

**AUDIT & ADMINISTRATION COMMITTEE MEETING  
HELD IN  
ROOM #318 OF THE COUNTY OFFICE BUILDING  
CARMEL, NEW YORK 10512**

**Members: Chairman Castellano, Legislators Albano & Gouldman**

**Monday**

**6:30pm**

**April 25, 2016**

The meeting was called to order at 6:39 p.m. by Chairman Castellano who led in the Pledge of Allegiance. Upon roll call, Legislators Albano and Gouldman and Chairman Castellano were present.

**Item #3 - Approval of Minutes – March 28, 2016**

The minutes were approved as submitted.

**Item #4 - Update/ Putnam County Golf Course/ General Manager McCall**

General Manager of the Putnam County Golf Course Michael McCall provided the update via the attached PowerPoint Presentation. He stated due to the great weather, the Putnam County Golf Course has begun its 2016 season with one of the best starts it has had in years. He stated on the first day in March there were 200 rounds of golf played, which is more rounds than were golfed in March of 2013, 2014, and 2015 combined. He stated fortunately, the Putnam County Golf Course was prepared for the great March they had, as compared to other nearby courses that were not yet open. He stated the course was "put to bed" in good condition and the winter was dry, which allowed the Golf Course to charge its full rates upon opening. He stated because of the great start, the Golf Course is \$100,000 ahead in revenue for March. He stated so far in April, there have been 2,100 rounds of golf played. He stated any weekend day with 200 or more rounds is considered good. He stated the Golf Course got very lucky in 2015 as none of the weekends got rained out. He stated the rates were increased in 2015 and will stay the same in 2016. He stated there is still a 14%-25% discount for residents of Putnam County, depending on what time of the day they play. He referred to page 5 of his presentation, specifically to the COGS (cost of goods sold) Golf section. He stated there is an asterisk next to the 2015 number because the software that calculates that number now bases it on what is purchased to be sold, rather than what is actually sold.

Legislator LoBue questioned the difference in the payroll expense between 2014 and 2015.

General Manager McCall stated there was a decrease in the payroll from 2014 to 2015 because the Superintendent left; therefore that position was vacant in the beginning of 2015. He stated there was also a period of time where there was no mechanic. He stated the total payroll was down about \$21,000 for the year. He stated the budget for 2016 will be higher because these positions have been filled. He stated the amount spent

on Capital Improvements in 2014 (page 5) was for work done on bunkers and was paid right out of the operating fund. He stated in 2015, some of the amount spent on Capital Improvements was for the partial payment for the lighting in the parking lot, which was about \$45,000.

Legislator LoBue questioned what the cost was for the bathrooms that were recently redone at the Golf Course.

General Manager McCall stated the bathrooms cost about \$55,000.

Legislator LoBue questioned who gave approval for the bathroom renovation to be done as a capital repair.

General Manager McCall stated approval was received from the Highway Department and the County Executive's Office.

Legislator LoBue stated the project was never approved by the Legislature, it was only discussed.

Chairman Castellano stated the money was within the Golf Course's budget.

Legislator LoBue stated the repair of the bathroom was on the Capital Project list at one point, but the repair was held off. She questioned how the renovation came forward when it was just a discussion in the Audit Committee last year. She stated the Administration should have approached the Legislature on this matter with an amount of what the cost would be and to get approval. She stated the Legislature is responsible for all of the real property and all of the capital improvements. She stated there was also no formal approval to repave the cart paths on the course.

General Manager McCall stated the cart paths were paved using funding from the Highway Department's budget.

Legislator LoBue stated that is an expense that needs to be charged back. She stated doing the projects without Legislative approval is circumventing the appropriate process.

General Manager McCall stated when putting together the 2016 budget, money was designated within the operating budget for capital improvements.

Legislator LoBue stated the money designated for capital improvements should have been highlighted during the budget process.

Chairman Castellano stated the money was spoken about during the budget process. He stated the bathroom was fixed with that money and no additional money was needed.

Legislator LoBue stated the project should have been formally brought to the Legislature for a vote.

Chairman Castellano stated it was voted on by passing the budget. He questioned how the \$55,000 cost for the bathrooms was paid for.

General Manager McCall stated it was paid out of revenue, which was included in the budget.

Legislator LoBue stated she would be reviewing the information handed out by General Manager McCall and requesting more information. She stated County Departments are holding events at the Golf Course, which is not real revenue.

Chairman Castellano stated the revenue from those events would have gone to another venue; therefore the County is collecting revenue.

Legislator LoBue stated the money is being redirected from local business to the Golf Course.

General Manager McCall stated the Golf Course's Gross Operating Profit is over \$200,000 (page 6).

Legislator LoBue questioned how long the Highway Department was at the Golf Course resurfacing the cart paths.

General Manager McCall stated it took about three (3) weeks on and off. He stated different people came to do the various steps of the job.

Chairman Castellano stated the path was repaired in-house.

General Manager McCall referred to page 6 of his presentation and discussed the comparisons between the 2016 budget and the 2015 actual amounts. He stated that the budgeted amount for payroll is higher than 2015 because of the vacant positions being filled, as explained earlier. He stated the amount for Capital Improvements was determined with the intention of renovating the bathrooms. Page 7 of the presentation shows pictures of some capital improvements that were completed in 2015. He stated the repaved cart path that is shown is on the steepest hill of the course and was repaved because it would continually wash out. He stated the concession stand that was placed on the course has bathrooms and the first day it was open it brought in about \$400. He stated the biggest complaint from particularly female golfers were the lack of nice bathrooms on the course. He stated the pergola shown in the picture was purchased for outdoor events.

Legislator LoBue questioned who put the pergola up.

General Manager McCall stated the Golf Course purchased the pergola. He stated the long-term goal is to have a bar on the outside patio, so a designer was brought in to give ideas on how to arrange the area. He stated the designer gave an estimate for a pergola

that was extremely expensive. He stated instead, he found and ordered a prefab pergola and the Highway Department installed it.

Legislator LoBue questioned why the Legislature was not made aware of this purchase or installation.

General Manager McCall stated he made his superiors aware.

Legislator LoBue questioned who his superiors are.

General Manager McCall stated his superiors are Deputy Commissioner of Highways & Facilities John Tully, Commissioner of Highway & Facilities Fred Pena, and County Executive MaryEllen Odell.

Legislator LoBue stated the purchase and installation of the pergola should have been brought to the Legislature.

Chairman Castellano stated no money was being transferred and they had the money within their budget. He questioned what the cost of the pergola was.

General Manager McCall stated the structure was \$6,000. He stated the Parks Department installed the pergola.

Legislator Albano stated the Golf Course is a multi-million dollar facility and people have been hired to manage the operations. He stated so far, everything that has been presented is to improve the way the Golf Course is run. He stated the Legislature cannot micromanage the Golf Course.

General Manager McCall brought the Committee's attention to page 8 which shows photos of the bathroom before and after its renovation. He stated the plumbing was in bad shape and made the job expensive. He stated the plumbing was pitched and the floor had to be lifted a few inches. He stated the since the plumbing in the women's room is connected to the men's room it will not have to be addressed when the men's room is redone; therefore the renovation of the men's room will not be as costly, especially because the bathroom itself is smaller.

Legislator Gouldman questioned how the bathroom is heated.

General Manager McCall stated there is a split-duct unit.

Legislator Nacerino stated there has been extensive discussion regarding the bathrooms at the Golf Course. She stated they needed to be upgraded in order for the Golf Course to be viewed as a viable venue for events such as weddings.

General Manager McCall agreed. He stated having these upgrades completed also allows for increased pricing for such events down the road.

Legislator Gouldman questioned if there is a changing station in the women's room.

General Manager McCall stated they were told a changing station was not necessary, therefore they do not have one. He moved on to page 9 which shows Future Capital Improvements. He stated the an awning for the outdoor patio is still a goal. He stated lighting is also needed outside for the Friday night events. He stated right now, a highway tower is being used for light. He stated there is still about \$30,000 in the Capital Improvement line. He questioned if capital improvements can be made without Legislative consent if they are below that amount.

Legislative Counsel Van Ross stated he will review that.

Legislator LoBue questioned where the revenue is coming from for the Capital Improvements line.

Commissioner Carlin stated the revenue is coming from the Golf Course and there is an additional \$86,000 in the contractual line. He stated the money was included in the budget so it would be clearer.

Legislator LoBue questioned how much the caterers made in 2015.

General Manager McCall stated the caterers received a gross amount of about \$800,000. He stated after expenses, the net they made was probably between \$75,000 and \$125,000.

Legislator Nacerino stated the better the caterers do, the better the County does.

General Manager McCall stated page 10 shows boards that were purchased from the advertising line, which allows the Golf Course to display things such as upcoming events. He stated using these boards, the Golf Course was able to represent itself at the Westchester Golf Show. He stated advertisements will be done through radio and television for the Friday night events again this year as well. He stated the website was redone last year and now shows the many events to be held at the Golf Course, which has helped boost ticket sales for those events.

Legislator Albano questioned if seniors receive a discount on golf rounds.

General Manager McCall stated there are prices for golfers under and over 55 years old. He stated the price also varies by the time of day.

Legislator Albano questioned how the pricing compares to other golf courses.

General Manager McCall stated the prices are very competitive.

Legislator Gouldman questioned why the customer count is down.

General Manager McCall stated a lot of the same people are coming. He stated the Putnam County Golf Course did well compared to other local courses. He stated golf is still in a decline and courses are closing at a rate of about 130 per year. He stated in the 1990's golf courses were overbuilt and they are no longer unsustainable. He stated the Putnam County Golf Course may actually be benefitting from this because of its low price and excellent product. He stated in order to get golf back on an incline, there needs to be something such as practice facilities or 12-hole rounds. He stated at the last golf club he was at, they brought in \$100,000 a year on the driving range alone and a driving range has minimal maintenance.

Legislator Gouldman questioned what the Golf Course considers "a round."

General Manager McCall stated a round is at least nine (9) holes. He stated most of the rounds played at the Golf Course are 18-hole rounds.

Chairman Castellano stated that the Friday night events begin on June 3<sup>rd</sup>. He questioned when the Friday night events will run through.

General Manager McCall stated there is a list of events on the website that run through August.

Legislator LoBue questioned why the bunkers were repaired if the golf climate is declining.

General Manager McCall stated the Golf Course must stay competitive. He stated Mohansic Golf Course in Westchester repaired all of their bunkers at once and spent hundreds of thousands of dollars to do so.

Legislator LoBue stated Westchester County has a much larger budget than Putnam County. She questioned what golf courses in Putnam are comparable to the Putnam County Golf Course.

General Manager McCall stated Centennial is currently lowering their prices.

Chairman Castellano thanked General Manager McCall for presenting the update on the Golf Course.

**Item #5 - Correspondence/County Auditor**

**a. Sales Tax Report – Duly Noted**

**i. NYSAC News Release/ County Sales Tax Quarterly Collections Report/ 2016 vs. 2015 – Duly Noted**

**b. Board In Revenue Report – Duly Noted**

**c. OTB Report – Duly Noted**

**d. Transfer/Revenue Report – Duly Noted**

e. **Contingency/Sub-Contingency Report – Duly Noted**

**Item #6 - Correspondence/Commissioner of Finance**

a. **Overtime/Temporary Report – Duly Noted**

b. **Approval/ Budgetary Amendment 16A017/ Emergency Services/  
Hazardous Materials Emergency Preparedness (HMEP) Grant Award  
(Also reviewed in Protective)**

Legislator Albano made a motion to pre-file the necessary resolution; Seconded by  
Legislator Gouldman. All in favor.

c. **Approval/ Budgetary Amendment 16A018/ Highways & Facilities/  
Stormwater Improvement Project (Also reviewed in Physical)**

Chairman Castellano made a motion to pre-file the necessary resolution; Seconded by  
Legislator Albano. All in favor.

d. **Approval/ Budgetary Amendment 16A021/ Finance/ Amend 2016  
CHIPS County Capital Project Budget (Also reviewed in Physical)**

Legislator Gouldman questioned what the CHIPS (Consolidated Highway Improvement  
Program) funds are used for.

Commissioner of Finance William Carlin stated the CHIPS funding is used for the road  
program and to purchase large equipment.

Legislator Albano made a motion to pre-file the necessary resolution; Seconded by  
Legislator Gouldman. All in favor.

**Item #7 - Approval/ Fund Transfer 16T056/ Sheriff's Dept./ Corrections/ Overtime  
due to Open Personnel Line (Also reviewed in Protective & Personnel)**

Chairman Castellano made a motion to pre-file the necessary resolution; Seconded by  
Legislator Gouldman. All in favor.

**Item #8 - Approval/ Fund Transfer 16T057/ Sheriff's Dept./ Corrections/ Temporary  
(Also reviewed in Protective & Personnel)**

Chairman Castellano made a motion to pre-file the necessary resolution; Seconded by  
Legislator Albano. All in favor.

**Item #9 - Approval/ Fund Transfer 16T061/ Board of Elections/ Purchase Election Worker Supply Bags (Also reviewed in Rules)**

Chairman Castellano stated information was received since this item was reviewed in the Rules Committee Meeting. He stated 100 bags were purchased to be used in 86 election districts. He stated the reason 100 bags were purchased was to receive a discount on the price, and to have extras in case they are needed.

Chairman Castellano made a motion to approve Fund Transfer 16T061; Seconded by Legislator Gouldman. All in favor.

**Item #10 - Approval/ Fund Transfer 16T066/ Finance/ Purchase & Install Generator at Veteran's Home (Also reviewed in Physical)**

Legislator Albano made a motion to pre-file the necessary resolution; Seconded by Legislator Gouldman. All in favor.

**Item #11 - Approval/ Fund Transfer 16T069/ Personnel/ Additional Funding for the PILOT Program (Also reviewed in Personnel)**

Chairman Castellano made a motion to pre-file the necessary resolution; Seconded by Legislator Albano. All in favor.

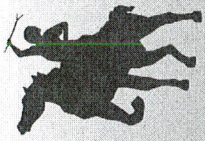
**Item #12 - Other Business - None**

**Item #13 - Adjournment**

There being no further business, at 7:30 p.m., Chairman Castellano made a motion to adjourn; Seconded by Legislator Albano. All in favor.

Respectfully submitted by Administrative Assistant Beth Green.





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COUNTY GOLF COURSE

# 2015 Year in Review





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# Golf Overview

Mike,

Nice finish to the year - some bonus Playable Hours in December to put some icing on a good year cake.

A real balanced performance. Weather was up 9% so your 12% revenue increase beat the weather by a good margin.

You were running slightly behind in total customer counts all year, but you caught up in December.

Everything else is up - Transaction size - Up. Spending per Customer - Up. Greens Fees, Carts, Merchandise and F&B all up.

Great performance all year. Best wishes for continued success in 2016.

Stuart



# Golf Overview

## Rounds (via Fore Reservations)

	2013	2014	2015	2016
January	0	0	0	0
February	0	0	0	0
March	53	44	0	1,810
April	2,955	2,774	2,448	
May	3,311	3,934	4,922	
June	4,730	4,896	4,665	
July	4,836	5,004	5,324	
August	5,451	5,447	5,277	
September	4,289	4,282	4,027	
October	3,031	2,843	2,878	
November	1,254	997	1,838	
December	178	0	1,059	
Totals	30,088	30,221	32,428	



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PROPERTY OF PUTNAM COUNTY  
*A. J. Raulofoing, Chairman*  
*Bob Crum - Treasurer & Secretary*

## 2015 SEASONAL GOLF RATES

RESIDENTS & CARD HOLDERS		NON RESIDENTS	
Weekends & Holidays	Under \$5	Over \$5	Cars Required
18 Holes Before 1:00 P.M.	Walk \$59	Ride \$69	\$69
18 Holes After 1:00 P.M.	Walk \$31	Ride \$49	\$31
Twilight & 9 Hole	Walk \$25	Ride \$39	\$25
Juniors Under 18	Walk After 1:00 \$30	Ride After 1:00 \$34	\$30
<b>Weekdays</b>			
18 Holes Before 1:00 P.M.	Walk \$46	Ride \$56	\$46
18 Holes After 1:00 P.M.	Walk \$31	Ride \$49	\$31
Twilight	Walk \$25	Ride \$39	\$25
9 Holes Anytime	Walk \$20	Ride \$34	\$20
Juniors Under 18	Walk \$20	Ride \$24	NA
<b>Veterans &amp; Hero Responders</b>			
Weekend After 1:00 P.M. Car Included	Walk \$19	Ride \$29	\$19
Weekday Anytime Car Included	Walk \$14	Ride \$24	\$14
<b>Season Golf Passes &amp; Cards</b>			
Putnam County Golf Card	No Charge		
Season Golf Pass	\$1,095	\$945	\$1,095
<b>Other Golf Fees</b>			
USGA Handicap Fee			\$35
Rental Clubs			\$30
Range Balls			\$6

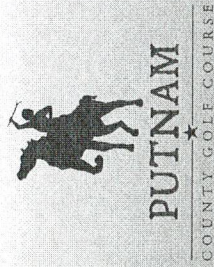
# Golf Rates

## 2016 RESIDENTS CARD HOLDERS

Weekends & Holidays	Under \$5	Over \$5	Cars Required
18 Holes Before 1:00 P.M.	Walk \$59	Ride \$69	\$59
18 Holes After 1:00 P.M.	Walk \$31	Ride \$49	\$31
Twilight & 9 Hole	Walk \$25	Ride \$39	\$25
Juniors Under 18	Walk After 1:00 \$30	Ride After 1:00 \$34	\$30
<b>Weekdays</b>			
18 Holes Before 1:00 P.M.	Walk \$46	Ride \$56	\$46
18 Holes After 1:00 P.M.	Walk \$31	Ride \$49	\$31
Twilight	Walk \$25	Ride \$39	\$25
9 Holes Anytime	Walk \$20	Ride \$34	\$20
Juniors Under 18	Walk \$20	Ride \$24	NA
<b>Putnam Fine Responders &amp; All Veterans</b>			
Weekend After 1:00 P.M. Car Included	Walk \$19	Ride \$29	\$19
Weekday Anytime Car Included	Walk \$14	Ride \$24	\$14
<b>Season Golf Passes &amp; Cards</b>			
Putnam County Golf Card	No Charge		
Season Golf Pass	\$1,095	\$945	\$1,095
<b>Other Golf Fees</b>			
USGA Handicap Fee			\$35
Rental Clubs			\$30
Range Balls			\$6

## 2016 NON RESIDENTS

Weekends & Holidays	Under \$5	Over \$5	Cars Required
18 Holes Before 1:00 P.M.	Walk \$69	Ride \$79	\$69
18 Holes After 1:00 P.M.	Walk \$41	Ride \$59	\$41
Twilight & 9 Hole	Walk \$30	Ride \$44	\$30
Juniors Under 18	Walk After 1:00 \$30	Ride After 1:00 \$34	\$30
<b>Weekdays</b>			
18 Holes Before 1:00 P.M.	Walk \$46	Ride \$56	\$46
18 Holes After 1:00 P.M.	Walk \$31	Ride \$49	\$31
Twilight	Walk \$30	Ride \$44	\$30
9 Holes Anytime	Walk \$25	Ride \$39	\$25
Juniors Under 18	Walk \$20	Ride \$24	NA
<b>Putnam Fine Responders &amp; All Veterans</b>			
Weekend After 1:00 P.M. Car Included	Walk \$19	Ride \$29	\$19
Weekday Anytime Car Included	Walk \$14	Ride \$24	\$14
<b>Season Golf Passes &amp; Cards</b>			
Putnam County Golf Card	No Charge		
Season Golf Pass	\$1,095	\$945	\$1,095
<b>Other Golf Fees</b>			
USGA Handicap Fee			\$35
Rental Clubs			\$30
Range Balls			\$6

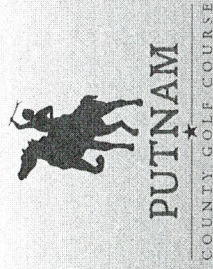


# Financials

2015 vs 2014 Actual

	<u>2015</u>	<u>2014</u>
Revenue	\$2,322,100	\$2,031,055
- COGS Golf	\$74,636*	\$36,706
- Payroll Expenses	\$401,704	\$429,400
- Operating Expenses	\$1,489,017	\$1,348,204
- County Chargebacks	\$61,264	\$63,140
- Capital Improvements	\$86,023	\$59,122
<b>Gross Operating Profit/(Loss)</b>	<b>\$209,456</b>	<b>\$94,483</b>

Monies available for debt service or capital improvements



# Financials

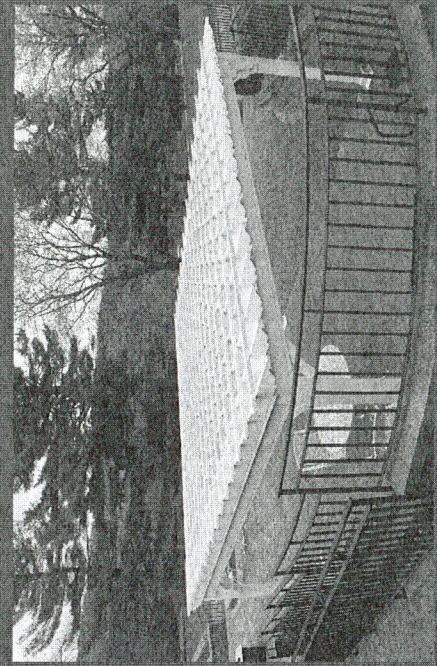
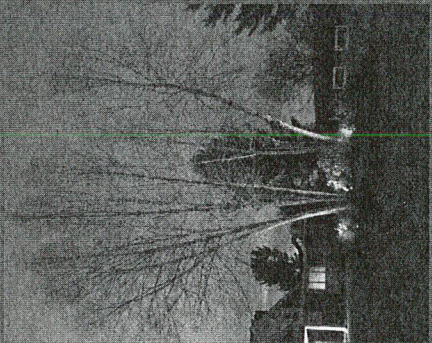
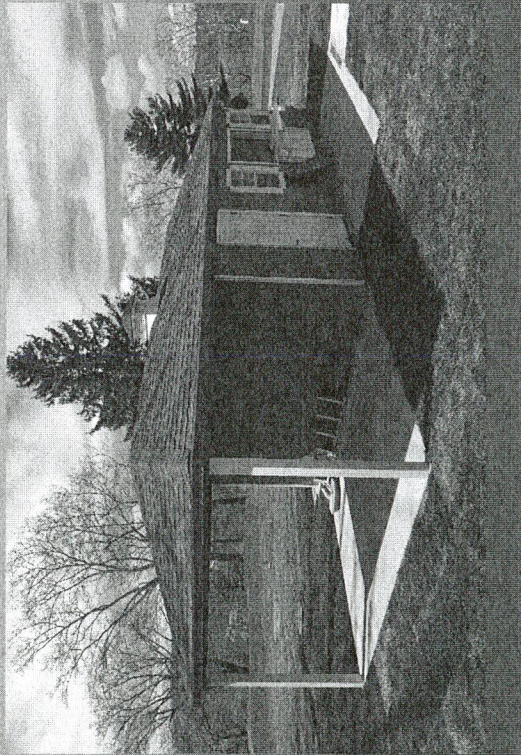
2016 Budget vs 2015 Actual

	<u>2016</u>	<u>2015</u>
Revenue	\$2,325,000	\$2,322,100
- COGS Golf	\$75,000	\$74,636
- Payroll Expenses	\$455,000	\$401,704
- Operating Expenses	\$1,500,000	\$1,489,017
- County Chargebacks	\$70,000	\$61,264
- Capital Improvements	\$87,500	\$86,023
<b>Gross Operating Profit/(Loss)</b>	<b>\$137,500</b>	<b>\$209,456</b>

Monies available for debt service or capital improvements



# 2015 Capital Improvements

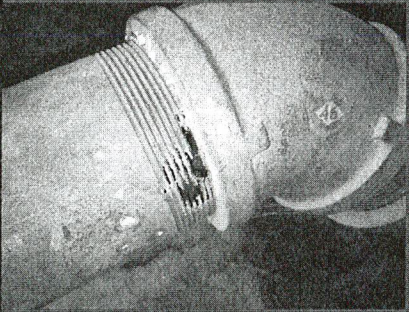




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# 2016 Capital Improvements



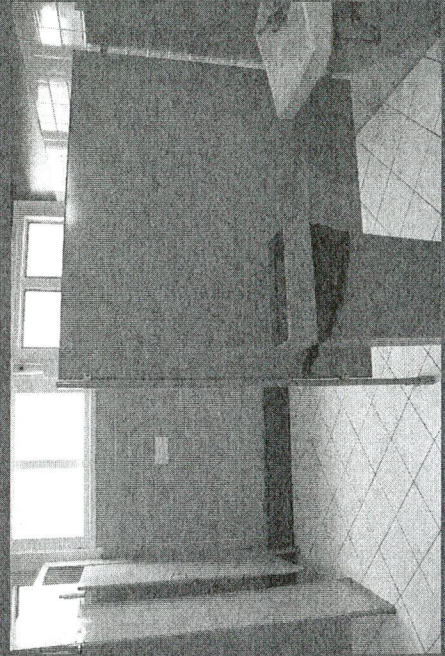




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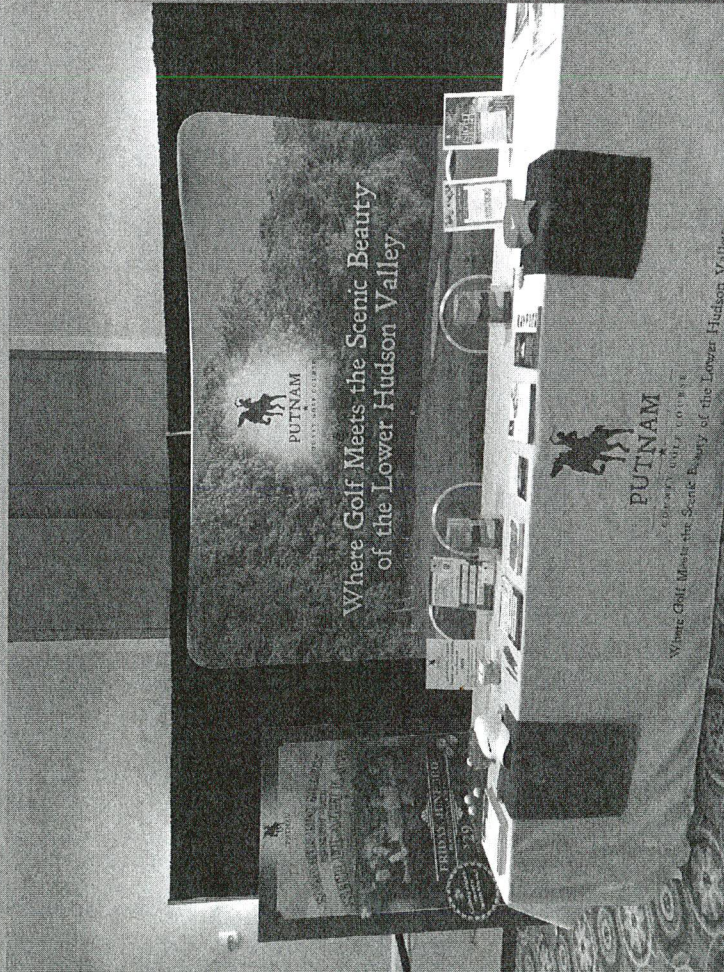
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# Future Capital Improvements





# Advertising / Marketing

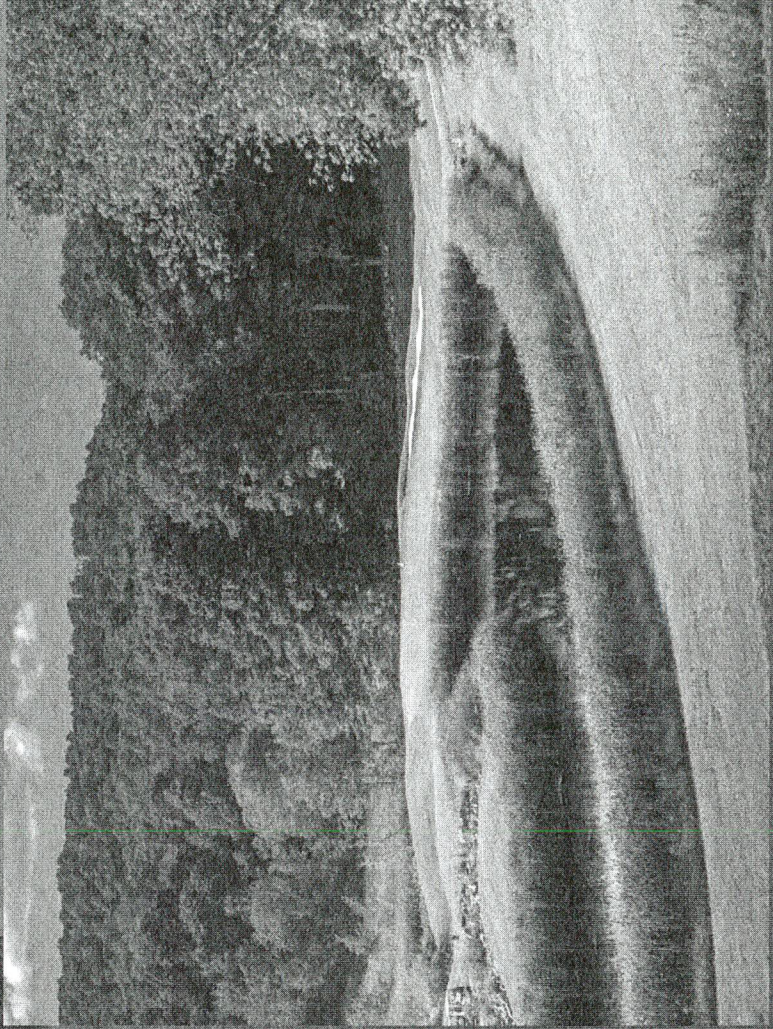




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# East of Hudson Project (Water Quality Basin)



# Community Events

## Upcoming Events at Putnam County Golf Course

### Mother's Day Champagne Brunch

at Putnam County Golf Course

**Sunday May 8th, 2016**  
SEATING TIMES 11:00 AM AND 1:30 PM

**Carving Station:** Watch as our chef carves from a delicious display of freshly prepared meats right at the Buffet! **Crepes and Omelette Station:** Get the chef to "cook" your experience prepared to order with a variety of fillings!

**Pasta Station:** Your choice of fresh pasta topped with your favorite savory sauce.

**The Days Special:** Our hot and cold breakfast dishes include: Scrambled, Chicken, Rice, Beef, Eggs and Potatoes as well as Breakfast Items of Sausage, crispy Bacon and scrambled Eggs, fresh fruits, Omelet and an assortment of Breads, and more!

**Waffle Station:** Satisfy your appetite with one of our Belgium Waffles with choice of toppings!

**Beverages:** Champagne, Minnesota Coffee, Tea, Orange Juice and Soda. *"Bubbly" has a small all other mixed drinks are extra!*

**DESERTS:** For the "Sweet Tooth", a fabulously large display of Desserts and sweets to select from!

**\$48 Per Adult**  
*Plus tax and service charge*

**\$17 Per Child 4-11**  
*Plus tax and service charge*

Tickets can be purchased at [www.putnamcountygc.com](http://www.putnamcountygc.com) Under "Events"

Call today for Reservations  
**845-808-1881**



### Friday Night Barbecue Series

at Putnam County Golf Course

**\$20 PER PERSON**  
BBQ & SHOW  
CASH BAR AVAILABLE  
HONEY BUNNIES AVAILABLE  
COVER CHARGE

**SEATING AND BBQ BEGINS AT 6:30 PM**  
LIVE MUSIC BEGINS AT 8:00 PM

- JUNE 4 SHILLAGH LAW
- JUNE 10 FOX BAND
- JUNE 14 GET YOUR WINGS - NEOSOUTH TRIBUTE BAND
- JUNE 18 THE NERDS
- JUNE 22 TRAVIS LIMA W/ LINDSEY BAND
- JUNE 26 RICK LARSON - BOB STEWART TRIBUTE
- JUNE 30 CHAIN OF FOOLS
- AUGUST 3 FOX BAND
- AUGUST 7 CASH BAR FEATURING EVYAR RUSH
- AUGUST 10 JOURNEY TRIBUTE BAND

**PUTNAM COUNTY GOLF COURSE**  
187 HILL STREET, MAHOEPA, NY 14548  
845-808-1881 [WWW.PUTNAMCOUNTYGOLF.CURSE.COM](http://WWW.PUTNAMCOUNTYGOLF.CURSE.COM)

### Summer BBQ Series

KICK OFF WITH SHILLAGH LAW

PRESENTED BY HONESTY & CUTTERS

**PUTNAM COUNTY GOLF COURSE**

**FRIDAY, JUNE 3RD**  
DOORS OPEN AT 6:30 PM

**\$29 PER PERSON Includes:**  
LIVE MUSIC  
BBQ MENU  
CASH BAR

PURCHASE TICKETS AT  
[WWW.PUTNAMCOUNTYGOLF.CURSE.COM](http://WWW.PUTNAMCOUNTYGOLF.CURSE.COM) UNDER "EVENTS"

**PUTNAM COUNTY GOLF COURSE**  
187 HILL STREET, MAHOEPA, NY 14548  
845-808-1881





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# Questions ?

