



City of Spokane Park Board Golf Committee Meeting

April 12, 2016 – 8:05 a.m.

City Hall, Council Briefing Center, Lower Level
808 W. Spokane Falls Blvd., Spokane, Washington
Al Vorderbrueggen – Recreation Director

Committee Members:

- X Sumner, Nick – Chairperson
- X Kelley, Ross
- X Potratz, Preston
- X Van Voorhis, Kenneth

Park Board:

Eadie, Leroy

Parks Staff:

Conley, Jason
Vorderbrueggen, Al
Dickson, Fianna
Wright, Bruce
Ware-Goicoechea, Carissa

Golf Professionals:

Mielke, Bob
Conner, Steve
Gardner, Mark
Phares, Doug
Schultz, Rex
Guest(s):
Saraceno, Dave
Holland, Kevin

SUMMARY

- A motion was made by Preston Potratz to approve the Golf Mission Statement, as amended; seconded by Ken Van Voorhis and passed unanimously, as amended.
- Jason confirmed and explained the current Golf reserve fund balance policy, followed by discussion.
- Jason highlighted the article on Indian Canyon Golf Course found in a recent edition of *The Inlander*, and gave an update on current and upcoming marketing campaigns.
- Al gave an update on current projects and proposed capital funding projects.
- Bruce presented the March 2016 Year in Golf Comparison Report, followed by a brief discussion and some information requests for May's meeting. March Financials were not available to present at this meeting.
- Reports were given on all four courses; despite windstorm cleanup still being done, all courses are in very good condition.

MINUTES

The meeting was called to order at 8:00 a.m. by the Chair, Nick Sumner. Introductions were made and a welcome extended to Fianna Dickson.

Action Items:

1. Golf Mission Statement ~ *Nick Sumner*

Motion #1: To approve the Golf Mission Statement as amended – Moved by Preston Protratz; seconded by Ken Van Voorhis; unanimously passed.

Discussion Items:

1. Golf Division Reserve Fund Policy ~ *Jason Conley*

Jason confirmed and explained the current Golf reserve fund balance policy. Following discussion, it was agreed no changes to the Golf reserve fund at this time, but recommended that Staff research a possible mechanism to earmark funds towards spring start-up expenses.

Standing Report Items:

1. Golf Marketing Report ~ *Jason Conley*

Jason highlighted the article on Indian Canyon Golf Course found in a recent edition of *The Inlander*, and congratulated all for their efforts and support that resulted in its increased golfer attendance. He then gave an update on current marketing, some of which were March on-line reservations at 109, reflecting the increased popularity of this feature; more photos being added to the website to reflect the beauty of our courses; and last year's arrangement with FOX 28 is being repeated again this year, increasing the exposure and effectiveness of our marketing budget. Discussion followed regarding radio advertising possibilities, promotions being executed by the golf pros, and partnership with the school districts.

2. Golf Report ~ *Al Vorderbrueggen*

Al gave an update that included the Qualchan storm water project, which began early and will hopefully be completed early; Indian Canyon repairs; and Esmeralda's driving range net. Proposed capital funding projects were purchasing a big mower, snack bar and refrigerator for Esmeralda; painting the clubhouse, an irrigation system, software and computer upgrades at Qualchan; installing a new course entrance sign and painting the clubhouse at Downriver. Carissa informed the group that golf lessons are popular this season and classes are beginning to fill.

3. Financial Report ~ *Bruce Wright*

Bruce presented the March 2016 Year in Golf Comparison Report, followed by a brief discussion. Information requested for May's meeting include verification on the amount of golf passes purchased to date, a breakdown of rounds for youth golfers, Inter-fund information and its impact on the golf fund, and the rate Risk Management and Labor of Industries charges to Golf in comparison with other City departments.

4. Course Conditions ~ *All*

Reports were given on all four courses; despite windstorm cleanup still being done, all courses are in very good condition.

Meeting adjourned at 9.10 a.m.

The next regularly scheduled meeting is May 10, 2016.



MISSION STATEMENT

"To provide a quality recreational golf experience for the citizens of Spokane and visitors, by welcoming players of all ages and abilities; offering affordable rates; accessible, well-operated and maintained facilities; and outstanding customer service."

CITY OF SPOKANE PARKS AND RECREATION DIVISION ADMINISTRATIVE POLICY AND PROCEDURE	ADMIN
TITLE: PARK BOARD FINANCIAL MANAGMENT EFFECTIVE DATE: December 8, 2005 REVISION EFFECTIVE DATE:	

1.0 GENERAL

1.1 The purposes of this document are to:

- a. ensure that the Park Board is able to efficiently and effectively allocate funds for the operation of the Spokane Parks and Recreation Division functions; and
- b. strengthen the financial planning and internal financial management of the Division.

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* 2.0 DEPARTMENTS/DIVISIONS AFFECTED:

This policy shall apply to the City of Spokane Parks and Recreation Division.

3.0 REFERENCES

City Charter Section 48. Park Board -- Powers.
Rules of the Park Board Section 14, General Operating Policies and Procedures, Rulings, and Appeals

4.0 DEFINITIONS

- * 4.1 "Division" means the City of Spokane Parks and Recreation Department and the departments reporting to it.

5.0 POLICY

5.1 The objectives of this document are to:

- a. guide Park Board policy decisions having significant fiscal impact;
- b. set balanced and fair revenue policies that provides adequate funding for programs; and
- c. promote cooperation and coordination with other public agencies and the private sector in financing and delivery of services.

5.2 Financial Planning.

- 5.2.1 The Division will maintain a five (5) year financial forecast based on current service levels and current funding sources.
- 5.2.2 The Division will use General Fund and applicable expenditure projections as prepared by the City of Spokane budget office.
- 5.2.3 The forecast will differentiate between revenue associated with one-time activities and on-going activities.

5.3 Budget Policy.

- 5.3.1 The Park Board will adopt and maintain a balanced annual operating budget and an integrated six (6) year capital improvement plan.
- 5.3.2 The Park Board will prioritize services and establish service levels to establish a framework for budget decisions.
- 5.3.3 The Park Board will issue annual budget guidelines and schedule.
- 5.3.4 The Division will prepare a proposed budget in a manner consistent with the City of Spokane's budget directives and the five (5) year financial forecast. The budget will detail the operating costs of all Division functions.

5.3.5 Budget hearings will be held for the purpose of receiving public testimony, projections, and providing alternatives, and reaching the final decisions necessary to balance the budget.

5.3.6 Deviations from the budget policy shall be acknowledged in any budget action by the Park Board

5.3.7 The Park Board will review the proposed Budget with the City Council prior to formal approval. The final approved budget will then be presented to Council.

5.3.8 Reports will be presented to the Park Board monthly that monitor budget performance.

5.4 Revenue Policy.

5.4.1 Users Fees.

a. The Park Board will establish and collect fees to recover the some or all of the costs of those services that benefit specific users.

b. The Park Board will determine the appropriate cost recovery level and establish fees based on the recovery level for all functions of the Division. Cost is defined as direct and indirect, including depreciation.

c. Fees will be reviewed by the appropriate committees.

5.4.2 A budget line item will be established for the purpose of granting user fee waivers. The Director is authorized to grant waivers based on approved criteria.

5.4.3 All leases will be reviewed by the Finance Committee.

5.5 Reserve Policies.

✱ 5.5.1 The Park Board goal will be to maintain a reserve for emergencies, risk management and economic uncertainty equivalent to no less than seven percent (7%) of the annual operating budget.

5.5.2 The Revenue Stabilization Account will be reserved per Division Policy (ADMIN 1400-13-13)

5.5.3 All expenditures drawn from reserve accounts shall require prior Park Board approval unless previously specifically authorized for expenditure in the annual budget.

5.6 Operating Policies.

5.6.1 On-going revenues should be equal to or exceed on-going expenditures.

5.6.2 The Division will seek to optimize the efficiency and effectiveness of its services to reduce costs and improve service quality, including outsourcing.

5.6.3 The Division shall endeavor to reduce needless competition with other public and private providers and to ensure the most cost-effective provision of services.

5.7 Capital Planning and Improvements.

5.7.1 As part of the annual capital budget, the Division will identify and include full costs of future maintenance needs and operating costs of new capital improvements and equipment.

5.7.2 Assets will be maintained at a level that protects capital investment and minimizes future maintenance and replacement costs.

5.7.3 The Division will maintain an accurate inventory of fixed assets to assist in long term planning.

5.7.4 Funds will be designated for capital during the budget process to address the deferred maintenance backlog.

6.0 PROCEDURE

None.

7.0 RESPONSIBILITIES

The Director of Parks and Recreation is responsible for administering this policy.

8.0 APPENDICES

None

APPROVED BY:

Assistant City Attorney

Date

Director of Parks and Recreation

Date

CALCULATION OF GOLF FUND BALANCE

2015	BREAKDOWN	NOTES
1	Cash	530,735 Cash immediately available
2	Investments	499,729 SIP Investments
3	Liabilities	(229,573) Encumbered - for Bills
4	NON - Spendable	(388,026) Equipment Reserve/Assigned funds
		<u>412,865</u>

5 7% RESERVE (251,291) Park Policy - 7% of 2016 Exp BT

FUND BALANCE 161,574

2013 Expense:	PY Expenses	7%
2014 Expense:	3,039,995	212,800
2015 Expense:	3,250,983	227,569
2016 Budget:	3,499,994	245,000
	3,589,865	251,291

10% 358,986

Difference 107,000

2016 Annual YOY Golf Comparison Report

ROUNDS

	DOWNRIVER	ESMERALDA	INDIAN CANYON	QUALCHAN	CITY HALL	TOTALS
	2016	2015	DIFF	2016	2015	DIFF
REGULAR ROUND	877	1,100	(223)	161	959	(332)
DISCOUNT ROUND	2,432	2,623	(191)	331	1,689	(375)
MULTI-PLAY ROUND	451	706	(255)	19	360	(254)
OTHER ROUND	476	438	38	82	226	(83)
TOTAL	4,236	4,867	(631)	593	3,234	(878)
REGULAR ROUND	\$ 20,003	\$ 25,400	\$ (5,397)	\$ 4,170	\$ 21,064	\$ (8,216)
DISCOUNT ROUND	\$ 45,054	\$ 47,123	\$ (2,069)	\$ 6,510	\$ 30,187	\$ (6,250)
MULTI-PLAY ROUND	\$ 3,861	\$ 14,171	\$ (10,310)	\$ 234	\$ 7,261	\$ (6,748)
OTHER ROUND	\$ -	\$ 812	\$ (812)	\$ -	\$ 461	\$ (461)
TOTAL	\$ 68,918	\$ 87,506	\$ (18,588)	\$ 10,915	\$ 58,512	\$ (20,753)

PASSES

	DOWNRIVER	ESMERALDA	INDIAN CANYON	QUALCHAN	CITY HALL	TOTALS
	2016	2015	DIFF	2016	2015	DIFF
DISCOUNT PASS	921	939	(18)	60	741	(732)
SEASON PASS	8	0	8	13	0	13
OTHER PASS	0	0	0	0	0	0
TOTAL	929	939	(10)	73	741	(735)
DISCOUNT PASS	\$ 44,606	\$ 41,000	\$ 3,606	\$ 2,256	\$ 36,447	\$ 31,213
SEASON PASS	\$ 10,094	\$ -	\$ 10,094	\$ -	\$ 8,249	\$ -
OTHER PASS	\$ -	\$ -	\$ -	\$ -	\$ 582	\$ (582)
TOTAL	\$ 54,700	\$ 41,000	\$ 13,700	\$ 2,256	\$ 44,696	\$ 31,795

CART FEES

	DOWNRIVER	ESMERALDA	INDIAN CANYON	QUALCHAN	CITY HALL	TOTALS
	2016	2015	DIFF	2016	2015	DIFF
PRIVATE CART FEE & PERMIT	121	140	(19)	15	0	15
PRO CART FEE	960	1,329	(370)	252	0	252
TOTAL	1,081	1,469	(388)	267	0	267
PRIVATE CART FEE & PERMIT	\$ 8,324	\$ 7,470	\$ 854	\$ 166	\$ -	\$ 166
PRO CART FEE	\$ 143	\$ 183	\$ (41)	\$ 75	\$ -	\$ 75
TOTAL	\$ 8,466	\$ 7,653	\$ 813	\$ 241	\$ -	\$ 241

BUCKET OF BALLS

	DOWNRIVER	ESMERALDA	INDIAN CANYON	QUALCHAN	CITY HALL	TOTALS
	2016	2015	DIFF	2016	2015	DIFF
COUNT	1,475	1,459	16	386	300	86
REVENUE	\$ 89	\$ 89	\$ (0)	\$ 58	\$ 29	\$ 29
PRIVATE CART FEE & PERMIT	\$ 8,324	\$ 7,470	\$ 854	\$ 166	\$ -	\$ 166
PRO CART FEE	\$ 143	\$ 183	\$ (41)	\$ 75	\$ -	\$ 75
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REVENUE SUMMARY

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