

August 23, 2011  
5:30 P.M.  
Newport, Oregon

The Recreation Facilities Management Review Task Force for the City of Newport met on the above date in Conference Room A of the Newport City Hall. In attendance were Fred Springsteen, Ed Simon, Josie Bissell, Jeff Schrantz, and Thomas Hurst. Pat Cowan and Phil Jackson were unable to attend. Also in attendance was City Councilor Sandra Roumagoux.

Staff present was City Recorder Hawker, Finance Director Marshall, Parks and Recreation Director Protiva, and City Manager Voetberg.

**PRESENTATION BY JIM PROTIVA, PARKS AND RECREATION DIRECTOR, REGARDING THE HISTORY OF THE RECREATION CENTER INCLUDING ORIGINAL PROJECTIONS, AND CHANGES SINCE THE INCEPTION OF THE FACILITY AND PROGRAMS**

Protiva distributed information regarding the recreation center and swimming pool. He presented a PowerPoint presentation regarding the various types of operating models for recreation facilities. Included were the public (local government) model that requires a subsidy; the private for-profit model where fees cover the operational costs; the state-owned educational model such as large recreational facilities on college campuses that are open to the public; and recreation districts that typically have a greater population base, than a municipality, which spreads the debt service over a wider area.

Protiva explained the staffing of the recreation center and swimming pool. He discussed and reviewed the SWOT analysis that includes examining strengths, weaknesses, opportunities, and threats.

Protiva reviewed the fee history of the recreation center, along with operating houses, classes, annual passes, the utilization of contract employees, and paid employees. He stated that at no time was it ever reported that the recreation center would pay for itself - or operate without a subsidy.

**PRESENTATION BY DAVID MARSHALL, FINANCE DIRECTOR, WHICH WILL INCLUDE TWO YEARS OF OPERATING COSTS INCLUDING SALARIES, BENEFITS, UTILITIES, AND OTHER FIXED COSTS**

Marshall presented a PowerPoint presentation. He reviewed the last two years of operating costs for the recreation center and swimming pool. The Task Force requested copies of this PowerPoint presentation.

Springsteen stated that the city has done everything possible to contain costs and is now asking the Task Force for direction.

## **DISCUSSION AND DEVELOPMENT OF QUESTIONS TO BE ASKED DURING SITE VISITS TO OTHER FACILITIES**

A general discussion of potential questions ensued including questions submitted, in writing, from Pat Cowan who was unable to attend. Suggested questions include:

1. How much of your organizations budget is comprised of fees, municipal government support, grants, endowments, state, national, or regional organization, school district, or other entity?
2. Who owns the facility; is responsible for maintenance; the fee arrangement; and management model?
3. Does the organization meet all costs or require a subsidy? If a subsidy is required, how is it provided?
4. Where does the money to cover a budget shortfall, if any, come from?
5. How does your facility attract and accommodate the entire community?
6. Who decides the program offerings, and who is the governing body?
7. Did your organization build the facility at one time or in phases?
8. What is the ratio of salaries between the lowest and highest paid employees? Does your organization have contract employees?
9. What did your organization do to meet client needs?
10. What facilities are included: gym, pool, track, etc.?
11. Have you conducted a capital campaign and how successful was it?
12. How stable is the managing organization and staff?
13. Describe the community your organization serves? How large is the catchment area?
14. How does your facility meet the community based needs such as swim team, youth sports, child care, senior fitness, and meetings of service agencies?
15. What are the recent funding cuts your organization has made?
16. What criteria do you use for determining a successful program?
17. How do you determine priority usage of your facility?
18. How do you balance traditional and innovative programs? And, would you consider operating a program at a loss?
19. Are any fees waived, and who has the authority to waive fees?
20. What methodology is used in setting fees, and what is your history of fee increases?

## **DEVELOP A LIST OF FACILITIES TO VISIT THAT INCLUDES FACILITIES WITH DIVERSE OPERATING MODELS**

It was agreed that at the next meeting each Task Force member would provide a list of facilities that would like to visit.

## **ADJOURNMENT**

Having no further business, the meeting adjourned at 7:14 P.M.