.00	18.50	100.00	0.02%
Tax:		1.51				
Total:		20.01				
<u>Department: Sandwiches</u>						
Cold Sandwiches	17	47.09	18.36	28.73	61.01	0.03%
Inmate Sandwiches	140	105.00	0.00	105.00	100.00	0.11%
Sandwiches Totals:	157	152.09	18.36	133.73	87.93	0.15%
Tax:		12.57				
Total:		164.66				
<u>Department: Breakfast</u>						
Breakfast Taco	15	24.30	9.90	14.40	59.26	0.02%
Tacos after 11 AM	1	0.69	0.66	0.03	4.35	0.00%
Breakfast Totals:	16	24.99	10.56	14.43	57.74	0.02%
Tax:		2.02				
Total:		27.01				
<u>Department: Beverages</u>						
Bottled Water	82	113.98	6.56	107.42	94.24	0.12%
20oz Bottled Soda	1	1.62	0.00	1.62	100.00	0.00%
12 oz. Coffee	2	2.78	0.00	2.78	100.00	0.00%
Can Sodas	5	5.75	1.50	4.25	73.91	0.00%
Powerade	23	53.13	0.00	53.13	100.00	0.06%

Tierra del Sol Golf Course
Daily Sales Detail Report

Total Club Sales (1)

From: 02/01/2024 - 12:00:00 am To: 02/29/2024 - 11:59:59 pm

Category:	Quantity	Gross Rev.	Total Cost	Net Rev.	Profit %	% of Business
<u>Department: Beverages</u>						
Beverages Totals:	113	177.26	8.06	169.20	95.45	0.18%
Tax:		14.44				
Total:		191.70				
<u>Department: Beer & Wine</u>						
Wine Cooler 2	4	9.24	0.00	9.24	100.00	0.01%
Dos Equis Beer	1	3.23	0.00	3.23	100.00	0.00%
Beer & Wine Totals:	5	12.47	0.00	12.47	100.00	0.01%
Tax:		1.03				
Total:		13.50				
<u>Department: Banquets</u>						
Tournament Foods	1	100.00	0.00	100.00	100.00	0.11%
Banquets Totals:	1	100.00	0.00	100.00	100.00	0.11%
<u>Department: Merchandise</u>						
BAGS	2	464.00	464.00	0.00	0.00	0.00%
CAPS, MENS	10	237.54	136.11	101.43	42.70	0.11%
GLOVES	17	260.83	120.42	140.41	53.83	0.15%
GOLF BALLS	188	1,641.35	1,182.07	459.28	27.98	0.50%
GOLF CLUBS, METALWOODS	3	1,721.01	936.00	785.01	45.61	0.85%
JACKETS, LADIES	3	92.95	95.25	(2.30)	(2.47)	(0.00)%
JACKETS, MENS	4	98.00	154.25	(56.25)	(57.40)	(0.06)%
MISCELLANEOUS	6	41.79	20.31	21.48	51.40	0.02%
SHIRTS, LADIES - Alpha	2	84.92	54.54	30.38	35.77	0.03%
SHIRTS, MENS	11	498.52	310.66	187.86	37.68	0.20%
SHOES, MENS	6	530.87	357.41	173.46	32.67	0.19%
SHORTS, LADIES	2	114.90	66.30	48.60	42.30	0.05%
SHORTS, MENS	1	59.95	33.10	26.85	44.79	0.03%
SOCKS	3	27.00	22.50	4.50	16.67	0.00%
SUNGLASSES	5	149.75	66.25	83.50	55.76	0.09%
TEES	23	58.08	29.20	28.88	49.72	0.03%
Merchandise Totals:	286	6,081.46	4,048.37	2,033.09	33.43	2.21%
Tax:		463.52				
Total:		6,544.98				
<u>Department: Food and Beverage</u>						
Beer & Wine	2393	6,523.42	2,599.05	3,924.37	60.16	4.26%
Food and Beverage Totals:	2393	6,523.42	2,599.05	3,924.37	60.16	4.26%
Tax:		540.68				
Total:		7,064.10				
<u>Department: Food and Beverage</u>						
Beverages	1338	1,964.10	656.92	1,307.18	66.55	1.42%
Food and Beverage Totals:	1338	1,964.10	656.92	1,307.18	66.55	1.42%
Tax:		162.43				
Total:		2,126.53				
<u>Department: Food and Beverage</u>						
Breakfast	901	1,513.87	435.33	1,078.54	71.24	1.17%
Food and Beverage Totals:	901	1,513.87	435.33	1,078.54	71.24	1.17%
Tax:		122.88				
Total:		1,636.75				
<u>Department: Food and Beverage</u>						
Mexican Food	120	222.00	98.40	123.60	55.68	0.13%

Daily Sales Detail Report

Total Club Sales (1)

From: 02/01/2024 - 12:00:00 am To: 02/29/2024 - 11:59:59 pm

Category:	Quantity	Gross Rev.	Total Cost	Net Rev.	Profit %	% of Business
<u>Department: Food and Beverage</u>						
Food and Beverage Totals:	120	222.00	98.40	123.60	55.68	0.13%
Tax:		18.01				
Total:		240.01				
<u>Department: Food and Beverage</u>						
Sandwiches	642	2,173.29	832.28	1,341.01	61.70	1.45%
Food and Beverage Totals:	642	2,173.29	832.28	1,341.01	61.70	1.45%
Tax:		175.67				
Total:		2,348.96				
<u>Department: Food and Beverage</u>						
Snacks	453	558.42	284.79	273.63	49.00	0.30%
Food and Beverage Totals:	453	558.42	284.79	273.63	49.00	0.30%
Tax:		44.47				
Total:		602.89				
<u>Department: Credit Card Surcharge</u>						
Credit Card Surcharge	2248	1,650.30	0.00	1,650.30	100.00	1.79%
Credit Card Surcharge Totals:	2248	1,650.30	0.00	1,650.30	100.00	1.79%
Report Totals:		101,159.00	8,992.12	92,166.88	91.11	100.00%
Tax:		3,185.23				
Total:		104,344.23				
Cash	27,347.37	Amer Express		4,771.08		
Check	9,071.49	Discover		2,296.24		
Credit Book	595.38	Master Card		15,115.52		
Gift Certificate	(682.75)	Visa		45,828.40		
Credit Card	68,011.24					
Total:	104,342.73			68,011.24		



Pharr, TX

Budget Report Account Summary

For Fiscal: 10/2023-09/2024 Period Ending: 02/29/2024

		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Remaining
Fund: 75 - PHARR GOLF COURSE FUND							
Expense							
75-51000-1100-000	SALARIES	572,100.00	572,100.00	41,890.84	238,526.16	333,573.84	58.31 %
75-51000-1104-000	OVERTIME/WORK STUDY	5,000.00	5,000.00	64.40	5,902.66	-902.66	-18.05 %
75-51000-1105-000	F I C A	44,200.00	44,200.00	3,123.28	18,407.68	25,792.32	58.35 %
75-51000-1106-001	GOLF INSURANCE - UNITED HEALTH	118,100.00	118,100.00	2,347.10	24,869.56	93,230.44	78.94 %
75-51000-1107-000	ANNUAL WORK COMP INSURANCE	16,500.00	16,500.00	0.00	11,165.00	5,335.00	32.33 %
75-51000-1108-000	TEC TAXES	3,500.00	3,500.00	40.91	125.08	3,374.92	96.43 %
75-51000-1110-000	UNIFORMS	2,700.00	2,700.00	1,723.94	6,951.18	-4,251.18	-157.45 %
75-51000-1114-001	FRONTIER	15,400.00	15,400.00	880.00	3,685.00	11,715.00	76.07 %
75-51000-1115-000	EMPLOYEES RETIREMENT	56,200.00	56,200.00	4,253.67	23,013.74	33,186.26	59.05 %
75-51000-1122-000	EAP-ASSISTANCE PROGRAM	400.00	400.00	0.00	0.62	399.38	99.85 %
75-51000-1123-000	HEALTHIEST YOU	1,600.00	1,600.00	131.60	569.45	1,030.55	64.41 %
75-51000-2201-000	OFFICE SUPPLIES	1,600.00	1,600.00	209.97	1,113.85	486.15	30.38 %
75-51000-2202-000	POSTAGE	100.00	100.00	0.00	0.00	100.00	100.00 %
75-51000-2203-000	SMALL TOOLS	600.00	600.00	0.00	1,267.68	-667.68	-111.28 %
75-51000-2206-000	JANITORIAL SUPPLIES	12,200.00	12,200.00	0.00	2,427.17	9,772.83	80.11 %
75-51000-2207-000	CHEMICALS	29,900.00	29,900.00	2,629.25	13,326.94	16,573.06	55.43 %
75-51000-2208-000	OTHER OPERATING SUPPLIES	26,500.00	26,500.00	2,724.06	10,994.04	15,505.96	58.51 %
75-51000-2217-000	BEER FOR RE-SALE	15,600.00	15,600.00	2,909.23	8,719.78	6,880.22	44.10 %
75-51000-2218-000	SNACK BAR SUPPLIES	44,700.00	44,700.00	3,523.51	15,416.02	29,283.98	65.51 %
75-51000-2219-000	PRO SHOP RE-SALE ITEMS	30,800.00	30,800.00	5,575.02	18,757.20	12,042.80	39.10 %
75-51000-2220-000	NON-CAPITAL EQUIP & SUPPLIES	15,000.00	15,000.00	1,147.23	1,147.23	13,852.77	92.35 %
75-51000-3301-000	BUILDING MAINTENANCE	32,900.00	32,900.00	954.65	6,129.38	26,770.62	81.37 %
75-51000-3302-000	EQUIPMENT MAINTENANCE	27,200.00	27,200.00	5,534.09	23,144.59	4,055.41	14.91 %
75-51000-3305-000	IRRIGATION REPAIRS	31,400.00	31,400.00	332.88	3,904.18	27,495.82	87.57 %
75-51000-4401-000	OFFICE EQUIPMENT RENTALS	500.00	500.00	592.46	592.46	-92.46	-18.49 %
75-51000-4402-000	OTHER EQUIPMENT RENTALS	71,400.00	71,400.00	5,522.20	31,578.60	39,821.40	55.77 %
75-51000-5501-000	COMMUNICATIONS	3,500.00	3,500.00	0.00	0.00	3,500.00	100.00 %
75-51000-5502-000	ADVERTISING	5,500.00	5,500.00	234.89	730.70	4,769.30	86.71 %
75-51000-5503-000	TRAINING & TRAVEL	900.00	900.00	0.00	45.00	855.00	95.00 %
75-51000-5505-000	DUES & PUBLICATIONS	3,400.00	3,400.00	1,943.01	4,190.33	-790.33	-23.25 %
75-51000-5507-000	UTILITIES	9,200.00	9,200.00	1,162.81	4,442.81	4,757.19	51.71 %
75-51000-5507-001	ELECTRICITY	29,100.00	29,100.00	2,655.56	14,745.70	14,354.30	49.33 %
75-51000-5528-000	AUDIT & PROF. SERVICES	3,100.00	3,100.00	0.00	0.00	3,100.00	100.00 %
75-51000-5530-000	CONTRACTUAL SERVICES	9,100.00	9,100.00	0.00	0.00	9,100.00	100.00 %
75-51000-5532-000	INSURANCE	13,200.00	13,200.00	0.00	13,315.26	-115.26	-0.87 %
75-51000-5535-000	BANK SERVICE CHARGES	25,700.00	25,700.00	2,442.93	11,963.60	13,736.40	53.45 %
75-51000-5537-000	CASH SHORT/OVER	0.00	0.00	-18.86	-43.65	43.65	0.00 %
75-51000-6601-000	GAS & OIL	18,700.00	18,700.00	1,101.19	4,172.08	14,527.92	77.69 %
75-51000-7701-000	LEASE PURCHASE - PRINCIPAL	42,100.00	42,100.00	558.00	15,963.28	26,136.72	62.08 %
75-51000-7703-000	LEASE PURCHASE - INTEREST	4,000.00	4,000.00	35.80	1,183.03	2,816.97	70.42 %
75-51000-8804-000	OTHER EQUIPMENT	0.00	0.00	0.00	35,671.44	-35,671.44	0.00 %
75-51000-8805-000	SITE IMPROVEMENTS	500,000.00	500,000.00	0.00	0.00	500,000.00	100.00 %
Expense Total:		1,843,600.00	1,843,600.00	96,225.62	578,114.83	1,265,485.17	68.64 %
Fund: 75 - PHARR GOLF COURSE FUND Total:		1,843,600.00	1,843,600.00	96,225.62	578,114.83	1,265,485.17	68.64 %
Report Total:		1,843,600.00	1,843,600.00	96,225.62	578,114.83	1,265,485.17	68.64 %

Group Summary

Account Type	Original	Current	Period	Fiscal	Variance	Percent
	Total Budget	Total Budget	Activity	Activity	Favorable (Unfavorable)	Remaining
Fund: 75 - PHARR GOLF COURSE FUND						
Expense	1,843,600.00	1,843,600.00	96,225.62	578,114.83	1,265,485.17	68.64 %
Fund: 75 - PHARR GOLF COURSE FUND Total:	1,843,600.00	1,843,600.00	96,225.62	578,114.83	1,265,485.17	68.64 %
Report Total:	1,843,600.00	1,843,600.00	96,225.62	578,114.83	1,265,485.17	68.64 %



AGENDA MEMORANDUM



BOARD: Tierra Del Sol Golf Club Advisory Board

AGENDA ITEM #: 2.D.

DATE SUBMITTED: March 25, 2024

MEETING DATE: April 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

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 - 3/25/2024
Final Approval - 3/25/2024