

PARKS AND RECREATION DEPARTMENT
Golf Advisory Committee
Player Course Improvement Fund
Project Identification and Approval Process

The Player Course Improvement Fund (PIF) was established with Fiscal Year 2014 Budget, as recommended by the Golf Advisory Committee (GAC) and Parks and Recreation Commission and approved by City Council. The Player Course Improvement Fund Policy Document outlines the general purpose, funding, types of projects and priorities of such projects, as well as annual evaluation and recommendations on performance of the program. The GAC has established the PIF Sub-Committee to identify and recommend projects for GAC consideration.

Purpose of the Player Course Improvement Fund

The PIF will be used to fund projects which improve the playability of the course for golfers. Projects may or may not be included in the Golf Course Capital Program to maintain infrastructure. Use of PIF funds may mean projects important to golfers such as rebuilding greens, bunkers or tee complexes can be completed and benefit golfers earlier than what is planned.

Annual Funding Plan

The PIF is a Golf Fund project in the Parks and Recreation 6-Year Capital Program which is approved by City Council with the annual fiscal plan. The project description is a general description of the types of projects which can be funded and the project cost is based on the projected PIF revenue which would accrue in one year. The Parks and Recreation Director is authorized to approve PIF projects over the course of the fiscal year, providing sufficient funds have accrued in the annual Golf Operating Budget to cover project expenses.

Approval Process for PIF Projects

The approval process for PIF projects is outlined below in detail, and includes the following steps:

1. PIF Sub-Committee identifies possible project and prepares a PIF Project Proposal Form.
2. PIF Project Proposal Form is submitted to the Golf Course Superintendent for preliminary approval.
3. If approved, Parks and Recreation staff develops a scope of work and cost estimate for the project.
4. Proposal is submitted to the Parks and Recreation Director for preliminary approval.

5. PIF Sub-Committee makes funding recommendations to the GAC.
6. GAC reviews and makes funding decisions.
7. Final approval for all Golf Course projects, including PIF funded projects, resides with the Parks and Recreation Director.

Identification of Proposed Projects

Suggestions for projects which might be considered for the PIF annual program will be solicited from golfers, pro shop staff, GAC members and staff. To insure the greatest input from stakeholders of the Santa Barbara Golf Club, a variety of tools will be used, including but not limited to: on-line surveys, suggestion box in Pro Shop, surveys to home clubs, the GAC and other golf course related groups.

All projects to be considered for PIF funding must meet the following criteria:

1. Improves the aesthetics, playability or overall golfing experience for Santa Barbara Golf Club golfing community.
2. Does not increase the potential for golf balls to leave the course.
3. Does not negatively affect the safety of golfers or others on the golf property.
4. Complies with the “Golf Course Safety Improvement Master Plan” adopted by City Council March 8, 2005.
5. Improves, or has no effect, but does not negatively affect the pace of play.
6. Improves, or has no effect, but does not negatively affect the playability of the golf course.
7. Does not change the layout of the golf course unless a City-approved golf course architect concurs that the change will improve the playability of the course and is consistent with the goals and objectives of the “Golf Course Safety Improvement Master Plan.”

1. PIF Sub-Committee Develops List of Potential Projects

The PIF Sub-Committee will develop a list of potential projects which meet the above criteria and can be considered for PIF funding. The list will be prioritized according to perceived benefit or need, and ability to fund.

2. PIF Project Proposal Form

A PIF Project Proposal Form will be completed for each project which is being considered for possible PIF funding in the current fiscal year. The form will include a description of the project, a statement describing the benefit to the golfers and golf course, a preliminary scope of work, and conceptual drawings as appropriate.

3. Golf Course Superintendent Preliminary Approval

The Golf Course Superintendent is responsible for all work done to improve or maintain the golf course. As such, all proposed PIF projects must be reviewed and receive preliminary approval by the Golf Course Superintendent. Consideration will include perceived value of the proposed project, feasibility for implementation (including staff workload impact), and estimated cost.

4. Scope of Work and Cost Estimate

Once a project has received preliminary approval by the Golf Course Superintendent, Parks and Recreation staff will develop a full scope of work and cost estimate. The cost estimate will include all direct and indirect costs related to the project including project management. All projects will be scoped to comply with City standards and in accordance with City purchasing and project management policies and procedures. All project work conducted on the City's golf course will be managed and/or conducted by City staff. Scope of Work and Cost Estimate will be provided to the PIF Sub-Committee for next steps.

5. Parks and Recreation Director Preliminary Approval

Prior to the PIF Sub-Committee referring any projects to the GAC for funding consideration, the proposed PIF project must receive preliminary approval by the Parks and Recreation Director, including PIF Project Proposal form, scope of work, and cost estimate. A preliminary approval by the Parks and Recreation Director is not an approval to fund the project; it is an approval that the project can move forward for funding consideration by the GAC.

6. Final Project Approvals

The PIF Sub-Committee will prepare a submittal to the GAC recommending funding for the project. The submittal should include some discussion of other projects also considered and why this particular project(s) are being recommended. The funding recommendations will be put on the agenda for the next meeting of the GAC, and PIF Sub-Committee submittal will be forwarded with the agenda in advance of the meeting. The GAC will make funding decisions and/or recommendations back to the PIF Sub-Committee. The GAC approved project will be forwarded to the Parks and Recreation Director for final funding approval. The Golf Course Superintendent will develop a timeline for the project which will be forwarded to the PIF Sub-Committee and GAC for information.

7. Annual Report on PIF Activities

Starting with Fiscal Year 2015, the GAC will work with staff to prepare an annual report for the Parks and Recreation Commission on the overall performance of the PIF program, the activities over the past year and projects being considered for the coming year. This information will be included with the annual report submitted by the GAC to the Parks and Recreation Commission at the end of each fiscal year.