

ALAMEDA GOLF COMMISSION
MINUTES OF REGULAR MEETING

Wednesday, January 16, 2008

1. CALL TO ORDER

Chair Jane Sullwold called the regular meeting to order at 6:30 p.m. in Room 360, Alameda City Hall, 2263 Santa Clara Avenue.

1-A. Roll Call

Roll call was taken and members present were: Commissioner Betsy Gammell, Secretary Bill Delaney, Vice Chair Ray Gaul, Commissioner Bill Schmitz, Chair Jane Sullwold, and Commissioner Jeff Wood. Absent: none. Also present were Interim General Manager Dale Lillard, Assistant Golf Professional Mike Robason and Superintendent Doug Poole.

1-B Approval of Minutes-Regular Meeting November 28, 2007:

Addition to Item 7, Oral Communications: Ron Salsig reported that Lucious Bateman would be receiving an award at the California Golf Writers dinner at Pebble Beach in February. The Commission approved the minutes unanimously with the aforementioned addition.

1-C Adoption of Agenda

Chair Sullwold made the motion to move the Financial Report to the top of the agenda to facilitate a report by Robert Sullwold. Commissioner Gammell seconded the motion and the Golf Commission passed the motion unanimously.

The Commission adopted the agenda unanimously with the aforementioned change.

2. ORAL COMMUNICATIONS

3. COMMISSION COMMUNICATIONS

None.

4. AGENDA ITEMS:

4-A Financial Report by Robert Sullwold.

Chair Sullwold introduced Robert Sullwold, a lawyer whose practice involves financial litigation. He presented the Golf Commission with a financial report that he prepared based on the reports prepared by the City of Alameda Finance Department. Mr. Sullwold prepared three separate spreadsheets, an income statement, sources and uses of funds breakdown, and a comparison of the actual results to the budget. Mr. Sullwold also included a list of accounting questions that

he would ask regarding the accounting procedures. The Golf Commission thanked Mr. Sullwold for taking the time to prepare and present his findings.

- 4-B Report from Interim General Manager Dale Lillard regarding new management structure at Golf Complex.

The Interim General Manager reported that with the departure of the Golf Services Manager the management structure at the Complex has changed as follows:

Pro Shop Retail/Operation- Mike Robason
Purchasing and inventory control
Supervision of starters
Supervision of tournament staff

Golf Cart Fleet- Mike Grant
Supervision of part-time staff cleaning and recharging carts
Purchasing of related supplies and equipment
Marketing
Scheduling of staff

Driving Range Operations- Ben Ratto
Supervision of part-time staff
Purchasing of related supplies and equipment
Processing of Time Sheets (all divisions)
Special Projects

The change will place direct accountability on the manager's for their particular area of responsibility. Mike Robason will be the lead for the management staff.

- 4-B Report (if available) from Interim General Manager Dale Lillard regarding cost estimations by National Golf Foundation for renovation of driving range.

The Interim General Manager reported that he spoke with NGF, and that they stood by their original estimate of \$1.5 million for renovating the Driving Range to its original design, although they indicated that the design and cost may change during the Master Plan process.

- 4-C Report from Interim General Manager Dale Lillard regarding cost estimates from Saylor Consultants for renovation of clubhouse and restaurant.

The Interim General Manager stated that as of yet Saylor Consultants has not responded to the additional inquiry.

- 4-D Report from Superintendent Doug Poole regarding savings and/or costs associated with Mif Albright course and proposal to mothball nine holes of Jack Clark course.

The Superintendent stated that he did not see any cost saving benefit by placing nine holes of the Jack Clark Golf Course in mothball because some level of

maintenance would continue to be required so that the holes could eventually be brought back to use. In reference to the Mif Albright Course, he stated that he believes the course should be returned to its original layout, and that the work could be done in house by the maintenance crew. The Superintendent stated that he didn't think the work would take very long depending on the weather, possibly a month. It was also suggested that the price be reduced and the weekend rate be eliminated, at least for a promotional period. Commissioner Schmitz made the motion to return the Mif Albright Course to the original layout using in house staff for the construction and lower the rates provided there is not a conflict with the City Council approved rate structure. Commissioner Gammell seconded the motion. The motion carried unanimously.

4-E Discussion regarding improvements to front entrance.

The Interim General Manager stated that he has passed on the concerns of the Golf Commission regarding the front entrance and possible beautification of the area.

5. ORAL REPORTS

5-A Golf Shop and Driving Range activities report.

The Interim General Manager reported that Mike Winkenbach is in the process of doing a mass mailing of golf tournament information to all of the associate clubs affiliated with the Northern California Golf Association. The campaign has generated eight new tournaments to the Complex. Mr. Winkenbach is also in the process of updating the web site and creating links to the various clubs and programs.

5-B Golf Complex Maintenance activities report by Superintendent Doug Poole.

The Superintendent reported that the crew has been busy cleaning up the debris on the courses due to the recent storms. The Complex lost ten trees and numerous branches.

5-C Beautification Program by Mrs. Norma Arnerich.

Mrs. Arnerich reported that former Golf Commissioner Ed Gingrich passed away and the Commuters Committee is planning a tree dedication and many donations have been received. Also the Ladies 9-Hole Golf Club is having a tree planting for Ramona Maples next month. Secretary Delaney suggested that the Golf Commission send a letter congratulating the Alameda High School Girls Golf Team on their successful first season. Instead, the Commission decided to invite representatives of the team to attend the February Golf Commission meeting to be congratulated in person and presented with an appropriate proclamation.

5-D Golf Complex Restaurant Report, Jim's on the Course.

The Interim General Manager reported that the restaurant is going to be replacing the ceiling tiles in the near future.

6. COMMISSIONERS' REPORTS

6-A Marketing and Promotions, Commissioner Gammell.

Commissioner Gammell reported that the Complex is currently running a special Monday thru Friday from 10:00 a.m. to 12:00 noon: 18 holes with a cart for \$30 on the Earl Fry Golf Course, and \$28 on the Jack Clark Golf Course. Commissioner Gammell is looking at publications to advertise the design change at the Mif Albright Course and the Free Saturday Junior Clinics. One possibility is the Harbor Bay Community newsletter. The Interim General Manager will also look for local areas to advertise.

6-B Golf Complex Financial Report, Secretary Delaney.

Report previously discussed.

6-C New Clubhouse Project, Vice Chair Gaul and Commissioner Schmitz.

No new information to report. Waiting for a response from Saylor Consulting and the completion of the Master Plan

6-D Maintenance, Buildings, Security, Albright Course and Driving Range, Commissioner Wood.

No report.

7. ORAL COMMUNICATIONS, NON-AGENDA (Public Comment)

It was stated that Neil Coe passed away and a memorial service will be held on Friday. Also mentioned was that the Senior Golf Club's starting times have changed to 7:30 a.m. for some reason and they would like them put back to 8:00 a.m.

8. OLD BUSINESS

None

9. WRITTEN COMMUNICATIONS

Included in the Commission packet was a memorandum to the Finance Department showing the surcharge payment for December 2007 of \$9,467. The year-to-date total to the General Fund is \$79,631 for the fiscal year 2007/2008.

10. ITEMS FOR NEXT MEETING'S AGENDA

Presentation to the Alameda Girl's Golf Team.

Report on Mif Albright Course redesign and rate structure.

Report from Interim General Manager Dale Lillard regarding cost estimates from Saylor Consultants for renovation of clubhouse and restaurant.

Discussion regarding improvements to front entrance.

11. ANNOUNCEMENTS/ADJOURNMENT

The Meeting was adjourned at 8:02 PM.

The agenda for the meeting was posted 72 hours in advance in accordance with the Brown Act.