

**City of Portland Golf Advisory  
Committee Meeting Minutes of  
December 21, 2022 via Zoom**

**Attending:**

Members: Alex Chitsazan, Zari Santner, Larry Martinez, Madison Perry, Brenda Carpenter, Tom Williams, Don Hanson, Chase Morinaka

**Contractors:**

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

Parks Staff: Todd Melton, Vincent Johnson, John Ball

**Guests/Subcommittee Members:**

Meeting Called to Order (committee lacked a quorum, minutes and agenda not approved)

***Special Reports & Project Updates:***

- **Recreation Update-** (Vincent Johnson)
  - We continue to be in the early phases of the annual budget process for Fiscal Year 23-24. PP&R began their process earlier this year and have established a budget that is ready for review by the Parks Commissioner. We await guidance from City Council to make necessary adjustment to put forward a final balanced budget. That information should come soon into the new year.
  - As the City works on the new city governance plan that was approved through the recent ballot initiative, the Mayor will provide bureau assignments to commissioners early in the new year that will help guide the two-year process of transition to new city governance structure.
  - For many that are continuing to work remotely or have a hybrid in-person/telework schedule, there will be an update to the existing practice which will go into effect on the spring. Past arrangements for telework agreements required one day a week to report to a work site, this will increase to 20 hours a week. It is important to note that there are many essential staff and many at PP&R that have worked diligently throughout the pandemic.
  - Cold weather is in the forecast. While recreation centers have been utilized as warming shelters in the past, the current plan will not utilize them as Portland Bureau of Emergency Management and Multnomah County have a shelter plan in place (that can always change).
- **Program Updates-** Updates Provided by finance, maintenance, and subcommittees
- **Golf Financial Reports-** (Todd Melton)

- New report format, separating west side course (RedTail) from east side courses (Kemper courses), with all courses + admin on 3<sup>rd</sup> page.
  - New report will have 2 functions
    - to provide a forecast for the end of the current year
    - help me see where budget adjustments need to be made in upcoming budget adjustment periods
  - Total revenues tracking around \$1m higher than budgeted, with expenses tracking around \$100k higher; will make adjustments in Spring BMP to ensure we have spending authority
- RedTail projected to bring a net gain of \$819k
- Other courses projected to earn net gain of \$1.5m
- Total forecast projected at \$971k
  - There were some anomalies in the projection that brought the forecast down some, though November wasn't a completely terrible month
    - Payout of \$170k to Hank Childs and Cumpstons
    - Actually paid two months of Kemper expenses in November – those for November and for December (we always provide funding for Kemper ahead of time)
- The sub-fund dedicated to budgeting and tracking budget for golf facilities was renamed Golf Infrastructure Maintenance Sub Fund
- **Maintenance-** (John Ball)
- reports for all courses:
  - Removing leaves and branches
  - Irrigation repair
  - Raising sprinklers
  - Redtail working on driving range with a contractor
  - Clearing catch basins and street basins
  - Green patching at Rose City
- **KemperSports Update-** (Randy Morrison)
- Financial Overview: KemperSports presented the new financial dashboard showing revenue and financial metrics for the 4 Eastside courses.
  - The dashboard provides a breakdown of total revenue, total rounds played, green fee \$ per round, and rounds played per playable day.
  - The dashboard compares current year to prior year, and current year to FY 18-19, which was the most recent "pre-covid" year.
- Operations Overview: KemperSports provided an update of their work to date and shared insights to the process of transitioning the 4 Eastside courses under a single operator.
  - Staffing transition (acquiring staff at Eastmoreland and Rose City) has gone smoothly. The focus has been on retaining staff and providing training.

- Significant focus on accounting over the past month to ensure accurate and transparent financial performance.
- The Liquor licenses were secured for Eastmoreland and Rose City, following the "change of ownership" processes from the former concessionaires.
- Kemper is working on establishing catering and sales process at Eastmoreland to re-introduce events at the facility.
- Several marketing updates, including updates to facility websites, property signage, and establishing customer satisfaction surveying processes.

**Long Range Planning-** (Brenda Carpenter)

- Golf met with PRMS is discuss how to improve communication and maximize PRMS available resources to address work orders for golf infrastructure
- Winter maintenance schedule for PRMS allows for staff to dedicate chunks of time to address outstanding work orders.
- Still vetting list of larger maintenance projects that can be address and queued up with PRMS

**Equity Committee-** No updates

**Marketing-** No updates

**UNFINISHED BUSINESS-**

**NEW BUSINESS/ANNOUCEMENTS-**

- Julia Person will not continue into a second term on GAC. Recruitment will be required to fill vacancies on the committee.

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**