

**City of Portland Golf Advisory
Committee Meeting Minutes of
February 15, 2023 via Zoom**

Attending:

Members: Alex Chitsazan, Patsy Pitts, Robert Williams, Tom Williams, Don Hanson, Allison Chown, Chase Morinaka, Larry Martinez, Madison Perry, Brad Simpson, Brenda Carpenter

Concessionaires:

Henry Childs, Randy Morrison, Craig Zimmerman, Jarred Gomez, Matt Allen, JR Allen, Anna Holst, Kylene Trevor

Parks Staff: Todd Melton, Danielle Solomon, Vincent Johnson, Kathy Hauff, Maximo David Behrens, Bob Del Gizzi

Meeting Called to Order- January minutes & February agenda approved

Special Reports & Project Updates:

- Recreation Update- *Maximo David Behrens reports*
 - The city will continue with the 2-year process to update the City Charter ballot initiative that passed in November to switch to a new form of government.

This is led by Michael Jordan, who is the Chief Administrative Officer with the office of Management and Finance.

There will be town hall meetings scheduled and regular information to discuss this process and will be shared with the GAC.

Won't change services or service delivery and admin structure to support these services. This is more of an administrative structure to support those services in an ongoing and sustainable way moving forward.
 - Commissioner Ryan will be overseeing Parks & Recreation and will be given updates on work taking place and the various aspects of the bureau. Updates on staff briefings, current work, and site visits to certain locations.
 - The budget building cycle for FY 2023-2023 is going on now until end of May or June when it will be finalized by council.
 - Winter term programming session is currently happening and preparing marketing for Spring session. Summer camp preview planning for is happening.
 - Activated warming shelters working with Bureau of Emergency Management as well as the County to activate select locations to house people overnight; especially those in underserved populations to help with the impact of the cold weather and will continue if the cold weather persists.

- Program Updates-*Vincent Johnson reports*
 - Kathy Hauff will be retiring on May 31st but will continue to work as a retiree until the position is filled.
 - Kathy has been the golf lead for fleet vehicles, and working with Vincent to get their arms around the new service level agreement that's been in place since July 1st. Some effects have been experienced more recently, as this formalized agreement has created less room for golf to address its needs with CityFleet. There has been fact finding and analysis to lay out and how it's impacting the program from a financial standpoint; operationally.

Connected with fleet to ask questions and really show concerns going forward and will connect with them again with the next couple of weeks to find solutions that can help manage costs and operations. It is a priority since we have been experiencing the effect.
- EAGLE Caddie Program recruitment for 2023 is open.
 - Informational sessions will be held on 2/21 and 4/4 for high school freshmen to apply.
 - Application deadline is 4/28
 - Vincent attended the Oregon Evans Selection meeting on 2/14. The 10 finalists included 3 EAGLE caddies. Finalists are interviewed by Evan scholar panel; reviewed and voted on.
- Randy Morrison shared the Dashboard Summary Report for all 4 Eastside courses that includes total rounds, average daily rates and rounds per play. This report will be shared every month as a benchmark tool and the gathering of historical data from POS systems. It compares current year vs. prior year and comparable to FY 2018-19 year that was considered the last "normal" year.
 - Down from last January due to weather
 - \$387K last year and \$312 this year
 - Rounds down 28%, but up 7% from 2019- (22 rain days this year and 14 rain days in 2019)
 - 88 rounds per playable day; 116 last year and 65 in 2018-19'
 - Up 18-19% on average rate and PDX Play card rate has increased
 - Golf shop, food & beverage and player development are up from last year and are led by banquet at Colwood and Eastmoreland
 - Operational: Will use a company called, Point Speed for the POS system and will start within the next couple of weeks to have ready by late Spring.
 - Working on more bids for capital projects like painting interior, exterior and clubhouse.
 - Recruiting for Heron Lakes Operations Manager and Outreach Manager for the

eastside courses. Secondary interviews will take place on 2/17 and Randy is looking for interested committee members to be on interview panel.

- Don Hanson asks if a marketing plan will be provided to the GAC for review. Randy will be sure to provide a high-level review of the plan.
- Player development was good this month than prior and FY 19'. The increase is from Heron and Colwood due to a class through PCC that was held last fall season and received approximately \$2k.
- Working on a matrix for player development by tracking the site visits related to player development. There is currently no historical data on the visits, but it is matching this year at 168. Start to report tracking for historical comparison.

PORTLAND GOLF REPORTS/FINANCIAL REPORTS-

- Round updates will be provided at next month's meeting
- Adjustments were made on a consecutive projection on how the labor agreement will affect the golf fund. Although, Greenskeeper belong to a union where the contract was just negotiated retroactive to July 1st this will result in an extra \$150k personnel expense of the golf fund. The forecast was adjusted because of that and will include forecasting every month to compare actuals to budget so he knows where to make the adjustments in the upcoming budget process and spring bump in March.
- Redtail is tracking higher in personnel budget so he will adjust the forecast.
 - Forecast \$2 Million in revenue for the year
 - \$1.4 Million in expenditures
 - \$750k net gain
- Eastside Courses
 - \$11.7 Million revenue
 - Forecast \$1.4 Million net gain for the year
 - After June will be the last debt payment for Colwood estimated in the amount of \$342k
 - Admin budget interest expense of \$77k
 - External materials and services is for the Pen 1 drainage and buyout for Eastmoreland and Rose City.
 - Internal costs include Bureau of Technology Services (BTS) charges, cell phones, commercial insurance and costs paid to other city bureaus. General fund overhead will be \$440k and \$278k is golf funds portion of pension bond that every bureau pays.
 - Projecting \$1.5 Million net loss- total all courses combined including admin costs after January labor negotiation result will result just under \$700k net gain for year with an ending fund balance of \$6.5 Million
 - Maintenance infrastructure sub-fund balance will be a separate budget from golf operations fund. Approximately \$5.2 Million will be put into the maintenance sub-fund at the end of the year.

Maintenance-

Kathy Hauff reports on all courses:

Heron Lakes:

- Tree work
- Storm cleanup
- Repaired failed drain line at the Teaching Center
- Installed supplemental drain line at driving range
- Deep tied greens to improve water percolation and gas exchange
- Progress with fair landing areas and high traffic areas on the grounds

RedTail:

- Tree work
- Bringing canopies up through the course to enhance playability and aesthetics experience
- Drain work on #11 to water away from the spring that's popped up
- Detailed work setup for the summer season

Eastmoreland:

- Course cleanup from storms
- Removing stumps from in-play areas
- Detailed cleanup and graffiti removal

Rose City

- Course cleanup
- Extensive fairway tee and traffic areas
- Top dressing

Colwood

- Top dress greens, tees and some surrounding areas and places on driving range

Long Range Planning- *Brenda Carpenter reports*

- Met with Vincent last week to get up to speed on contract settling and some of the drivers that might affect the work at golf courses
- The seasonal maintenance worker contract and strike that happened affected 2 positions- (1) Irrigation position and (1) Groundskeeper tree-focused position. Because of the settlement of contract, the program cannot move forward with hiring for those.
 - Todd Melton reports that the staff positions will change the forecast a bit, but he will look at the number closely to perform an analysis. The SMW positions are not in it now because it depends on their use of service and since they are not working for us right now, but he will talk with Kathy Hauff, John Ball and Jonathan Dean. However, he has placed an extra \$100k in budget for next year for this reason.
 - Patsy Pitts inquired whether volunteers could assist with some of this work. Brenda will explore and report back on how to get supplemental needs and union contracts when can't get met through fiscal costs. In general, to have Friends group could down the road.

Equity Committee- *No updates*

Marketing- *Jarred Gomez reports*

- Meeting next week and the marketing plan will be shared

UNFINISHED BUSINESS-

NEW BUSINESS/ANNOUNCEMENTS-

- Working on in-person meetings to occur in April or May.
- Setting a placeholder for Alex Chitizan's position as Chair, and think about who could move into that position.

To find out more on golf events or about the Portland Parks Golf Program, please visit the website at: <https://www.portlandoregon.gov/parks/63560>

INFORMATION FROM THE PUBLIC- none

Meeting Adjourn