

**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, SEPTEMBER 3, 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:

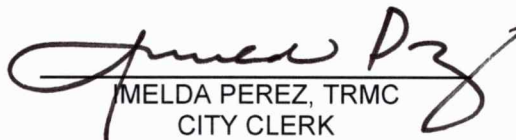
- A) Approval of Minutes for June 10, 2024 - Regular Called Meeting
- B) Introduction of new Golf Course Manager - William Borowski
- C) Status Report - Revenue History Summary report for the month of July 2024
- D) Status Report - Golf Course, Pro Shop and Kitchen Operations
- E) Board Comments

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 28th day of August 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 28th day of August 2024




MELDA PEREZ, TRMC
CITY CLERK

**MINUTES
REGULAR CALLED MEETING
TIERRA DEL SOL GOLF CLUB ADVISORY BOARD
JUNE 10, 2024, AT 5:30 P.M.
118 S. CAGE BLVD., 2ND FLOOR, PHARR, TEXAS**

The Golf Club Advisory Board of the City of Pharr, Texas met Monday, June 10, 2024, at 5:30 p.m. and the following is the record of attendance.

MEMBERS PRESENT: Ricardo Medina
Hector Gomez
Jaime Villarreal
Xavier Garcia
Rudy Martinez

ABSENT MEMBERS: Jorge Gonzalez
Myla Anderson
Michael Pacheco
Nyle Gruhn

STAFF PRESENT: Frank Nunez, Golf Course Manager
Elva Guajardo, Administrative Assistant
Arturo Lopez, Golf Course Superintendent
Ruben Alfaro, City Engineer

ITEM 1. CALL TO ORDER

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

Chairman Ricardo Medina called the meeting to order at 5:33 p.m. Roll call established a quorum.

Board Member Xavier Garcia moved to excuse absent members. Board Member Rudy Martinez seconded the motion and when put to a vote, it was carried unanimously.

ITEM 2. ADMINISTRATIVE

A) APPROVAL OF MINUTES FOR MAY 7, 2024- REGULAR CALLED MEETING

Chairman Ricardo Medina introduced the item.

Jaime Villarreal moved to approve the minutes. Board Member Rudy Martinez seconded the motion and when put to a vote, it was carried unanimously.

B) REVENUE AND EXPENDITURE REPORT THROUGH THE MONTH OF MARCH 2024

Chairman Ricardo Medina introduced the item.

Frank Nunez, Golf Course Manager, went over the revenues and expenditures report through the month of May 2024, worksheet. He stated that as of May 2024, the revenues less expenditures were at -\$41,395.32 and the progressive revenue less expenditures through May were at -\$253,557.35 for the 2023-2024 budget.

C) STATUS REPORT GOLF COURSE, PRO SHOP AND KITCHEN OPERATION

Chairman Ricardo Medina introduced the item.

Frank Nunez, Golf Course Manager, reported on the golf course, pro shop, and snack area operations and stated the department had purchased a pump for hole #18.

Frank Nunez, Golf Course Manager, further reported he had spoken to Police Chief Juan Gonzalez and was advised that the police department was patrolling the golf course in the evenings and would be issuing citations to people trespassing on the course. A brief discussion was then held regarding the condition of the course and the sundowner's participation.

Ruben Alfaro, City Engineer provided a status report on the clubhouse renovations. He stated that the project would begin with the Request for Qualifications (RFQs) and preliminary design and stated the board would be updated throughout the selection process.

Chairman Ricardo Medina inquired if Mr. Nunez had revenues on the ball dispenser. Mr. Nunez informed the board for the month of May it had brought in \$2,470.38.

D) BOARD COMMENTS

Chairman Ricardo Medina introduced the item. There were no board comments.

ITEM 3. ADJOURNMENT

There being no other business to come before the board, Board Jaime Villarreal

moved to adjourn. Board Member Rudy Martinez seconded the motion and when put to a vote, it was carried unanimously. Meeting adjourned at 6:11 p.m.

GOLF COURSE COMMITTEE

Ricardo Medina, Chairman

ATTEST:

Jorge Gonzalez, Vice-Chairman

STATE OF TEXAS COUNTY OF HIDALGO CITY OF PHARR

ON THE 10th OF JUNE, 2024, 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:_____



AGENDA MEMORANDUM



BOARD: Tierra Del Sol Golf Club Advisory Board

AGENDA ITEM #: 2.B.

DATE SUBMITTED: August 27, 2024

MEETING DATE: September 3, 2024

FROM: Elva Guajardo, Administrative Assistant

DEPARTMENT: Parks

DIRECTOR: Sergio Alanis

Agenda Item: Introduction of new Golf Course Manager-William Borowski

Classification: Regular

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

Issue: Staff will be presenting new golf course manager.

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 - 8/27/2024
Final Approval - 8/28/2024



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	\$123,590.66	\$286,588.08	-\$162,997.42	-\$236,011.98
April	\$121,966.76	\$98,116.81	\$23,849.95	-\$212,162.03
May	\$74,067.47	\$115,462.79	-\$41,395.32	-\$253,557.35
June	\$49,534.11	\$78,504.62	-\$28,970.51	-\$282,527.86
July	\$50,292.07	\$82,617.77	-\$32,325.70	-\$314,853.56
August			\$0.00	
September			\$0.00	
Totals	\$924,551.34	\$1,239,404.90	-\$314,853.56	



Pharr, TX

Budget Report

Account Summary

For Fiscal: 10/2023-09/2024 Period Ending: 07/31/2024

		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	590,600.00	37,036.20	462,264.43	128,335.57	21.73 %
75-51000-1104-000	OVERTIME/WORK STUDY	5,000.00	5,000.00	784.67	8,597.39	-3,597.39	-71.95 %
75-51000-1105-000	F I C A	44,200.00	45,700.00	2,807.03	35,280.08	10,419.92	22.80 %
75-51000-1106-001	GOLF INSURANCE - UNITED HEALTH	118,100.00	118,100.00	93.86	60,843.96	57,256.04	48.48 %
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	118.11	1,327.97	2,172.03	62.06 %
75-51000-1110-000	UNIFORMS	2,700.00	2,700.00	417.48	11,427.99	-8,727.99	-323.26 %
75-51000-1114-001	FRONTIER	15,400.00	15,400.00	990.00	8,470.00	6,930.00	45.00 %
75-51000-1115-000	EMPLOYEES RETIREMENT	56,200.00	57,900.00	4,067.92	46,163.66	11,736.34	20.27 %
75-51000-1122-000	EAP-ASSISTANCE PROGRAM	400.00	400.00	1.34	1.96	398.04	99.51 %
75-51000-1123-000	HEALTHIEST YOU	1,600.00	1,600.00	145.70	1,260.35	339.65	21.23 %
75-51000-2201-000	OFFICE SUPPLIES	1,600.00	1,600.00	0.00	2,276.60	-676.60	-42.29 %
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	1,626.68	-1,026.68	-171.11 %
75-51000-2206-000	JANITORIAL SUPPLIES	12,200.00	12,200.00	1,521.24	7,114.60	5,085.40	41.68 %
75-51000-2207-000	CHEMICALS	29,900.00	29,900.00	2,350.37	33,384.31	-3,484.31	-11.65 %
75-51000-2208-000	OTHER OPERATING SUPPLIES	26,500.00	26,500.00	965.62	21,994.55	4,505.45	17.00 %
75-51000-2217-000	BEER FOR RE-SALE	15,600.00	15,600.00	1,340.08	15,647.50	-47.50	-0.30 %
75-51000-2218-000	SNACK BAR SUPPLIES	44,700.00	44,700.00	2,482.38	33,893.97	10,806.03	24.17 %
75-51000-2219-000	PRO SHOP RE-SALE ITEMS	30,800.00	35,800.00	1,022.48	34,273.78	1,526.22	4.26 %
75-51000-2220-000	NON-CAPITAL EQUIP & SUPPLIES	15,000.00	15,000.00	0.00	1,147.23	13,852.77	92.35 %
75-51000-3301-000	BUILDING MAINTENANCE	32,900.00	27,900.00	209.00	15,221.95	12,678.05	45.44 %
75-51000-3302-000	EQUIPMENT MAINTENANCE	27,200.00	27,200.00	7,478.33	40,360.48	-13,160.48	-48.38 %
75-51000-3305-000	IRRIGATION REPAIRS	31,400.00	31,400.00	0.00	20,151.12	11,248.88	35.82 %
75-51000-4401-000	OFFICE EQUIPMENT RENTALS	500.00	500.00	0.00	640.25	-140.25	-28.05 %
75-51000-4402-000	OTHER EQUIPMENT RENTALS	71,400.00	71,400.00	11,044.40	67,049.02	4,350.98	6.09 %
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	0.00	761.23	4,738.77	86.16 %
75-51000-5503-000	TRAINING & TRAVEL	900.00	900.00	698.00	899.39	0.61	0.07 %
75-51000-5505-000	DUES & PUBLICATIONS	3,400.00	3,400.00	197.46	4,977.96	-1,577.96	-46.41 %
75-51000-5507-000	UTILITIES	9,200.00	9,200.00	797.54	8,335.55	864.45	9.40 %
75-51000-5507-001	ELECTRICITY	29,100.00	29,100.00	3,128.83	30,153.37	-1,053.37	-3.62 %
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	1,519.28	22,637.77	3,062.23	11.92 %
75-51000-5537-000	CASH SHORT/OVER	0.00	0.00	0.00	-71.71	71.71	0.00 %
75-51000-6601-000	GAS & OIL	18,700.00	18,700.00	1,400.45	12,179.55	6,520.45	34.87 %
75-51000-6603-000	CITY GARAGE REPAIRS	0.00	0.00	0.00	68.51	-68.51	0.00 %
75-51000-6605-000	OUTSIDE REPAIRS - CITY GARAGE	0.00	0.00	0.00	15.00	-15.00	0.00 %
75-51000-6606-000	CITY GARAGE OVERHEAD COSTS	0.00	0.00	0.00	16.10	-16.10	0.00 %
75-51000-7701-000	LEASE PURCHASE - PRINCIPAL	42,100.00	42,100.00	0.00	32,476.90	9,623.10	22.86 %
75-51000-7703-000	LEASE PURCHASE - INTEREST	4,000.00	4,000.00	0.00	2,494.78	1,505.22	37.63 %
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	179,000.00	0.00	183,036.97	-4,036.97	-2.26 %
Expense Total:		1,843,600.00	1,544,300.00	82,617.77	1,288,552.90	255,747.10	16.56 %
Fund: 75 - PHARR GOLF COURSE FUND Total:		1,843,600.00	1,544,300.00	82,617.77	1,288,552.90	255,747.10	16.56 %
Report Total:		1,843,600.00	1,544,300.00	82,617.77	1,288,552.90	255,747.10	16.56 %

Group Summary

Account Type	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance	Percent Remaining
					Favorable (Unfavorable)	
Fund: 75 - PHARR GOLF COURSE FUND						
Expense	1,843,600.00	1,544,300.00	82,617.77	1,288,552.90	255,747.10	16.56 %
Fund: 75 - PHARR GOLF COURSE FUND Total:	1,843,600.00	1,544,300.00	82,617.77	1,288,552.90	255,747.10	16.56 %
Report Total:	1,843,600.00	1,544,300.00	82,617.77	1,288,552.90	255,747.10	16.56 %

Tierra del Sol Golf Course
Daily Sales Detail Report

Total Club Sales (1)

From: 07/01/2024 - 12:00:00 am To: 07/31/2024 - 11:59:59 pm

Category:	Quantity	Gross Rev.	Total Cost	Net Rev.	Profit %	% of Business
<u>Department: Green Fee</u>						
18 Green Fee	512	12,800.00	0.00	12,800.00	100.00	28.27%
18 Junior Fee	60	622.00	0.00	622.00	100.00	1.37%
9 Green Fee	337	5,392.00	0.00	5,392.00	100.00	11.91%
9 Junior Fee	24	216.00	0.00	216.00	100.00	0.48%
Twilight Green Fee	242	3,630.00	0.00	3,630.00	100.00	8.02%
Raincheck GREEN FEE	2	0.00	0.00	0.00	0.00	0.00%
Group Rate Fee	20	400.00	0.00	400.00	100.00	0.88%
Promo Green Fee 9/18	35	0.00	0.00	0.00	0.00	0.00%
ANNUAL RD.	81	0.00	0.00	0.00	0.00	0.00%
SUNDOWNER GREEN FEE-NM	8	72.00	0.00	72.00	100.00	0.16%
VOLUNTEER RD.	3	0.00	0.00	0.00	0.00	0.00%
Youth on course 9 or 18	1	21.00	0.00	21.00	100.00	0.05%
Green Fee Totals:	1325	23,153.00	0.00	23,153.00	100.00	51.13%
<u>Department: Cart Fee</u>						
18 Hole Shared Cart	539	5,977.51	0.00	5,977.51	100.00	13.20%
9 Hole Shared Cart	370	2,734.30	0.00	2,734.30	100.00	6.04%
Spectator Cart Fee	30	541.70	0.00	541.70	100.00	1.20%
ANNUAL SHARED CART	63	0.00	0.00	0.00	0.00	0.00%
Non Playing Rider 9 hole	10	73.90	0.00	73.90	100.00	0.16%
SUNDOWNER SHARED CART	8	64.00	0.00	64.00	100.00	0.14%
Promo Shared Cart 9/18	15	0.00	0.00	0.00	0.00	0.00%
Non Playing Rider 18 hole	12	133.08	0.00	133.08	100.00	0.29%
Twilight Cart Fee	242	2,683.78	0.00	2,683.78	100.00	5.93%
VOLUNTEER SHARED CART	3	0.00	0.00	0.00	0.00	0.00%
Cart Fee Totals:	1292	12,208.27	0.00	12,208.27	100.00	26.96%
Tax:		1,003.41				
Total:		13,211.68				
<u>Department: Driving Range</u>						
Small Bucket	35	175.00	0.00	175.00	100.00	0.39%
Large Bucket	34	306.00	0.00	306.00	100.00	0.68%
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	0.55%
Hot Sack Warm Up 20 Balls	1	3.00	0.00	3.00	100.00	0.01%
Driving Range Totals:	108	734.00	0.00	734.00	100.00	1.62%
<u>Department: Club Rentals</u>						
CLUB RENTAL 18 HOLES	12	240.00	0.00	240.00	100.00	0.53%
CLUB RENTAL 9 HOLES	13	156.00	0.00	156.00	100.00	0.34%
Club Rentals Totals:	25	396.00	0.00	396.00	100.00	0.87%
Tax:		32.67				
Total:		428.67				
<u>Department: Private Carts</u>						
18 HOLE PRIVATE CART FEE	6	48.00	0.00	48.00	100.00	0.11%
ANNUAL PRIVATE CART ROUND	2	0.00	0.00	0.00	0.00	0.00%
ANNUAL PRIVATE CART FEE	1	600.00	0.00	600.00	100.00	1.32%
Private Carts Totals:	9	648.00	0.00	648.00	100.00	1.43%
<u>Department: Gift Certificate</u>						
Gift Certificate	9	1,125.00	0.00	1,125.00	100.00	2.48%
Gift Certificate (Liability)	-9	(1,125.00)	0.00	(1,125.00)	100.00	(2.48)%
Gift Certificate Totals:	0	0.00	0.00	0.00	0.00	0.00%
<u>Department: Improvement Fund</u>						
IMPROVEMENT FUND	1110	1,110.00	0.00	1,110.00	100.00	2.45%
Improvement Fund Totals:	1110	1,110.00	0.00	1,110.00	100.00	2.45%

From: 07/01/2024 - 12:00:00 am To: 07/31/2024 - 11:59:59 pm

Department: Food and Beverage

Tierra del Sol Golf Course
Daily Sales Detail Report

Total Club Sales (1)

From: 07/01/2024 - 12:00:00 am To: 07/31/2024 - 11:59:59 pm

Category:	Quantity	Gross Rev.	Total Cost	Net Rev.	Profit %	% of Business
<u>Department: Food and Beverage</u>						
Beer & Wine	621	1,697.47	689.71	1,007.76	59.37	2.23%
Food and Beverage Totals:	621	1,697.47	689.71	1,007.76	59.37	2.23%
Tax:		136.49				
Total:		1,833.96				
<u>Department: Food and Beverage</u>						
Beverages	678	1,140.47	439.89	700.58	61.43	1.55%
Food and Beverage Totals:	678	1,140.47	439.89	700.58	61.43	1.55%
Tax:		92.71				
Total:		1,233.18				
<u>Department: Food and Beverage</u>						
Breakfast	339	582.17	186.70	395.47	67.93	0.87%
Food and Beverage Totals:	339	582.17	186.70	395.47	67.93	0.87%
Tax:		47.33				
Total:		629.50				
<u>Department: Food and Beverage</u>						
Mexican Food	104	192.40	85.28	107.12	55.68	0.24%
Food and Beverage Totals:	104	192.40	85.28	107.12	55.68	0.24%
Tax:		15.61				
Total:		208.01				
<u>Department: Food and Beverage</u>						
Sandwiches	107	516.41	153.73	362.68	70.23	0.80%
Food and Beverage Totals:	107	516.41	153.73	362.68	70.23	0.80%
Tax:		34.06				
Total:		550.47				
<u>Department: Food and Beverage</u>						
Snacks	245	304.04	152.85	151.19	49.73	0.33%
Food and Beverage Totals:	245	304.04	152.85	151.19	49.73	0.33%
Tax:		24.10				
Total:		328.14				
<u>Department: Credit Card Surcharge</u>						
Credit Card Surcharge	1464	997.39	0.00	997.39	100.00	2.20%
Credit Card Surcharge Totals:	1464	997.39	0.00	997.39	100.00	2.20%
Report Totals:		48,694.25	3,408.77	45,285.48	93.00	100.00%
Tax:		1,597.82				
Total:		50,292.07				

Cash	7,998.97	Amer Express	1,679.40
Check	1,636.00	Discover	1,488.36
Credit Book	41.61	Master Card	10,788.88
Gift Certificate	(900.00)	Visa	27,558.85
Credit Card	41,515.49		
Total:	50,292.07		41,515.49



STATUS REPORT GOLF COURSE OPERATIONS

ROUTINE GOLF COURSE MAINTANCE CONTINUES

- **Still Fixing minor leaks**
- **Spraying greens on rough areas**
- **Had Parks & Recreation come help with mowing**
- **Transplantation from nursery to hole's 13,14 and 15 will be starting this coming month. We purchased transplant apparatus equipment**
- **Working on greens to make sure no fungal infection due to rain form on them**
- **Pharr Police still doing Patrol in the evening hours**

Pro-Shop

- **Last day of Sundowners will be at the end of August**
- **Going thru Members list and making sure all dues are up to date**
- **Will be hiring two more Pro-Shop Staff to work from 5 to 10 so we can have driving range open until 10**



AGENDA MEMORANDUM



BOARD: Tierra Del Sol Golf Club Advisory Board

AGENDA ITEM #: 2.E.

DATE SUBMITTED: August 27, 2024

MEETING DATE: September 3, 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 - 8/27/2024
Final Approval - 8/28/2024