

## **The Ruth Park Golf Course Committee**

The Ruth Park Golf Course Committee (“Committee”) shall be a standing committee of the Parks Commission. The Committee shall assist the Parks Commission and staff of the Departments of Community Development and Public Works and Parks in identifying golf facility maintenance and improvements, programs and marketing/promotion efforts. The Committee may conduct studies and administer surveys to assess existing facilities and identify future demands, subject to the advance approval of the Parks Commission.

The Committee serves in an advisory capacity to the Parks Commission and the Departments of Community Development and Public Works and Parks. The Committee will work within the guidelines established for and by the Parks Commission, including the Bylaws of the University City Parks Commission and the Municipal Code of University City. The Committee will help to provide focus to Parks Commission deliberations on Golf Course agenda items by providing concise recommendations to the full Commission. The Committee will ensure that a thorough analysis and review of relevant facts has been performed prior to making a recommendation to the full Commission. The Committee will consult with the President of the Parks Commission and the Departments of Community Development and Public Works and Parks to determine which recommendations are administrative in nature and should be presented to staff and which recommendations require input/approval of the full Commission.

The Committee will determine meeting frequency, location and time. The Committee will adhere to meeting notification requirements of the Parks Commission. The Committee shall be responsible for maintaining records and minutes of Committee proceedings.

Staff support will be provided on an as-needed basis by the Departments of Community Development and Public Works and Parks. Requests for information and staff attendance must originate from the Committee Chair and be directed to the respective Department Director for assignment to the appropriate staff member. A response will be provided to the Chair within 7 working days of the request.

### **Role Statements**

#### **Purpose**

The Committee shall provide the Parks Commission and City staff with reports, recommendations and suggestions covering those areas of its responsibility on an as-needed basis or for special Commission assignments as directed by the President of the Parks Commission.

#### **Responsibilities**

To provide an overview of the golf operations and make recommendations to the Parks Commission and the Departments of Community Development and Public Works and Parks regarding capital improvements and the operation of the facilities.

#### **Specific Parameters**

1. Adhere to the purpose and other guidelines established by the By-Laws of the University City Parks Commission and the Municipal Code of University City.

2. Assist staff of the Department of Community Development and Public Works and Parks in the identification of golf facility maintenance and improvement requirements. Assist staff in the identification of future demands for the golf course.
3. On an annual basis in January, make recommendations to Parks Commission and the Department of Community Development on programming items for possible inclusion in the City's budget. These recommendations could include, but are not limited to: establishing the need for professional consulting services for the preparation of master plans, landscaping plans, marketing studies etc.
4. On an annual basis in November, review the golf course fees structure and submit recommendations to Parks Commission and the Departments of Community Development and Public Works and Parks.
5. On an annual basis in January, make recommendations to Parks Commission and the Department of Public Works and Parks on capital improvements for possible inclusion in the City's budget. Establish priorities, being mindful of current budget and economic conditions of the City.
6. Serve in an advisory capacity to the Parks Commission and the Departments of Community Development and Public Works and Parks on matters concerning policies, tournaments, special events and general operation of the golf course and the pro-shop.
7. Review that portion of the Parks Master Plan pertaining to Ruth Park Golf Course. Make suggestions for revisions or implementation and general operation of the golf course, driving range and the pro-shop.

## **Organization**

Members of the Committee shall include three Parks Commission members, one of whom shall be appointed as Chair by the President of the Parks Commission. The President will serve as an ex-officio member of the Committee.