



CITY OF SANTA CLARA

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SPORTS AND OPEN SPACE AUTHORITY

AGENDA

A complete agenda packet with back-up reports is available at either City Library beginning Saturday before the Tuesday meeting or at the City Clerk's Office on weekdays. A complete agenda packet is also available at the City Council meeting and on the City's website.

March 24, 2015

6:00 PM

Closed Session

Council Conference Room

Conference with Legal Counsel - Existing Litigation
Pursuant to Government Code Section 54956.9(d)(1)
*Vinod K. Sharma, et al. v. Successor Agency to the
Redevelopment Agency of the City of Santa Clara, et al.*
Sacramento County Superior Court Case No. 34-2013-80001396

REGULAR MEETING

7:00 PM in the City Hall Council Chambers

APPEAL OF HEARING DECISIONS OF THE SPORTS AND OPEN SPACE AUTHORITY MUST BE MADE TO THE SUPERIOR COURT WITHIN 90 CALENDAR DAYS OF FINAL ACTION. BECAUSE OF THE AGENDA PROVISION FOR RECONSIDERATION, FINAL ACTION IS DEEMED TO OCCUR AT THE END OF THE NEXT REGULAR MEETING PURSUANT TO CITY COUNCIL POLICY (P&P 042). (CODE OF CIVIL PROCEDURE SECTION 1094.6)

AB23 ANNOUNCEMENT: MEMBERS OF THE SPORTS AND OPEN SPACE AUTHORITY BOARD ARE ENTITLED TO RECEIVE \$30 FOR EACH ATTENDED MEETING.

- 1. ROLL CALL:**
- 2. APPROVAL OF MINUTES:**
 - A. February 24, 2015.**
- 3. CONTINUANCE/EXCEPTIONS:**
- 4. UNFINISHED BUSINESS:**
 - A. Possible Reconsideration of Actions Taken at Immediately Preceding Meeting. (See Summary of Actions for potential reconsideration, which is attached to the posted Agenda and is in the Agenda Packet Binder in the Council Chambers.)**

5. NEW BUSINESS

- A. Acceptance of the Status Report for the Fiscal Operation of the Santa Clara Golf and Tennis Club for the Second Quarter ended December 31, 2014.

6. PUBLIC PRESENTATIONS:

This item is reserved for persons to address the Authority on any matter not on the agenda that is within the subject matter jurisdiction of the City. The law does not permit Authority action on, or extended discussion of, any item not on the agenda except under special circumstances. The Authority, or staff, may briefly respond to statements made or questions posed, and the Authority may request staff to report back at a subsequent meeting. Although not required, please submit to the Authority Secretary your name and subject matter on forms available by the door in the Council Chambers.

7. REPORTS OF SOSA MEMBERS AND SPECIAL SOSA COMMITTEES:

- A. Reports regarding conference attendance, if any.

8. CLOSED SESSION MATTERS:

- A. Authority General Counsel Reports:

9. ADJOURNMENT:

- A. To Tuesday evening, **April 7, 2015**, at 7:00 pm for the regular scheduled meeting in the City Hall Council Chambers.

3-24-15

6:00 pm
SOSA

CLOSED SESSION NOTICE

Sports and Open Space Authority



The **GOVERNING BOARD OF THE SPORTS AND OPEN SPACE AUTHORITY** will meet in closed session on **Tuesday, March 24, 2015**, at **6:00 p.m.**, or as soon thereafter as the matter can be discussed, in the Council Conference Room located in the East Wing of City Hall at 1500 Warburton Avenue, Santa Clara, California, to consider the following matter(s) and to potentially take action with respect to it/them:

CONFERENCE WITH LEGAL COUNSEL-EXISTING LITIGATION

Pursuant to Gov. Code § 54956.9(d)(1)

Vinod K. Sharma, et al. v. Successor Agency to the Redevelopment Agency of the City of Santa Clara, et al., Sacramento County Superior Court Case No. 34-2013-80001396

Date: March 18, 2015

A handwritten signature in black ink, appearing to read "Richard E. Nosky, Jr.".

RICHARD E. NOSKY, JR.
Authority General Counsel

3-24-15

2.A
SOSA

**MINUTES OF THE SPORTS AND OPEN SPACE AUTHORITY OF
THE CITY OF SANTA CLARA FOR REGULAR MEETING
HELD ON TUESDAY EVENING, FEBRUARY 24, 2015**

The Sports and Open Space Authority of the City of Santa Clara met at 6:00 pm, on the above mentioned date, for a **Closed Session** in the Council Conference Room for a Conference with Legal Counsel-Existing Litigation pursuant to Government Code Section 54956.9(d)(1); *Vinod K. Sharma, et al. v. Successor Agency to the Redevelopment Agency of the City of Santa Clara, et al.*, Sacramento County Superior Court Case No. 34-2013-80001396 (Authority General Counsel - 02/19/15).

The Sports and Open Space Authority then met at 9:11 pm for the regular scheduled meeting.

Present: Authority Members Dominic J. Caserta, Debi Davis, Lisa M. Gillmor, Patrick Kolstad, Jerry Marsalli and Teresa O'Neill and Chairperson Jamie L. Matthews.

2A. **MOTION** was made by Davis, seconded and unanimously carried, that the **Minutes** for the meeting of **January 20, 2015** be adopted as written.

7. Earlier in the evening, the Sports and Open Space Authority met for a Closed Session in the Council Conference Room for a Conference with Legal Counsel-Existing Litigation pursuant to Government Code Section 54956.9(d)(1); *Vinod K. Sharma, et al. v. Successor Agency to the Redevelopment Agency of the City of Santa Clara, et al.*, Sacramento County Superior Court Case No. 34-2013-80001396 and there was no reportable action.

8A. **MOTION** was made by Davis, seconded and unanimously carried, that, there being no further business, the meeting was adjourned at 9:12 pm to Tuesday evening, **March 10, 2015** at 7:00 pm for the regular scheduled meeting in the City Hall Council Chambers.

ATTEST: _____
Secretary

APPROVE: _____
Chairperson

Meeting Date: 3-24-15

AGENDA REPORT

Agenda Item # 5. ASOSA

City of Santa Clara, California



Date: March 5, 2015

To: Contract Administrator for Sports and Open Space Authority Action

From: Director of Finance, Sports and Open Space Authority

Subject: Acceptance of Status Report for the Fiscal Operation of the Santa Clara Golf and Tennis Club for the Second Quarter ended December 31, 2014

EXECUTIVE SUMMARY:

Submitted for Sports and Open Space Authority (SOSA) review and acceptance are the following reports: Santa Clara Golf and Tennis Club Income Statement, Variance Report, the Administrative and Management Fee Calculation paid to American Golf and Net Income Comparison graph for the second quarter of fiscal year 2014-15.

The Income Statement includes a summary of Golf Course attendance categorized as "Number of Rounds" that is presented at the bottom of the Statement. The Variance Report provides a narrative explanation of significant variances between actual and budgeted Golf Course revenues and expenditures. The Net Income Comparison Graph provides a graphic comparison of the current quarter and fiscal year actual, budget, and prior year actual Net Income for the Golf Course. Detailed departmental reports on the Golf Course operations are available for review in the Finance Department.

The Golf Course Net Income transferred to SOSA for the second quarter was \$23,125. This transfer to SOSA was \$132,499 less than budgeted. Income was \$162,318 less than budgeted mainly due to parking events for Levi's® Stadium. A payment by the 49ers of \$67,036 was received by American Golf during this quarter to make up for lost income during parking events. There is a lag between lost income due to Stadium impacts and payments by the 49ers to make up for lost income. Operating Expenses were \$28,208 less than expected primarily attributable to a decrease in salaries, fertilizer and repair. This resulted in a total unfavorable variance of \$132,499 in Net Income for the first quarter.

ADVANTAGES & DISADVANTAGES OF ISSUE:

The Status Report for the Fiscal Operation of the Santa Clara Golf and Tennis Club for the Second Quarter ended December 31, 2014 provides current information on the fiscal operation of the City's Golf and Tennis Club.

ECONOMIC/FISCAL IMPACT:

Acceptance of this report will have no fiscal impact to the City other than administrative staff time and expense.

RECOMMENDATION:

That the Authority accept the Status Report for the Fiscal Operation of the Santa Clara Golf and Tennis Club for the Second Quarter ended December 31, 2014.



Gary Ameling
Director of Finance, Sports and Open Space Authority

APPROVED:



Julio J. Fuentes
Contract Administrator for
Sports and Open Space Authority

Documents Related to this Report:

- 1) *Santa Clara Golf & Tennis Club Income Statement*
- 2) *Variance Report*
- 3) *Fee Calculation*
- 4) *Net Income Comparison Graph*

SANTA CLARA GOLF AND TENNIS CLUB
INCOME STATEMENT
FOR THE QUARTER ENDING December 31, 2014

	FOR THE QUARTER ENDING December 31, 2014									
	QUARTER		VARIANCES		PRIOR YEAR	YEAR-TO-DATE		VARIANCES		PRIOR YEAR
	ACTUAL	BUDGET	AMOUNT	%	ACTUAL	ACTUAL	BUDGET	AMOUNT	%	Y-T-D
SALES AND FEES										
INSTRUCTION	1,534	2,400	(866)	(36)	2,104	3,448	5,400	(1,952)	(36)	3,575
GREEN FEES	277,241	439,500	(162,259)	(37)	451,330	740,162	1,044,500	(304,338)	(29)	992,694
CART RENTAL	74,920	89,000	(14,080)	(16)	102,237	203,066	226,800	(23,734)	(10)	234,130
RANGE INCOME	44,804	76,500	(31,696)	(41)	66,061	118,983	186,500	(67,517)	(36)	165,929
TENNIS INCOME	8,969	10,000	(1,031)	(10)	9,850	19,969	25,150	(5,181)	(21)	23,932
MERCHANDISE SALES	27,880	34,500	(6,620)	(19)	32,960	70,625	80,500	(9,875)	(12)	77,149
OTHER INCOME	67,036	12,800	54,236	424	8,224	244,765	21,700	223,065	1028	18,162
TOTAL INCOME	502,382	664,700	(162,318)	(24)	672,766	1,401,018	1,590,550	(189,532)	(12)	1,515,571
COST OF SALES										
MERCHANDISE	21,495	23,106	1,610	7	23,487	53,135	53,913	(779)	(1)	52,608
TOTAL COST OF SALES	21,495	23,106	1,610	7	23,487	53,135	53,913	(779)	(1)	52,608
GROSS PROFIT	480,887	641,594	(160,707)	(25)	649,279	1,347,883	1,536,637	(188,754)	(12)	1,462,963
OPERATING EXPENSES										
SALARIES/WAGES	195,985	213,669	17,684	8	208,436	407,045	436,571	29,527	7	429,113
UTILITIES-WATER	72,447	55,000	(17,447)	(32)	60,543	214,884	182,000	(32,884)	(18)	201,692
UTILITIES-POWER	12,713	10,400	(2,313)	(22)	12,129	27,838	22,100	(5,738)	(26)	24,247
SEED, SOIL, FERTILIZER	6,860	15,450	8,590	56	14,647	19,361	40,025	20,664	52	36,682
REPAIR & MAINTENANCE	16,318	23,750	7,432	31	26,349	52,895	41,350	(11,545)	(28)	46,818
SUPPLIES	14,896	18,250	3,354	18	13,125	42,596	45,000	2,404	5	47,916
UNIFORMS/LAUNDRY	3,852	1,850	(2,002)	(108)	1,884	6,488	4,000	(2,488)	(62)	4,457
BANK & CARD FEES	6,262	13,300	7,038	53	12,140	17,810	28,500	10,690	38	27,901
LEASE/RENTAL	28,694	33,826	5,132	15	39,498	52,216	63,532	11,316	18	67,019
SANITATION	6,100	7,300	1,200	16	4,910	12,718	15,000	2,282	15	16,352
TELEPHONE	2,913	3,000	87	3	4,195	5,728	6,000	272	5	9,016
RANGE BALLS	2,920	4,000	1,080	27	4,979	7,325	8,000	675	8	4,979
OTHER EXPENSES	14,380	8,025	(6,355)	(79)	8,541	29,173	21,900	(7,273)	(33)	26,438
MGMT/ADM FEES	70,084	72,876	2,792	4	74,056	152,043	153,569	1,525	1	153,159
INSURANCE	3,337	5,274	1,937	37	3,183	6,674	10,548	3,875	37	6,365
TOTAL OPERATING EXP	457,762	485,970	28,208	6	488,615	1,054,794	1,078,095	23,301	2	1,102,154
NET FROM OPERATIONS	23,125	155,624	(132,499)	(85)	160,664	293,089	458,542	(165,453)	(36)	360,809
LESS: CAPITAL OUTLAY	0	0	0		0	0	0	0		0
NET INCOME	23,125	155,624	(132,499)	(85)	160,664	293,089	458,542	(165,453)	(36)	360,809
NUMBER OF ROUNDS	11,228	16,650	(5,422)	(33)	16,403	30,900	40,225	(9,325)	(23)	37,620



March 5, 2015

Gary Ameling
 Director of Finance
 Sports and Open Space Authority
 City of Santa Clara
 1500 Warburton Avenue
 Santa Clara, CA 95050

Re: Santa Clara Golf & Tennis Club Variance Report for the Quarter Ended December 31, 2014

Dear Mr. Ameling:

The following is a brief discussion of revenue and expense variances over/under 10% and \$200 compared to budget for the quarter ended December 31, 2014:

	FAVORABLE/ (UNFAVORABLE) VARIANCE	SUBTOTAL	VARIANCE – EXPLANATION
INCOME:			
INSTRUCTION	(866)		Less city class sign ups than expected
GREEN FEES	(162,259)		Less revenue due to parking events
CART RENTAL	(14,080)		Less revenue due to parking events
RANGE INCOME	(31,696)		Less revenue due to parking events
TENNIS INCOME	(1,031)		Less revenue due to parking events and from contractors
MERCHANDISE SALES	(6,620)		Less merchandise sales than expected
OTHER INCOME	54,236		Revenue back-stop from 49ers for losses incurred due to parking in October
TOTAL INCOME VARIANCE		(162,318)	

March 5, 2015

Santa Clara Golf & Tennis Club Variance Report for the Quarter Ended December, 2014

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COST OF SALES MERCHANDISE	1,610	1,610	Less expense than expected
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	FAVORABLE/ (UNFAVORABLE) VARIANCE	SUBTOTAL	VARIANCE – EXPLANATION
OPERATING EXPENSES:			
WATER	(17,447)		More irrigation due to dry conditions
POWER	(2,313)		More utilities for A/C due to hot weather
SEED, SOIL & FERTILIZER	8,590		Less products needed than budgeted
REPAIR & MAINTENANCE	7,432		Less repair expense than expected
SUPPLIES	3,354		Less supplies purchased than budgeted
UNIFORMS & LAUNDRER	(2,002)		More expenses than budgeted
BANK AND CARD FEES	7,038		Less usage than budgeted due to parking events
LEASE/RENTAL	5,132		Less expense than budgeted
SANITATION	1,200		Less expense than budgeted
RANGE BALLS	1,080		Less purchased than budgeted
INSURANCE	1,937		Billed amount less than budgeted
OTHER EXPENSES	(6,355)		More expenses than budgeted including professional fees for diesel fuel clean-up
OTHER VARIANCES	20,563		Expense categories with variances of less than 10% including salaries and wages which were less than budgeted.

March 5, 2015

Santa Clara Golf & Tennis Club Variance Report for the Quarter Ended December, 2014

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TOTAL EXPENSE VARIANCE		28,208	
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NET INCOME VARIANCE		(132,499)	
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Please feel free to contact me with any questions.

Sincerely,

Lynn Jones
General Manager
Santa Clara Golf & Tennis Club
408-980-9515

SANTA CLARA GOLF & TENNIS CLUB
 AMERICAN GOLF ADMINISTRATIVE & MANAGEMENT FEE CALCULATION
 FOR SECOND QUARTER FY 2014-15 ENDED DECEMBER 31, 2014

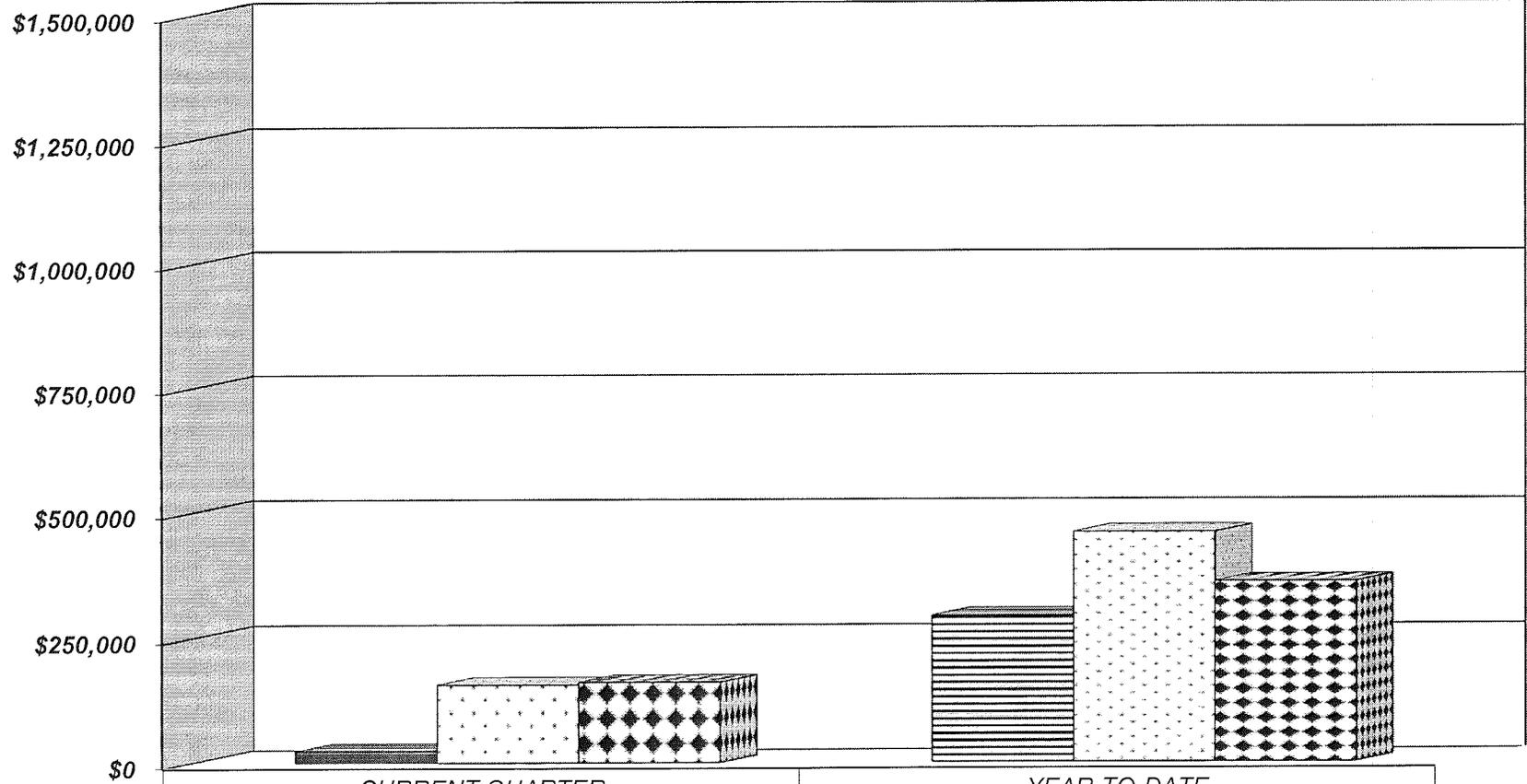
3% MANAGEMENT FEE:

REVENUE DESCRIPTION	GROSS REVENUE	3% MANAGEMENT FEE	
Instruction (1)	\$ 0	\$ 0	
Green Fees	277,241	8,317	
Cart Rental	74,920	2,248	
Range Income	44,804	1,344	
Tennis Income	8,969	269	
Merchandise Sales	27,880	836	
Other Income (2)	<u>67,036</u>	<u>2,011</u>	
TOTALS	<u>\$ 500,850</u>	<u>\$ 15,025</u>	\$ 15,025
FIXED MANAGEMENT FEE (\$13,853 per month)			41,559
ADMINISTRATIVE FEE (\$4,500 per month)			<u>13,500</u>
TOTAL MANAGEMENT FEE FOR QUARTER ENDED DECEMBER 31, 2014			\$ 70,084
Rounding			<u>0</u>
Management Fee per Income Statement for Quarter Ended December 31, 2014			<u>\$ 70,084</u>

(1) Instruction revenue per the Income Statement	\$ 1,534
Less - Revenue from instructor rent and golf lessons not subject to the 3% management fee	<u>(1,534)</u>
Instruction revenue subject to the 3% management fee	<u>\$ 0</u>

(2) Consists of Pull-Cart rentals, American Golf Membership fees, and payment from 49ers to make up for lost revenue during parking events.

SANTA CLARA GOLF & TENNIS CLUB NET INCOME COMPARISON
 FOR THE QUARTER ENDING DECEMBER 31, 2014
 ACTUAL, BUDGET, AND PRIOR YEAR ACTUAL



	CURRENT QUARTER	YEAR-TO-DATE
■ ACTUAL	\$23,125	\$293,089
□ BUDGET	\$155,624	\$458,542
▣ P/Y ACTUAL	\$160,664	\$360,809