



CITY COUNCIL AGENDA REPORT

MEETING DATE: March 2, 2010

ITEM NUMBER: IX-2

SUBJECT: COUNCIL POLICY 800-2 – COMPLIMENTARY ROUNDS OF GOLF

DATE: FEBRUARY 16, 2010

FROM: CITY MANAGER'S OFFICE

PRESENTATION BY: THOMAS R. HATCH, ASSISTANT CITY MANAGER

**FOR FURTHER INFORMATION CONTACT: CAROL C. PROCTOR, MANAGEMENT ANALYST
AT (714) 754-5688**

RECOMMENDATION:

That the City Council review proposed Council Policy 800-2 pertaining to Costa Mesa Country Club complimentary golf rounds and provide staff with direction.

BACKGROUND:

Council Policy 800-2 describes guidelines and sets policy for complimentary rounds of golf at the Costa Mesa Country Club. As noted in the proposed Policy, (see Attachment 1) an amendment to the contract between the City and Mesa Verde Partners, who operates both courses and the facilities at the Country Club, added the requirement that the City be allocated one hundred (100) rounds of complimentary golf per year to be used at the City's discretion. The use of these rounds has traditionally been available only Monday through Thursday when the courses have more open times for use. Attachment 2 notes the specific language in the amended contract pertaining to the complimentary rounds of golf.

The City Council rescinded the previous Council Policy 800-2 which established regulations and policies for Costa Mesa Golf and Country Club in 1977.

ANALYSIS:

The policies adopted by the City Council are occasionally brought forward to the City Council for updating, purging or amending. Council Policy 800-2 identifies when complimentary rounds of golf begin for tracking purposes; the number of rounds allocated for each Council Member; appropriate reporting information; how the rounds/gift certificates may be used; and the requirement of a written annual report from Mesa Verde Partners to the City.

Traditionally, City staff has distributed between 20 and 40 rounds per year with 60 to 80 rounds annually going unused. The staff procedure has been to respond to requests for golf rounds from local non-profit organizations/charities that serve Costa Mesa residents that can be part of a silent auction or other fundraiser to benefit the group. This procedure has worked, but many times the rounds have not been used.

ALTERNATIVES CONSIDERED:

The attached Policy proposes to equally divide the 100 rounds per the five members of the City Council. One alternative would be to allocate 16 rounds to each City Council Member (80 total rounds) and the remaining 20 rounds to the City Manager or his/her designee for allocation as appropriate for charitable purposes.

FISCAL REVIEW:

There is no fiscal impact involved in this Council Policy.

LEGAL REVIEW:

The City Attorney's Office has reviewed and approved the language in the proposed Council Policy.

CONCLUSION:

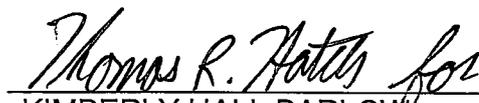
Staff has prepared Council Policy 800-2 for City Council's consideration and now requests direction on the proposed Policy.



CAROL C. PROCTOR
MANAGEMENT ANALYST



THOMAS R. HATCH
ASSISTANT CITY MANAGER



KIMBERLY HALL BARLOW
CITY ATTORNEY

DISTRIBUTION: Assistant Finance Director
Recreation Manager

- ATTACHMENTS: 1 Proposed Council Policy 800-2
2 Amended Contract Language (City & Mesa Verde Partners)

CITY OF COSTA MESA, CALIFORNIA

COUNCIL POLICY

SUBJECT	POLICY NUMBER	EFFECTIVE DATE	PAGE
COSTA MESA COUNTRY CLUB COMPLIMENTARY GOLF ROUNDS POLICY	800-2	3/_/10	1 of 1

PURPOSE

In 1992, the City of Costa Mesa contracted with Mesa Verde Partners for the operation of Los Lagos and Mesa Linda Golf Courses and the facilities at the Costa Mesa Country Club. An Amendment to the contract in 1999 added the requirement that the City be allocated one hundred rounds of complimentary golf per year to be used at its discretion.

PURPOSE

The purpose of this policy is to provide guidelines for the distribution of 100 complimentary rounds of golf at Costa Mesa Country Club annually as specified in the contract between the City of Costa Mesa and Mesa Verde Partners.

POLICY

1. Beginning July 1 of every year through June 30 of the following year, one hundred (100) free rounds of golf, plus carts, shall be allocated to the City for use Mondays through Thursdays.
2. Each Council Member shall receive twenty (20) rounds. Rounds may be used or donated, but may not be sold. Council Members may allocate all or a number of their rounds to the City Manager or his/her designee for distribution per this Policy.
3. Upon receiving the complimentary rounds, the City Council and City Manager or his/her designee shall comply with federal and state reporting requirements.
4. Rounds must be used on an annual basis and will not roll over or be accrued in the following year.
5. Gift Certificates for rounds must be used within a year's time.
6. At the end of each Fiscal Year (June 30), Mesa Verde Partners shall provide a written annual report to the City Council and City Manager on the number and specific users of the rounds used during that year.

H. Green Fees:

Regular

1. Patrons using CITY golf courses will be charged greens fees in compliance with the fee schedule approved by the City Manager. Green fees are subject to annual review pursuant to the terms stated in the Agreement between MVP and City of Costa Mesa.
2. Since green fees are subject to change, current greens fees shall be maintained and posted in a conspicuous location.
3. A full 9 or 18 hole green fee must be paid by all golfers even though a full round is not completed.

Categories

1. Green fee categories shall be established by mutual consent of the City of Costa Mesa and MVP.

I. Complimentary Play and Discounts:

The purpose of complimentary or discount play is to afford approved individuals the opportunity to play the golf course. When granting complimentary or discount golf, the golf course starter will record the player's name and cash register number on the starter sheet. In addition, in the variation section on the starter sheet, the Complimentary Play ("C.P") player's place of employment and position will be recorded.



The City Manager and General Manager shall be responsible for the administration of all C.P. regulations.

1. The City shall be allocated 100 rounds of complimentary golf per year to be used at its discretion.
2. Mesa Verde Partners shall be allocated 100 rounds of complimentary golf per year to be used at its discretion.

J. School Team Play:

Mesa Verde Partners will permit the Newport-Mesa Unified School District and Orange Coast College school golf teams to play practice rounds and scheduled league matches at the Costa Mesa Golf Course under the following conditions:

Letter applications for school team play, for the following year, must be submitted to the golf course manager between September 15 and November 1. Applications will not be accepted prior to September 15.

In processing an application for school team play, the General Manager will:

Make every effort to comply with the school request.
Designate the particular golf course to be used, and assign the days and times for school play.

Prior to January 2 of each year meet with the golf coach or other designated faculty representatives of requesting schools to make necessary arrangements, discuss procedures, rules, and regulations, and to schedule the school team play.