

City of
Greeley
Golf Course
Management
and
Operations





HIGHLAND HILLS GOLF COURSE

Highland Hills has served Northern Colorado as one of the top championship golf courses since 1964. Boasting over 1300 trees and undulating terrain, gives every golfer an enjoyable and exciting experience regardless of the playing ability.

[Book a Tee Time](#)



BOOMERANG LINKS GOLF COURSE

Open for play in 1991, the City of Greeley's Boomerang Links Golf Course is a links-style championship eighteen-hole golf course with plush fairways, large greens, tall native grasses, and over 50 bunkers.

[Book a Tee Time](#)



BUDGET

The City of
Greeley operates
two golf courses,
Boomerang Links
and Highland Hills.

These courses are
operated as
Enterprise Funds.

- An Enterprise Fund is a separate accounting and financial reporting mechanism for which revenues and expenditures are segregated into a fund with financial statements separate from all other governmental activities.
- An Enterprise Fund is created when a public service generates sufficient revenues to pay for its cost.
- This accounting model is similar to private business accounting.

Enterprise Funds

Sec. 18-311. - Golf course enterprise fund; use of monies.

All monies accumulated in the golf fund heretofore established shall be used for the purchase, construction and maintenance of clubhouse grounds, clubhouse buildings and the interior furnishing of the clubhouse building, and for improvements to and the maintenance of the golf course and related recreational facilities at the municipal golf courses. All gifts received by the city from a donor who expresses the desire that the gift be used for golf course and golf clubhouse purposes, and all assessments, fees or charges made for golf course or golf clubhouse purposes, shall be credited to the above-mentioned fund.

(Code 1994, § 13.40.080; Ord. No. 66, 1992, § 2(part), 8-4-1992; Ord. No. 8, 2019, exh. A, § 13.40.080, 2-19-2019)

Golf Courses Fund FY22

GOLF COURSES FUND

To account for user charges and expenses for operating, financing, and maintaining two municipal golf courses; created per Greeley Municipal Code 13.40.080.

	2020 Actual	2021 Revised Budget	2022 Budget	\$ Change	% Change
Projected Beginning Fund Balance & Reserves	\$ 603,053	\$ 652,933	\$ 544,083	(\$ 108,850)	-16.67%

Resources	2020 Actual	2021 Revised Budget	2022 Budget	\$ Change	% Change
Charges for Services	2,048,978	1,913,533	1,939,666	26,133	1.37%
Intergovernmental Revenue	17,279	-	-	-	-
Miscellaneous Revenue	22,343	1,600	1,600	-	-
Transfers In	-	-	214,500	214,500	-
Total Resources	\$ 2,088,600	\$ 1,915,133	\$ 2,155,766	\$ 240,633	12.56%

Expenditures by Category	2020 Actual	2021 Revised Budget	2022 Budget	\$ Change	% Change
Salaries & Benefits	935,734	1,005,387	1,064,542	59,155	5.88%
Supplies & Services	970,700	900,528	849,052	(51,476)	-5.72%
Capital	10,692	-	214,500	214,500	-
Debt	121,594	115,068	96,000	(19,068)	-16.57%
Transfers Out	-	3,000	-	(3,000)	-100%
Total Expenditures by Category	\$ 2,038,720	\$ 2,023,983	\$ 2,224,094	\$ 200,111	9.89%

Expenditures by Department	2020 Actual	2021 Revised Budget	2022 Budget	\$ Change	% Change
Culture, Parks & Recreation	2,038,720	2,023,983	2,224,094	200,111	9.89%
Total Expenditures by Department	\$ 2,038,720	\$ 2,023,983	\$ 2,224,094	\$ 200,111	9.89%

Projected Ending Fund Balance & Reserves	\$ 652,933	\$ 544,083	\$ 475,755	(\$ 68,328)	-12.56%
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City of Greeley Budget Calendar FY23

Budget Calendar			
MAJOR MILESTONES:	DATE	RESPONSIBLE PARTY	DESCRIPTION
Budget Entry Training Meetings	<u>3/30/2022</u> to <u>6/10/2022</u>	Finance & Departments	Please schedule a time with your budget analyst as necessary for any additional training, questions, or changes associated the 2023 Budget or for Team Budget Training
Fee Directory	<u>4/29/2022</u>	Departments	DUE: Fee Directory updated and returned to Budget Analyst
FTE & Organizational Chart	<u>5/13/2022</u>	Departments	DUE: All Position changes and department organizational chart should be reviewed and aligned with Finance, Human Resources and the department
CIP Completed & Loaded in Budget Module	<u>5/27/2022</u>	Departments	DUE: Capital Improvement Plan budgets complete and loaded in Budget Module.
Budget Increase Request	<u>6/3/2022</u>	Departments	DUE: Budget Increase Requests are due to budget analyst.
Operating Budgets Completed & Loaded in Budget Module	<u>6/10/2022</u>	Departments	DUE: Operating budgets complete and loaded in Budget Module
CIP Budget Review Meetings	<u>6/13/2022</u> to <u>6/30/2022</u>	Finance, City Manager's Office & Individual Departments	CIP Budget Meetings (with departments: training, questions, changes reviewed)
Operating Budget Review Meetings	<u>7/18/2022</u> to <u>7/29/2022</u>	Finance, City Manager's Office & Individual Departments	Operating Budget Meetings (with departments: training, questions, changes reviewed)
Final Decision from City Manager for Operating Budget	<u>8/4/2022</u>	City Manager	City Manager's final decision on Budget Increase Requests & Changes to Operating Budgets
CIP given to City Council	<u>8/19/2022</u>	Finance & City Clerk	Capital Improvement Plan given to City Council
Operating Budgets given to City Council	<u>9/9/2022</u>	Finance & City Clerk	Operating Budgets given to City Council

CAPITAL IMPROVEMENT PROJECTS

CIP Projects:

• Boomerang Golf fairway Restrooms Replacements (2)	2022	\$500,000
• Highland Parking Lot Improvements	2022	*Postponed
• Highland Electrical Repairs	2022	*Complete
• Boomerang Window Replacement & Door Caulking	2023	\$101,774
• Boomerang Irrigation Replacement	2025	\$3,390,100
• Boomerang Deck Outdoor Extension	2024	\$160,000
• Boomerang Maintenance Shop Extension	2025	\$360,000
• Boomerang Repair Bathroom and Pump	2026	\$30,0000

Unfunded

- Highland Irrigation Replacement
\$4,800,000



GOLF ADVISORY BOARD

Golf Advisory Board Bylaws

GREELEY GOLF ADVISORY BOARD BYLAWS (Revised 2019)

Name

This organization shall be known as the Greeley Golf Advisory Board.

Statement of Purpose

The City of Greeley Golf Advisory Board is a 7 member committee appointed by the Greeley City Council. The purpose of this Board is to act in an advisory capacity, providing input and feedback, to the Director of Culture, Parks, and Recreation Department (CPRD) and his Golf Operations Manager on matters relating to the functions within the CPRD golf courses.

Purpose

- A. To serve in an advisory capacity to the CPRD Director, ensuring that the majority of available resources are utilized to support the interests of the majority of the community the majority of the time, ensuring such are used effectively and efficiently. This includes (1) a review of the staff prepared annual budget, (2) a review of the staff prepared Capital Improvement Plan, (3) a review of the annual report on golf course operations prepared by staff, (4) to establish and recommend to City Council User Fees with the intent to produce sufficient revenue needed to cover the costs of operations and maintenance of the courses, debt repayment expenses, reserves adequate to cover the cost of replacement of facilities and equipment, and reserves to cover shortfalls in revenue less any subsidy to the golf course operations authorized by the City Council on an annual basis, and (5) to make recommendations related to golf course operations, including concession operations, when action is necessary by City Council.
- B. To be aware of not only of the municipal golf courses but CPRD activities, events, services, and facilities in order to provide input in considering future collaborations that will address the needs of the community.
- C. To act as ambassadors of CPRD, using planned public relations program to inform the public of upcoming golf programs, events and to seek community input in new programs.
- D. To serve in an advisory capacity to the CPRD Director concerning the best possible use of golf facilities under the direction of CPRD.
- E. To actively engage, and participate in, Ad Hoc Committees, or Process Action Teams, established by the CPRD Director in regards to any specific issues related to events, activities, services and facilities within CPRD's golf division operations.
- F. To offer suggestions to the CPRD Director for attaining Departmental goals.

Sponsorship

The CPRD Golf Advisory Board shall be under the sponsorship of the City Council and the City of Greeley, Colorado.

General Organization

- A. Membership of the CPRD Golf Advisory Board will consist of (7) seven members, each with alternating two year terms from the date of appointment.
- B. Membership on the CPRD Golf Advisory Board shall be limited to two consecutive terms, with appointment to successive terms at the discretion of the City Council of the City of Greeley, Colorado.
- C. Chair and Vice-Chair of this Board shall be elected in January of each year.
- D. A vacancy on the CPRD Golf Advisory Board caused by resignation, death, refusal to serve in capacity, etc. of a Board member, shall be filled by appointment by the City Council of the City of Greeley, Colorado, with appointee completing the original term of their predecessor.
- E. A member who fails to attend without excused absence, any three (3) meetings within any twelve month period of time, shall forfeit his/her position as a member of the CPRD Golf Advisory Board. The Director will recommend to the Board to seek City Council replacement of the member.
- F. Duties of the CPRD Golf Advisory Board:
 1. Hold a meeting six times per year (Jan/Mar/May/July/Sept/Nov), or as agenda demands deem necessary, with Minutes submitted to Council via CPRD Administration staff.
 2. Provide advice to the CPRD Director in regard to projects or programs.
 3. Hear reports concerning projects and programs.
 4. Attend to such other business as may be required of the CPRD Golf Advisory Board (e.g. ribbon cuttings, attendance at meetings conducted by other agencies which may impact Leisure Service functions, etc).
 5. Participate and engage in Ad Hoc Committees established by the CPRD Director as deemed necessary.
- G. Quorum – A majority of the membership shall constitute a quorum
- H. Amendments – Suggested amendments to the By-Laws may be made to the Director of CPRD at any CPRD Golf Board meeting in which a quorum is present. A vote of 2/3 of the members present, and with mutual agreement by the CPRD Director, is required for a By-Law change.

Golf Advisory Board

Sec. 2-553. - Powers and duties.

- (a) Annually each board shall select from its membership appointed by the city council, a chair and vice chair, and establish its own rules of procedure not in conflict with the city Charter or laws and ordinances of the city.
- (b) Each board may establish subcommittees or invite any number of nonvoting, ex officio members to participate in meetings or assist in carrying out its responsibilities.
- (c) Proceedings shall be conducted in accordance with Robert's Rules of Order.
- (d) With openness and accessibility being addressed in state law as well as council's goals, each board shall notify the public of meetings to be held by posting meeting notices at both entrances to city hall. Additionally, records of board meetings and actions shall be open and accessible to the public pursuant to the Colorado Open Records Act.

(Prior Code, § 2-10.1(b); Code 1994, § 2.30.020; Ord. No. 70, 2002, § 1, 12-17-2002)

Sec. 2-554. - Meetings, quorum, voting.

Each board shall meet regularly or in special meetings as needed. A majority of members shall constitute a quorum for the transaction of business and the exercise of jurisdictional powers granted by the Charter or Code. Unless otherwise required, all decisions of a board shall be by majority vote of the members present. Each member shall have one vote. Ex officio and staff members may participate but not vote.

(Code 1994, § 2.30.030; Ord. No. 70, 2002, § 1, 12-17-2002)

Golf Advisory Board

Sec. 2-838. - Golf board; duties.

The golf courses shall be managed with the assistance of a golf board of seven persons appointed by the city council with the following duties and obligations:

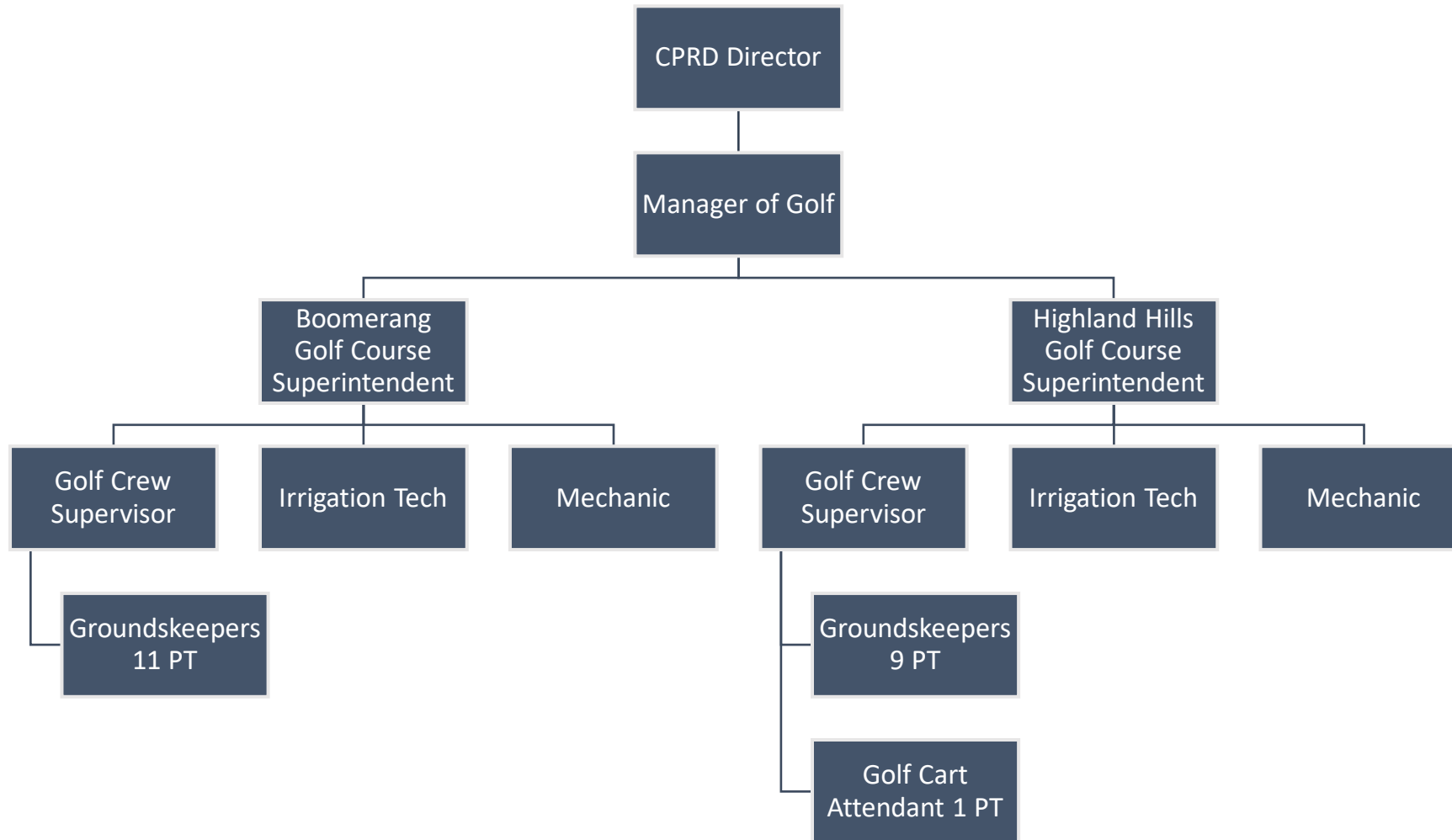
- (1) To make recommendations related to golf course operations, including concession operations, to the city council when action is necessary by the council;
- (2) To review the annual budget;
- (3) To review the capital improvement plan;
- (4) To review and recommend user fees to the city manager for his approval with the intent to produce sufficient revenue needed to cover the costs of operations and maintenance of the courses, debt repayment expenses, reserves adequate to cover the cost of replacement of facilities and equipment and reserves to cover shortfalls in revenue, less any subsidy to the golf course operation authorized by the city council on an annual basis;
- (5) To review the annual report on golf course operations; and
- (6) To make such other reports to the city council as deemed necessary by the board.

(Code 1994, § 2.48.040; Ord. No. 3, 1997, § 1(part), 1-7-1997; Ord. No. 70, 2002, § 1, 12-17-2002; Ord. No. 60, 2006, § 3, 12-5-2006; Ord. No. 26, 2011, § 1, 9-6-2011)



GOLF OPERATIONS

Golf Division Org Chart



Golf Division Contracts

- **Outback Restaurant & Pub** – Boomerang Links GC
- 7309 West 4th Street, Greeley, CO
 - Food & Beverage RFP posted April 28, 2017 – May 19, 2017
 - Posted on Rocky Mountain Bid Net (now Bid System), Greeley tribune and City of Greeley web site.
 - RFP received by RNR LLC April 26, 2017 / only RFP received
 - 6 Year contract awarded and signed by Wayne Leighton & Andy McRoberts May 31, 2017
 - Contractor – William Ramaglia, RNR LLC
- **Bogeys Pub & Grill** – Highland Hills GC
- 2200 Clubhouse Drive, Greeley, CO
 - Food & Beverage RFP posted April 28, 2017 – May 19, 2017
 - Posted on Rocky Mountain Bid Net (now Bid System), Greeley tribune and City of Greeley web site.
 - RFP received by Phillip Prothe, Bogeys Pub & Grill LLC May 2, 2017 / only RFP received
 - 6 Year contract awarded and signed by Wayne Leighton & Andy McRoberts May 31, 2017
 - Contractor – Phillip Prothe, Bogeys Pub & Grill LLC

Golf Division Contracts

Boomerang Links GC Pro Shop

7309 West 4th Street, Greeley, CO

- One year contract signed February 22, 2017, to Big Red Golf LLC
- 5 Year contract signed January 2018 to Big red Golf LLC
- Expires January 2023

Highland Hills GC Pro Shop

2200 Clubhouse Drive, Greeley, CO

- 5 Year contract signed February 28, 2017, to Big red Golf LLC
- 1 Year extension for year 2022 to Big red Golf LLC
- Expires January 2023