



November 30, 2020

MEMO TO : Park Board Commissioners

FROM : Donnie Rosa
General Manager, Vancouver Board of Parks and Recreation

SUBJECT : **Budget 2021 Enquiries – Board Briefing Memo**

Dear Commissioners,

I am writing to provide responses to a few requests from Commissioners for information to assist with preparing for the upcoming 2021 budget discussions.

Food Cart Operator Fees

The Board of Parks and Recreation runs an annual [Summer Food Truck Program](#) from May to October at a variety of park and beach sites. Permits are issued through a Request for Expressions of Interest (RFEOI) that is issued each spring. Any proponents interested in retaining a summer food truck permit needs to submit a response through the RFEOI process. A selection committee reviews all submissions, with successful proponents selected based on the completeness of the information in their submission, the suitability of their products and menu for the desired location, and their readiness to be up and running for the summer season.

The permit fees are outlined in the [RFEOI application procedures document](#). For the 2020 season, the fees were \$2500 + tax for food trucks, pull carts, or stands, and \$1500 + tax for push carts or bikes. As the fees for this program are currently determined as part of the RFEOI process, they have not been included in the annual Fees & Charges report that is presented to the Board with the annual service plan and budget report. At this time, staff do not anticipate any fee increases for the 2021 summer program.

Capital Reserve Fund for Golf Course Improvements (Golf Reserve)

Further to the information provided on this topic in September (attached), additional information was requested regarding how the current unallocated balance of \$900,000 in the Golf Reserve might be used for the 2021 budget cycle.

Golf is a profit generating business that helps provide financial support for other core functions of Parks and Recreation. As outlined in the May 28, 2001 Park Board report entitled [Golf Course Financial Sustainability](#), the Golf Reserve was set-up for “ongoing capital improvements to meet the needs of the golfer and to ensure the golf course infrastructure is not deteriorating”. The Golf Reserve is funded annually through golf user fees, which were increased gradually from 2001 to 2008 (per the unanimously supported option through focus group studies). Reserve fund contributions are now included in the base price of current green fees.

Authority to spend from the reserve follows the City’s Capital/Operating budget policy and needs to be approved through the annual budget process. The Golf Reserve can only be used to fund capital and maintenance improvements at the golf courses as part of the Park Board’s long-term asset management plan. Many golf capital and maintenance upgrades have been able to be self-funded due to the establishment of the reserve. The reserve has also provided for streamlined

prioritization compared to other Parks and Recreation capital projects and programs which are prioritized against city-wide asks and compete for limited capital funding.

The following table lists the various golf capital and maintenance projects, along with their estimated costs, identified for the next four (4) years – note this information has been developed for planning purposes only and is subject to change:

Golf Capital Project	2020	2021	2022	2023	2024
Clubhouse Refurbishment (x3) - commercial redesign & renovation; all washrooms, food service areas, & clubhouse interiors		\$60,000 (Design)	\$250,000 (1 facility)	\$250,000 (1 facility)	\$250,000 (1 facility)
Fraserview Driving Range - building renovation & field remediation		\$200,000			
Bunker Renovations - all 3 regulation courses		\$100,000 (McCleery)	\$225,000 (Fraserview)	\$75,000 (Langara)	
Langara Drainage Remediation	\$710 000	\$600 000	\$600 000	\$600 000	\$62 000
Wash Bay Replacement (x3) - with 100% recycled water containment systems		\$60,000	\$60,000	\$60,000	
Green/Tee Refurbishment (Staging Area) - widening, paving, curbing, furniture, landscaping, etc.		\$25,000	\$25,000	\$25,000	\$50,000
McCleery Pond Level & Connectivity Maintenance	\$25,000	\$25,000		\$25,000	\$25,000
QE Pitch & Putt Automated Irrigation Plan and Design			\$400,000		
Electric Charging Station - installation; electric equipment turnover supplementation		\$75,000	\$75,000	\$75,000	\$50 000
Capital Equipment Turnover Supplementation - new innovative technology to replace existing tech; - new equipment (seeders, slicers, blowers, rakes etc.)		\$70,000	\$70,000	\$70,000	\$70,000
Forward Tee Initiative	\$70, 000	\$30,000			
Miscellaneous Projects / Repairs - collar dam repairs; sand bin covers; irrigation system upgrades & optimization; water source study; etc.	123,000	\$350,000	\$70,000	\$50,000	\$150,000
Total Estimated Annual Spend	\$ 928,000	\$1,595,000	\$1,755,000	\$1,230,000	\$657,000



Park Board Donation Reserve

There is roughly 6.7 million in the Park Board's donation reserve. The balance is restricted to the specific purposes the funds were donated for, such as endowments, park amenities (benches), park conservation, recreation projects, and park monuments. These funds are rarely donated with general purpose intents; in most cases, donors provide specifics with respect to where donations are to be used.

I hope you find this additional information helpful. Feel free to contact me directly if you have any further questions regarding the 2021 Budget.

Regards,

A handwritten signature in black ink, consisting of several overlapping loops and a long horizontal stroke extending to the right.

Donnie Rosa (*she/her they/them*)
General Manager - Vancouver Board of Parks and Recreation

/sk/ag/clc

Copy to: PB Senior Leadership Team
PB Communications