



## City of Spokane Park Board Golf Committee Meeting

Tuesday, Feb. 11, 2020 – 8 a.m.

Ponderosa Room, Woodland Center – John A Finch Arboretum

3404 West Woodland Boulevard, Spokane, Washington

Mark Poirier – Golf Manager

### Committee Members:

Sperling, Gerry – Chair

Sumner, Nick

Chase, Rick

Anderson, Bob

Richey, Barb

A special meeting of the City of Spokane Park Board Golf Committee will be held at 8 a.m. on Tuesday, Feb. 11, 2020, in the **Ponderosa Room at Finch Arboretum's Woodland Center, 3404 West Woodland Boulevard, Spokane, WA 99224**. The meeting will be conducted in a standing committee format for the Golf Committee of the City of Spokane Park Board. Because a quorum of the Park Board may be present, the standing committee meeting will be conducted as a committee of the whole Board.

The meeting will be open to the public, with the possibility of moving into executive session only with the members of the Park Board and appropriate staff. Discussion will be limited to appropriate officials and staff. Public testimony may be taken at the discretion of the committee Chair.

## AGENDA

### Action Items:

1. Doug Phares contract amendment ~ Jason Conley
2. Golf Division Policy and Operations Manual revisions and updates ~ Mark Poirier

### Discussion Items:

1. Remaining construction discussion at Esmeralda ~ Nick Hamad
2. Golf Show update ~ Mark Poirier and Golf Professionals

### Standing Report Items:

1. Golf Marketing Report ~ Fianna Dickson
2. Golf Financial Report ~ Mark Poirier
3. Superintendent's Report ~ Superintendents
4. What's Happening at the Courses ~ Golf Professionals

*Agenda Subject to Change*

**AMERICANS WITH DISABILITIES ACT (ADA) INFORMATION:** The City of Spokane is committed to providing equal access to its facilities, programs and services for persons with disabilities. Headsets may be checked out (upon presentation of picture I.D.) through the meeting organizer. Individuals requesting reasonable accommodations or further information may call, write, or email Human Resources at 509.625.6363, 808 W. Spokane Falls Blvd, Spokane, WA, 99201; or [erahrclerks@spokanecity.org](mailto:erahrclerks@spokanecity.org). Persons who are deaf or hard of hearing may contact Human Resources through the Washington Relay Service at 7-1-1. Please contact us forty-eight (48) hours before the meeting date

# Spokane Park Board

## Briefing Paper



<b>Committee</b>	Golf		
<b>Committee meeting date</b>	Feb. 11, 2020		
<b>Requester</b>	Jason Conley	<b>Phone number:</b> 625-6211	
<b>Type of agenda item</b>	<input type="radio"/> Consent <input type="radio"/> Discussion <input type="radio"/> Information <input checked="" type="radio"/> Action		
<b>Type of contract/agreement</b>	<input type="radio"/> New <input type="radio"/> Renewal/extension <input checked="" type="radio"/> Amendment/change order <input type="radio"/> Other		
<b>City Clerks file (OPR or policy #)</b>	OPR 2016-0145		
<b>Item title:</b> (Use exact language noted on the agenda)	Doug Phares contract amendment		
<b>Begin/end dates</b>	Begins: 1/1/2020         Ends: 12/31/2020 <input type="checkbox"/> Open ended		
<b>Background/history:</b> In 2018, the Park Board approved a resolution requesting a \$7.5 million dollar loan from the Spokane Investment Pool (SIP), to fund golf course irrigation projects along with other course/facility improvements. The first loan installment was \$2.5 million for Indian Canyon projects. Irrigation projects were expected to have a significant impact to course revenues during construction. Since the City has a contract with the Indian Canyon Golf Professional to manage the customer experience, including tee times, driving range, lessons, food & beverage, merchandise and golf cart rentals, the SIP resolution addressed the projected financial impacts to the Golf Professional and requires any financial compensation to the Professional to come back before the Park Board. Based on the average of a three-year financial look-back, the City owes the Golf Pro, \$75,000 in lost revenue. The proposed contract amendment will repay the Golf Pro with the Pro receiving 10% of green fees until the debt is repaid. The City will receive 90% of green fees during this repayment cycle.			
<b>Motion wording:</b> Approve contract amendment with Doug Phares, Golf Professional d/b/a T&T Golf Management Inc. for the 2020 golf season to repay \$75,000 in lost revenue to the Professional as a result of the Fall 2018/Spring 2019 course renovations.			
<b>Approvals/signatures outside Parks:</b> <input checked="" type="radio"/> Yes <input type="radio"/> No If so, who/what department, agency or company: Name: Doug Phares    Email address: dphares@spokanecity.org    Phone: 747-5353			
<b>Distribution:</b> Parks – Accounting Parks – Pamela Clarke Requester: Jason Conley Grant Management Department/Name:			
dphares@spokanecity.org			
<b>Fiscal impact:</b> <input type="radio"/> Expenditure <input checked="" type="radio"/> Revenue Amount: \$75,000 Golf Revenues    Budget code: Golf Enterprise Fund			
<b>Vendor:</b> <input checked="" type="radio"/> Existing vendor <input type="radio"/> New vendor <b>Supporting documents:</b> <input type="checkbox"/> Quotes/solicitation (RFP, RFQ, RFB) <input type="checkbox"/> W-9 (for new contractors/consultants/vendors) <input type="checkbox"/> Contractor is on the City's A&E Roster - City of Spokane <input type="checkbox"/> ACH Forms (for new contractors/consultants/vendors) <input type="checkbox"/> UBI:    Business license expiration date: <input type="checkbox"/> Insurance Certificate (min. \$1 million in General Liability)			

02/12/18  
**AGENDA SHEET FOR PARK BOARD MEETING OF:** Feb. 8, 2018



Submitting Division  
Parks & Recreation

Contact Person  
Jason Conley

Phone No.  
625-6211

OPR 2018-0094

Department: ☒ Finance ☐ Operations ☒ Recreation/Golf ☐ Riverfront Park

Committee: ☒ Finance ☒ Golf ☐ Land ☐ Recreation ☐ Riverfront ☐ UFTC

Type of contract: ☐ New ☐ Renewal ☐ Amendment ☐ Extension ☐ Other

Beginning date: \_\_\_\_\_ Expiration date: \_\_\_\_\_ Open ended ☐

CLERKS' FILE \_\_\_\_\_  
RENEWAL \_\_\_\_\_  
CROSS REF \_\_\_\_\_  
ENG \_\_\_\_\_  
BID \_\_\_\_\_  
REQUISITION \_\_\_\_\_

**AGENDA WORDING:**

Approval of resolution requesting a loan from the Spokane Investment Pool (SIP) in the amount of \$7,500,000, said to be repaid over a 15-year term, with facility impact fees attached to the green fees associated with each round of golf, with the 2018 loan disbursement to be in the amount of \$2,500,000 with disbursements and debt services to be generally in conformance with Exhibit A.

**BACKGROUND:**

(Attach additional sheet if necessary)

Request for a (SIP) loan in the amount of \$7,500,000 to upgrade four City golf course irrigation systems and other on-course and off-course improvements.

**RECOMMENDATION:**

Approve the resolution seeking a (SIP) loan in the amount of \$7,500,000 with the 2018 loan disbursement in the amount of \$2,500,000.

**ATTACHMENTS:** Include in packets. See back of Agenda Sheet for specific supporting document requirements.

Park Board Resolution and associated Exhibit.

**SIGNATURES:**

Requester - Jason Conley

Dept. Manager

Director of Parks & Rec - Leroy Eadie

Parks Accounting - Megan Qureshi

Legal Dept. - Pat Dalton

RECEIVED

**DISTRIBUTION:**

Parks: Accounting

Parks: Pamela Clarke

Budget Manager: Tim Dunivant

Requester: \_\_\_\_\_

FEB 12 2018

CITY CLERK'S OFFICE

PARK BOARD ACTION:

APPROVED BY SPOKANE PARK BOARD

President

Feb. 8, 2018

**Fiscal Impact****Expenditure:**


**Revenue:**


**Budget Account**


☐

Existing vendor

☐

New vendor – If so, please include vendor packet

☐**Supporting documents:**☐

Quotes/Solicitation (RFP, RFQ, RFB)

☐

Contractor is on the City's A&amp;E Roster City of Spokane

☐

Spokane Business registration expiration date: \_\_\_\_\_

☐

W-9 (for new contractors/consultants/vendors) ACH Forms

☐

(for new contractors/consultants/vendors) Insurance

☐

Certificate (minimum \$1 million in General Liability)

**CITY OF SPOKANE PARK BOARD****RESOLUTION**

A Resolution from the Spokane Park Board, requesting a loan from the Spokane Investment Pool (SIP) in the amount of \$7,500,000 to upgrade four City golf course irrigation systems and other on-course and off-course improvements over the next five years.

WHEREAS, Spokane Parks and Recreation owns and operates four municipal golf courses open to the public, and

WHEREAS, after several decades of continuous operation, each City course is in need of major capital improvements, and

WHEREAS, the quality of the golf experience is directly correlated to course conditions, and

WHEREAS, Golf is operated as a City Enterprise Fund and must recover 100% of all expenditures each year, and

WHEREAS, Green fees paid by each golf participant account for Golf Fund revenues, and

WHEREAS, the Park Board desires to improve the condition of each course and improve the opportunity for additional revenue sources through both golf and non-golf opportunities, and

WHEREAS, Parks and Recreation has established a golf facility impact fee, earmarked to repay the SIP loan over the next 15 years of debt service, and

WHEREAS, the Park Board is requesting a \$7,500,000 SIP loan, with the first installment to be issued in 2018 at the amount of \$2,500,000 with future loan draw requests coming in the form of annual Resolution, with the flexibility to adjust the schedule of borrowing, within the total amount stated above, and

WHEREAS, construction will start in the fall of 2018, commencing with the installation of new irrigation system at Indian Canyon golf course, along with the design of a new irrigation system at Esmeralda golf course, and

WHEREAS, Parks and Recreation staff have agreed to confirm the compensation to be paid each affected golf professional prior start of any construction, to identify the source of funds for such compensation, and to have such compensation approved by the Park Board prior to commencement of any construction, and



WHEREAS, the Golf Fund is hiring a Golf Manager who will work with the Park Board to seek out additional revenue funding sources by jointly creating a golf strategic plan that will explore sponsorships, event marketing, golf, and non-golf revenue activities at each course, and

WHEREAS, the Park Board will commit to review all Golf Fund expenditures and determine if the Park Fund is incorrectly appropriating internal expenditures to the Golf Fund, and

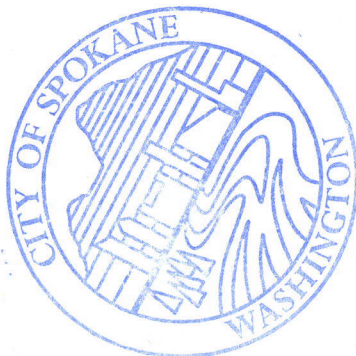
WHEREAS, the Park Board will commit to review all Park Fund revenues and determine if the Park Fund is correctly appropriating the proper pro rata share of revenues to the Golf Fund, and

NOW THEREFORE, IT IS HEREBY RESOLVED that the Park Board request a loan from the Spokane Investment Pool (SIP) in the amount of \$7,500,000, said loan to be repaid over a 15-year term, with facility impact fees attached to the green fees associated with each round of golf to provide revenue for debt service of the SIP loan, and with the 2018 loan disbursement to be in the amount of \$2,500,000, with disbursements and debt services to be generally in conformance with attached Exhibit A, as circumstances dictate, and


IT IS FURTHER RESOLVED, the Park Board, by way of Resolution, will request future loan disbursements for golf course improvements as needed, with the total loan not to exceed \$7,500,00, and


IT IS FURTHER RESOLVED, prior to commencement of any construction, Parks and Recreation staff shall confirm the compensation to be paid each affected golf professional and identify the source of funds for such compensation, and shall have such compensation approved by the Park Board.

Dated this 8<sup>th</sup> day of February 2018.




Attest:

  
\_\_\_\_\_  
City Clerk (02/12/18)

  
\_\_\_\_\_  
Park Board President

Approved as to form:

  
\_\_\_\_\_  
Assistant City Attorney

Public Safety Capital

SIP Loan//	Annual	Semi-Annual	Rate Calc	2/5/2018	interpolated	add 75 bp's
Assumed Rate		3.60%	10 yr treasury	2.77%		
Periods	15	30	20 yr treasury	2.92%		
			15 yr treasury		2.85%	3.60%

	2018	2019	2020	2021
Department Capital:				
Golf	\$ 2,500,000	\$ 2,500,000	\$ 2,500,000	\$ -
Available Funding	\$ -	\$ -	\$ -	\$ -
Total to be Financed	\$ 2,500,000	\$ 2,500,000	\$ 2,500,000	\$ -

Capital
\$ 7,500,000
\$ -
\$ 7,500,000

Debt Service:

	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18
2018	2018	2019	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035
2018 Borrowings	\$ 217,082	\$ 217,082	\$ 217,082	\$ 217,082	\$ 217,082	\$ 217,082	\$ 217,082	\$ 217,082	\$ 217,082	\$ 217,082	\$ 217,082	\$ 217,082	\$ 217,082	\$ 217,082	\$ 217,082	\$ -	\$ -	\$ -
2019 Borrowings	\$	\$ 217,082	\$ 217,082	\$ 217,082	\$ 217,082	\$ 217,082	\$ 217,082	\$ 217,082	\$ 217,082	\$ 217,082	\$ 217,082	\$ 217,082	\$ 217,082	\$ 217,082	\$ 217,082	\$ 217,082	\$ -	\$ -
2020 Borrowings			\$ 217,082	\$ 217,082	\$ 217,082	\$ 217,082	\$ 217,082	\$ 217,082	\$ 217,082	\$ 217,082	\$ 217,082	\$ 217,082	\$ 217,082	\$ 217,082	\$ 217,082	\$ 217,082	\$ 217,082	\$ -
2021 Borrowings				\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

\$ 217,082	\$ 434,163	\$ 651,245	\$ 651,245	\$ 651,245	\$ 651,245	\$ 651,245	\$ 651,245	\$ 651,245	\$ 651,245	\$ 651,245	\$ 651,245	\$ 651,245	\$ 651,245	\$ 651,245	\$ 651,245	\$ 434,163	\$ 217,082	\$ -
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# Rounds  
Cap Fac Fee

\$ 146,000	\$ 146,000	\$ 146,000	\$ 146,000	\$ 146,000	\$ 146,000	\$ 146,000	\$ 146,000	\$ 146,000	\$ 146,000	\$ 146,000	\$ 146,000	\$ 146,000	\$ 146,000	\$ 146,000	\$ 146,000	\$ 146,000	\$ 146,000	\$ 146,000
\$ 2.00	\$ 3.00	\$ 5.00	\$ 5.00	\$ 5.00	\$ 5.00	\$ 5.00	\$ 5.00	\$ 5.00	\$ 5.00	\$ 5.00	\$ 5.00	\$ 5.00	\$ 5.00	\$ 5.00	\$ 5.00	\$ 5.00	\$ 5.00	\$ 5.00

Available Funding:

\$ 292,000	\$ 438,000	\$ 730,000	\$ 730,000	\$ 730,000	\$ 730,000	\$ 730,000	\$ 730,000	\$ 730,000	\$ 730,000	\$ 730,000	\$ 730,000	\$ 730,000	\$ 730,000	\$ 730,000	\$ 730,000	\$ 730,000	\$ 730,000	\$ 730,000
\$ 74,918	\$ 3,837	\$ 78,755	\$ 78,755	\$ 78,755	\$ 78,755	\$ 78,755	\$ 78,755	\$ 78,755	\$ 78,755	\$ 78,755	\$ 78,755	\$ 78,755	\$ 78,755	\$ 78,755	\$ 78,755	\$ 295,837	\$ 512,918	\$ 730,000
	\$ 78,755	\$ 157,510	\$ 236,266	\$ 315,021	\$ 393,776	\$ 472,531	\$ 551,286	\$ 630,042	\$ 708,797	\$ 787,552	\$ 866,307	\$ 945,063	\$ 1,023,818	\$ 1,102,573	\$ 1,191,328	\$ 1,398,410	\$ 1,911,328	\$ 2,641,328

Excess Available  
Cumulative Excess



# Spokane Park Board

## Briefing Paper



<b>Committee</b>	Golf		
<b>Committee meeting date</b>	Feb. 11, 2020		
<b>Requester</b>	Mark Poirier		
<b>Requester phone number</b>	625-4653		
<b>Type of agenda item</b>	<input type="radio"/> Consent <input type="radio"/> Discussion <input type="radio"/> Information <input checked="" type="radio"/> Action		
<b>Type of contract</b>	<input type="radio"/> New <input type="radio"/> Renewal/extension <input type="radio"/> Amendment/change order <input checked="" type="radio"/> Other		
<b>City Clerks file (OPR or policy #)</b>			
<b>Item title: (Use exact language on the agenda)</b>	Golf Division Policy and Operations Manual revisions and updates		
<b>Begin/end dates</b>	Begins: _____	Ends: _____	<input checked="" type="checkbox"/> Open ended
<b>Impact if not approved at this time</b>	Golf department will not be able to enforce new on-line tee time policy.		
<b>Background/history:</b> The Golf Division Policy & Operations Manual is used to uphold all policies related to golf, and is used daily by both City administration and golf course employees. The last time this manual was updated was June 3, 2013. During that time frame there has been many changes in staff, both City employees and private contracting golf professionals. New additions to this manual include the on-line tee time reservations "no show" policy and regulations regarding golf marshals.			
<b>Recommendation/motion wording:</b> Approve the revisions and updates to the Golf Division Policy & Operations Manual.			
<b>Approvals/signatures outside Parks:</b> <input type="radio"/> Yes <input checked="" type="radio"/> No If so, who/what department, agency or company: Name: _____ Email address: _____ Phone: _____			
<b>Distribution:</b> Parks – Accounting _____ Parks – Pamela Clarke _____ Requester: <u>Mark Poirier</u> _____ Grant Management Department/Name: _____			
<b>Fiscal impact:</b> <input type="radio"/> Expenditure <input type="radio"/> Revenue Amount: _____ Budget code: _____			
<b>Vendor:</b> <input type="radio"/> Existing vendor <input type="radio"/> New vendor <b>Supporting documents:</b> <div style="display: flex; justify-content: space-between;"> <div> <input type="checkbox"/> Quotes/solicitation (RFP, RFQ, RFB)  <input type="checkbox"/> Contractor is on the City's A&amp;E Roster - City of Spokane  <input type="checkbox"/> Business license expiration date:         </div> <div> <input type="checkbox"/> W-9 (for new contractors/consultants/vendors)  <input type="checkbox"/> ACH Forms (for new contractors/consultants/vendors)  <input type="checkbox"/> Insurance Certificate (min. \$1 million in General Liability)         </div> </div>			



CITY OF SPOKANE  
PARKS AND RECREATION DEPARTMENT  
ADMINISTRATIVE POLICY AND PROCEDURE

ADMIN 1400-13-12

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TITLE: **GOLF DIVISION POLICY & OPERATIONS MANUAL**  
EFFECTIVE DATE:  
REVISION EFFECTIVE DATE: N/A

## 1.0 GENERAL

1.1 This document sets forth the Spokane Parks and Recreation Department's policy and procedure for use of City golf courses by the public.

### 1.2 TABLE OF CONTENTS

- 1.0 GENERAL
- 2.0 DEPARTMENTS/DIVISIONS AFFECTED
- 3.0 REFERENCES
- 4.0 DEFINITIONS
- 5.0 POLICY
- 6.0 PROCEDURE
- 7.0 RESPONSIBILITIES
- 8.0 APPENDICES

## 2.0 DEPARTMENTS/DIVISIONS AFFECTED

This policy and procedure shall apply to all golf courses owned by the Spokane Parks and Recreation Department.

## 3.0 REFERENCES

City Charter Section 48. Park Board – Powers.

Rules of the Park Board Section 14, General Operating Policies and Procedures, Rulings, and Appeals

## 4.0 DEFINITIONS

None

5.0 POLICY

- 5.1 It is the policy of the Spokane Parks and Recreation Department to provide quality available golf at reasonable and fairly priced rates.

6.0 PROCEDURE

See Appendices

7.0 RESPONSIBILITIES

The Director of Parks and Recreation is responsible for administering this policy and procedure.

8.0 APPENDICES

Golf Division Policy & Operations Manual

APPROVED BY:

\_\_\_\_\_  
City Attorney

\_\_\_\_\_  
Date

\_\_\_\_\_  
Director  
Parks and Recreation

\_\_\_\_\_  
Date

## GOLF DIVISION POLICY & OPERATIONS MANUAL

For Golf Professional / Staff Reference  
Spokane Parks and Recreation Department  
808 West Spokane Falls Boulevard  
Spokane, Washington 99201

### TABLE OF CONTENTS

GOLF DIVISION PURPOSE AND GOALS	4
FACTUAL DATA	<del>45</del>
GOLF SEASON	<del>56</del>
HOURS OF OPERATION	<del>56</del>
REPORTS	6
CLAIMS	6
MEMORIALS AND/OR DONATIONS	6
CHECK COLLECTION GUIDELINES	<del>67</del>
NIGHTLY RECONCILIATION	<del>67</del>
REFUNDS	7
RAIN CHECKS	7
JUNIOR/SENIOR CITIZEN PROOF OF AGE	<del>78</del>
GOLF COURSE RULES	<del>78</del>
HIGH SCHOOL GOLF RULES	10
POLICIES	<del>4012</del>
GOLF LEAGUES	<del>4012</del>
MEN'S AND LADIES' CLUBS	<del>4412</del>
FIVESOMES	<del>4412</del>
PRIVATE GOLF CARTS	<del>4412</del>
CART SPECIFICATIONS	<del>4412</del>
ANNUAL PRIVATE GOLF CART PASS	<del>4413</del>
GOLFERS PLAYING WITHOUT PAYING	<del>4213</del>
FREE GOLF	<del>4213</del>
GOLFERS WITH DISABILITIES	<del>4213</del>
WAIVER OF GOLF FEES	<del>4213</del>
PROMOTING GOLF	<del>4314</del>
TWILIGHT NINE	<del>4314</del>
FEE SCHEDULE FOR NON SCHOOL DISTRICT #81 SCHOOLS	<del>4314</del>
ONLINE TEE TIME RESERVATIONS	<del>4315</del>
GOLF MARSHAL	<del>4415</del>
TOURNAMENTS	<del>4415</del>
TOURNAMENT CHARGING	<del>4415</del>
10 - PLAY <del>CARD</del> PASSES	<del>4416</del>
ADULT/SENIOR <del>DISCOUNT CARDS</del> PLAYER PASSES	<del>4516</del>
ADULT/SENIOR/JUNIOR <del>ANNUAL CARDS</del> LOYALTY PASSES	<del>4516</del>

## GOLF DIVISION PURPOSE AND GOALS

The Golf Division operates as an independent or Enterprise Fund. As such, the Golf Division entirely supports itself and does not depend on monies from the General Fund supported in part by taxpayers.

The Golf Division is responsible for the operation and maintenance of four (4) courses including Downriver Golf Course, Esmeralda Golf Course, Indian Canyon Golf Course and The Creek at Qualchan Golf Course.

The mission of the Golf Division is to provide quality available golf at reasonable and fairly priced rates.

### GOALS:

To increase the Golf Reserve Fund in order to meet the demands of the golfing public.

The Golf Division will work to consistently ensure the highest quality playing conditions while striving to make continual capital improvements to each of the golf courses.

To continually attract new golfers to the game through junior lessons and programs directed by the City Parks and Recreation Program.

To cooperate with related agencies and organizations who promote, stimulate and develop the interest and furtherance of golf with service to the golfing public as the PRIME OBJECTIVE.

To participate in golf-related research studies, projects and professional organizations that provide new, improved concepts and methods in course maintenance and repair.

To provide the highest possible level of personnel efficiency in maintenance and operation at each course.

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#### FACTUAL DATA

Spokane Municipal Golf Courses  
SPOKANE PARKS AND RECREATION  
Director of Parks and Recreation

~~Leroy Eadie~~ Garrett Jones (509) 363-5462 ~~625-6204~~  
808 West Spokane Falls Boulevard  
Spokane, Washington 99201

#### DOWNRIVER GOLF COURSE

Address: North 3225 Columbia Circle  
Telephone: (509) 327-5269  
Professional: Steve Conner  
Superintendent: ~~Roy Cheney~~Ben Nelson (509) 328-0919  
Description: 6,130 Yards- Par 71  
~~Wooded, fairly flat view of river on several holes~~

#### ESMERALDA GOLF COURSE

Address: East 3933 Courtland Avenue  
Telephone: (509) 487-6291  
Professional: ~~Rex Schultz~~Rob Sanders  
Superintendent: ~~Bob Mielke~~Mike Vandervert (509) 483-1889  
Description: 6,319 Yards- Par 70  
~~Flat and fairly open~~

#### INDIAN CANYON GOLF COURSE

Address: 1001 South Assembly ~~and West Drive Rd.~~  
Telephone: (509) 747-5353  
Professional: ~~Gary Lindeblad~~Doug Phares  
Superintendent: ~~Don Nelson~~Josh Harty (509) 838-2301  
Description: 6,255 Yards- Par 71  
~~Very hilly, tight with sand and trees~~

#### THE CREEK AT QUALCHAN GOLF COURSE

Address: 301 East Meadowlane Road Telephone: (509) 448-9317  
Professional: Mark Gardner  
Superintendent: ~~Fred Marchant~~Rob Decker (509) 448-2968  
Description: 5,538-6,599 Yard- Par 72  
~~Heavily bunkered and much water~~

#### GOLF SEASON

Each golf course will be open when it is determined, collaboratively, ~~by the City Golf Manager,~~ the Superintendent, and Golf Professional that play will not damage the course.

#### HOURS OF OPERATION

The golf course and clubhouse will be open during daylight hours during the regular golf season April 1 ~~- thru~~ October 31. In the shoulder season, golf course and clubhouse hours

will be weather dependant. The golf course may be subject to closure any time during periods of extreme inclement weather.

## REPORTS

In case of an accident or injury, a written report must be submitted by golf course personnel to the ~~City Hall Golf Staff~~City Golf Manager within twenty-four (24) hours. Incident reports may be obtained through the Superintendent, Golf Professional, or the City Clerk's Office.

## CLAIMS

All injury claims against the City must be processed through the City Legal Department. Forms may be obtained through the Golf Professional or the City Clerk's Office. The ~~City Hall Golf Manager Golf Staff~~ must be notified of all claims within twenty four (24) hours.

## MEMORIALS AND/OR DONATIONS

Memorials and/or donations will be accepted at the City Golf Courses providing they meet the following requirements:

- (1) memorial or donation requests are made to the Director of Parks and Recreation in writing, including the type of improvement and location;
- (2) the minimum amount of an improvement is \$500.00; and
- (3) no recognition signage may be placed on the improvement. A case located in each clubhouse will list each memorial or donation.

## CHECK COLLECTION GUIDELINES

The Parks and Recreation Department Accounting Office will attempt to collect on returned checks if the check has a current address and telephone number and is properly endorsed.

The Golf Professional will be responsible for payment of checks which were accepted without a current address and telephone number and which were not properly endorsed.

An additional NSF charge beyond the check amount may be added by the City Treasurer's Office and by any collection agency used to collect on the check.



| The Parks and Recreation Department Accounting Office personnel will notify the Golf Professional involved with the additional amount needed to balance the weekly receipts as soon as a returned check is received from the Treasurer's office.

#### NIGHTLY RECONCILIATION

The daily tee sheet must be reconciled EACH night with the daily sales.

## REFUNDS

Once the golf courses open, golf pass and/or cart permit refunds will only be allowed for extended illness or relocation out of the Spokane area and must be approved by the ~~Director of Parks and Recreation~~City Golf Manager. ~~No refunds will be allowed after November 1st for any reason.~~

~~An administrative fee of \$15.00 will be charged for all refunds.~~ The remainder of the refund will be determined by pro-rating the usage of the pass.

Requests for refunds of golf passes and/or cart permits must include the pass or permit and a letter of justification signed and dated. Refunds will not be issued for 10 Play cards. These passes are transferable. Green fees will not be refunded unless approved by the Golf Professional for extenuating circumstances. Rain checks ~~checks~~ may be issued.

## RAIN CHECKS

Rain checks are to be issued to a golfer who has run into unexpectedly poor weather conditions (heavy rain, very unusually high winds, snow) while out on the course and before they have completed over fifty percent (50%) of their paid round or who have been called away from the course due to an unforeseen emergency. Play started during inclement weather will not be issued a Rain Check. Players must pay the current nine hole rate when using a rain check as part of a new 18 hole play. Rain checks are to be used during the season in which they are issued.

## JUNIOR/SENIOR CITIZEN PROOF OF AGE

Seniors are eligible to purchase a pass the calendar year they turn sixty (60) years of age. Junior passes may be purchased ~~until the golfer turns eighteen (18) years of age,~~ ~~or~~ if the golfer is currently enrolled in high school.

## GOLF COURSE RULES

- (1) All golfers must register with the starter or pro-shop and procure a cash register receipt PRIOR to commencing play. Each golfer must show his or her receipt on the course when requested to do so by an authorized employee of the Spokane Parks and Recreation Department or pro shop staff.
- (2) No golfer may begin play at any hole other than the hole designated by the starter or pro-shop. The starting point shall be the first tee unless otherwise directed.

- (3) In order to speed up play, each golfer must possess his or her own set of golf clubs and bag. No sharing of clubs or bags is allowed.
- (4) No golfer may drive balls into golfers in front of him or her on the golf course, or hit a golf ball in any manner that may endanger other players or spectators.
- (5) Slow Play Enforcement:
- |         |   |
|---------|---|
| First:  | Warning to catch up.                      |
| Second: | Asked to pick up golf balls and catch up. |
| Third:  | Asked to leave the course.                |
- (6) Golfers who have holed out must move away promptly and not obstruct the green. A golfer may not play more than one ball to the green. A golfer may not putt more than one ball on the green.
- (7) In order to maintain the golf course in the best possible condition, all golfers must:
- (a) Replace divots.
  - (b) Rake tracks in traps.
  - (c) Repair ball marks on the green.
  - (d) Enter and leave traps at the lowest point.
  - (e) Refrain from wearing shoes with long hobnail spikes, ladies' high-heeled shoes or ripple-soled shoes on the golf course.
- (8) NO ANIMALS are permitted on golf course a premise, which includes but is not limited to the clubhouse and pro-shop, except that service animals may be permitted to assist a golfer.
- (9) Golfers shall not stop between nines.
- (10) Driving range balls must not be removed from the facility.
- (11) Golfers must wear shoes, shirts and shorts or pants while on the course, in the clubhouse and the restaurant.
- (12) Children under the age of ten (10) will not be permitted on the course unless accompanied by an adult. No child under the age of ~~fivesix~~ (56) will be permitted on the playing area of the course. No child under the age of ~~fivesix~~ (56) will be permitted on the hitting area of the driving range unless he or she are directly supervised.
- ~~Age restrictions may be adjusted under the discretion of the Golf Professional. and hitting golf balls themselves. Notice to this effect must be posted at the clubhouse.~~
- (13) The Golf Professional and Professional Staff have the right to refuse playing privileges to anyone who violates these rules, posted golf course rules, or the

accepted rules of golf etiquette.

- (14) Excessive noise, throwing of clubs, use of profane language, or any other offensive behavior will not be permitted on the golf course at any time and may result in expulsion from the course.
- (15) Persons with significant medical disability that inhibits their ability to walk may apply for the use of a handicap flag. This flag on a cart (rental or privately owned) allows a player with a medical disability to drive the cart in areas that are typically considered "no cart" areas as long as the areas are dry, not steeply sloped and are farther than fifteen (15) feet from a putting surface or teeing area. No cart shall ever be driven across a tee or closer than fifteen (15) feet of a green. No cart shall ever be driven between a greenside bunker and a putting surface. Special privileges and responsibilities come with a handicap flag and failure to follow the restrictions listed above will place in jeopardy future granting of the flag privilege.

Only the Professional Staff in the golf shop shall grant the handicap flag privilege, and this privilege will not be unreasonably withheld.

Persons with disabilities requiring the use of a Solo Rider type vehicle in which the game is played in a seated position with a hydraulic seat will be allowed to drive in restricted areas provided the overall course condition is deemed dry enough to support the weight of the vehicle. Only the Professional Staff at the golf course may make this determination.

- (16) Knowledge, respect, and the use of the rules of golf will be expected from all golfers at all times.
- (17) Single players have no standing and must give way to properly constituted groups of players.

~~(18)~~

- (18) Persons will not be permitted on, in, or near the golf course after the hours of closure or after dark without permission of the Golf Professional.

- (19) All golf course rules must be observed at all times.
- (20) Unauthorized vehicles must be removed from golf course parking lots between sunset and sunrise.
- (21) Drinking in public:

Every person who drinks any intoxicating liquor in any public conveyance, except in a compartment or place where sold or served under the authority of a license lawfully issued, may be guilty of a misdemeanor under state law.



No person may possess or consume in any park any liquor, except as specifically authorized by law. Spokane Municipal Code section ~~10.10.040~~12.06A.040

Intoxicating beverages can only be consumed if purchased at the golf course and consumed in accordance with course rules and the Golf Professional's liquor license. Any person caught with alcohol not purchased from the golf course will be asked to leave. The alcohol will not be returned to the owner. A minimum of two (2) employees will witness and document the destruction of the alcohol, which will occur in an administrative area of the facility. A report of the destruction shall be maintained.

#### HIGH SCHOOL GOLF RULES

- (1) It is the responsibility of the coach to assure that the Golf Professionals have a roster of the members for each golf team prior to the team's golf season. Playing privileges are limited to sixteen (16) team members, which include both boys and girls and one (1) coach.
- (2) Each high school will be allowed four (4) tee times, twice per week (the days to be determined by the Golf Professional). The Golf Professional will allow two (2) events per year, which will alternate between the courses. Matches and tournaments will go off the first tee (unless otherwise authorized by the Golf Professional) with a possible fee imposed for match and tournament play.
- (3) For the privilege of using the golf course, each player will be encouraged to volunteer three (3) days per season to assist with golf course maintenance, cleaning and/or improvements.
- (4) Team members must abide by the Spokane Parks and Recreation Department rules if they are to continue with their golf privileges. Any violation will result in immediate loss of golf privileges and possible team sanctions.
- (5) The coach is RESPONSIBLE FOR STARTING his or her team members and supervising their play. The coach must remind all team members to conduct themselves in an adult manner paying particular attention to replacing divots and repairing ball marks.
- (6) The coach must accompany the team to all practice sessions and matches. If the coach cannot be present, the coach must appoint another teacher to take his or her place or the team will not be allowed to practice. It is also advisable that coaches contact the Professionals prior to any meet. Only one (1) coach is allowed playing privileges.
- (7) High school draft golf schedules must be received by ~~August 15 of~~the fall prior to

the upcoming school year for approval. Refer to GSL Joint Use Agreement.-

## POLICIES

### GOLF LEAGUES

Golf league play will be allowed Monday through Friday, with a minimum of twenty (20) people necessary to form a league. The Golf Professional may book leagues prior to 4:00 p.m. during slow periods at his or her discretion.

### MEN'S AND LADIES' CLUBS

The schedule for Any men's clubs or ladies' clubs that play weekly, y during prime must be approved by City Golf Manager and Golf Professional. time will be required to play on

~~the same day. Clubs playing during prime time will be limited to four (4) tournament days throughout the season. (May 1<sup>st</sup> – Labor Day)~~

## FIVESOMES

Fivesomes are allowed solely at the discretion of the Professional. Fivesome restrictions will include, but not be limited to, after 11:00 a.m. on weekends and holidays and require the use of two (2) power carts.

## PRIVATE GOLF CARTS

Privately owned power golf carts owners must pay the current annual Golf Cart Fee or the current Daily Golf Cart fee for nine (9) or eighteen (18) holes to operate on the courses. All golf cart owners must have minimum liability coverage of \$25,000 for the golf cart. Any person caught operating a power golf cart that is unable to furnish a daily receipt or annual golf cart pass on the course will be penalized as follows:

First offense: Payment of normal golf cart fee. Failure to pay this penalty will result in the indefinite suspension of golf privileges at all City Golf Courses.

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Second offense: One (1) year suspension of all golf privileges at all City Golf Courses.

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## CART SPECIFICATIONS

The only vehicles permitted on the golf course apart from those maintenance vehicles deemed necessary and appropriate by the Course Superintendent, will be standard, four (4) wheeled, motor driven golf cart. The cart must be manufactured by a reputable golf cart maker, designed primarily for use as a golf cart on a golf course and shall not be unduly modified as to affect the vehicles' overall safety. Carts with lift kits are strictly forbidden. Additionally, the golf cart must have tires with a flat surface and a minimum tire width of eight (8) inches to prevent undue damage to the course. The Course Professional and/or the Course Superintendent can deny the use of any cart deemed to be dangerous to the riders or that presents an increased risk of turf damage to the golf course. ~~Three (3) wheel carts will NOT be permitted.~~

Any other forms of golf vehicles must be authorized by City Golf Manager, Golf Professional, and Superintendent.

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## ANNUAL PRIVATE GOLF CART PASS

The pass fee will be established each year by the Park Board.

Persons purchasing Annual Private Cart Permits must fill out annual cart permit forms in full, naming the insurance company covering for golf cart liability. The insured and City / Professional must BOTH sign this permit. This must be done each year.

PERMITS MUST BE AFFIXED TO ~~THE LEFT FRONT FENDER OF~~ THE CART. ANY CARTS WITHOUT AN AFFIXED PERMIT WILL BE REQUIRED TO PAY THE DAILY TRAIL FEE.

#### GOLFERS PLAYING WITHOUT PAYING

Anyone caught playing a City course without having first paid appropriate greens fees will be required to pay full green fees immediately. If payment is not made, the golfer will be asked to leave the course. If caught a second time, the golfer will be suspended from play on all City courses for one (1) year. When it is determined that a golfer has not paid adequate green fees, the Golf Professional must notify the ~~City Hall Golf Staff~~Golf Manager so the name of the golfer can be circulated to the other course Professionals.

#### FREE GOLF

Free golf privileges will not be extended to any outside agencies or organizations.

#### GOLFERS WITH DISABILITIES

Golfers with disabilities may be entitled to discounts in accordance with the City of Spokane Administrative Policy and Procedure 1400-12-09.

#### WAIVER OF GOLF FEES

Complimentary golf will be extended to the following:

- (1) P.G.A. and L.P.G.A. Golf Professionals with a current P.G.A. and L.P.G.A. card, Golf Course Superintendents and Assistant Superintendents actively employed. Reservations for Course Superintendents and Assistant Superintendents must be made through the host Superintendent. This will be limited to twice monthly or with special permission of the Golf Professional.
- (2) Golf Course Superintendents and Assistant Superintendents and permanent golf staff while employed by the City. A complimentary golf card will be issued. A complimentary 20 play card will be issued for use by spouses or family members.
- (3) Designated Park and Recreation Department staff as approved by the ~~Director of Parks and Recreation~~Golf Manager.
- (4) The Professional's employees that work at least thirty (30) hours per week and play on the course where they are employed.
- (5) Seasonal golf course employees (names to be given to Professional). Privileges are valid only during non prime time and restricted to the course where they are employed. Prime time is defined as Fridays, Saturdays, Sundays and holidays

before 1:00 p.m.

- (6) Complimentary golf is extended to the spouse and children of the four (4) Golf Professionals. Golf Professionals will be entitled to purchase ~~seventy five~~<sup>fifty</sup> (75~~50~~) Play Passes at twenty five percent (25%) of current fee for promoting the golf course as well as for public relations. A complimentary golf ticket will also be issued for spouses of the Assistant P.G.A. Golf Professionals.
- (7) On special occasions, the ~~Director of Parks and Recreation~~Golf Manager may, in his or her sole discretion, provide a complimentary round of golf when such play is in the best interest of the Golf Division. A complimentary pass will be issued to the person.

#### PROMOTING GOLF

In the spirit of the Purpose and Goals of this Policy & Operations Manual, the ~~Director of Golf Manager Parks and Recreation~~, in his or her sole discretion, may partner with related agencies and organizations to promote and increase rounds of play. In doing so, the ~~Director of Parks and Recreation~~Golf Manager has the ability to reduce green fees up to twenty percent of the current posted rate.

#### TWILIGHT NINE

The Twilight Nine is a discounted nine (9) hole round designed to promote play on slow evenings and to provide a lower-priced option for golf. The days of the week used will be determined by the individual Course Professional.

#### FEE SCHEDULE FOR NON SCHOOL DISTRICT #81 SCHOOLS

Golf teams from non School District #81 high schools, colleges, and universities will be allowed to purchase one hundred (100), one (1) - play passes per competitive season for seventy five percent (75%) of the current years' price of that pass. These passes are good only for practices and/or matches, as the host team is responsible to pay for other team members. Tee times are limited to space available and are to be coordinated with the individual golf professionals. Coaches playing with team members must redeem a one-play pass or pay regular greens fees. One (1) - play pass are to be used during competitive season only. A roster must be submitted to the Course Professional prior to playing season opening.

#### ONLINE TEE TIME RESERVATIONS (All Golf Courses)

Online tee times may be made ~~30~~<sup>7</sup> days in advance as desired at the posted rate and guaranteed with a credit card.

No-shows will be charged the ~~full rate~~current no show fee, including any reserved carts, unless cancelled at least twenty four (24) hours in advance.

Twenty four (24) hours' notice must be given to cancel or make changes to a tee time reservation. Tee times may also be changed or cancelled using the online reservations profile account. If the change or cancellation is not made within twenty four (24) hours, the credit card holder may be held responsible for all players in the group that did NOT show, and charged the no-show fee. If a foursome is booked online and less people will be showing up to play, the reservation should be changed online or by calling the golf course, or the credit card holder will be responsible for paying the no-show fee for each missing player.

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## GOLF MARSHAL

The Golf Marshals shall have the duty of enforcing these rules at all four (4) courses. The Marshals duties include: checking golfers on the course for possession of greens fees and trail fee receipts, ensuring cart passes are affixed to the cart, completing Incident Reports, helping to enforce all rules and regulations including those of golf etiquette, keeping play moving, and reporting to the Golf Professional and/or ~~City Hall Golf Staff~~City Golf Manager, any problems that occur on the ~~c~~Course.

(1) All marshals are required to work TWO 5 hour shifts per week to qualify for golfing privileges.

(2) Unlimited golfing privileges will only be granted at the course in which the marshal works.

(3) Additionally, marshals will be granted twenty (20) plays at the other City golf courses.

## TOURNAMENTS

(1) In order to qualify for the tournament rate on weekends and holidays ~~between 7:00 a.m. and 12:00 p.m.,~~ the group must be a minimum of ~~forty-eight (4048) or more players.~~ ~~(May 1<sup>st</sup>—Labor Day).~~ ~~Monday—Friday and after 12:00 p.m., the group must be a minimum of twenty (20) players.~~

~~(2) Men's and ladies' clubs will be allowed four (4) days of tournaments on the weekends during prime time, 7:00 a.m. —12:00 p.m. (May 1<sup>st</sup>—Labor Day)~~

~~(23)~~ Discount rates for tournaments ~~are limited to Mondays and Tuesdays~~may be offered during slower times of the week.

## TOURNAMENT CHARGING

As a matter of policy, the Park Board may modify greens fees for tournaments up to a fifty percent (50%) reduction in actual greens fees. Normally, there will be no discounts for tournaments unless the tournament meets one (1) or more of the following criteria:

- (1) The tournament is of national significance to Spokane.
- (2) The   -tournament played on a particular course will enhance the course's reputation and increase future business.
- (3) The City invites or hosts a particular tournament.
- (4) The tournament has a major financial impact to the economy of Spokane.

### 10    PLAY PASSES-CARD

Transferable  
Non-refundable  
Expires at the end of the season  
May be used up to four (4) times per day  
Must present card-pass at registercheck in  
These passes are n~~Not~~ valid for pre-booked tournaments

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ADULT/SENIOR\_~~DISCOUNT~~PLAYERS CARDS-PASSES

Non-transferable

Non-refundable

~~Must present ID card at register~~ID may be required at check in

~~These passes are~~is card not valid for pre-booked tournaments

~~Seniors must pay the adult rate prior to 2:00 p.m. Saturdays, Sundays, and~~  
~~\_\_\_\_\_holidays~~

ADULT/SENIOR/~~JUNIOR~~  
ANNUALLOYALTY CARDS-PASSES

Non-transferable

Non-refundable

~~Must present ID card at register~~ID may be required at check in

~~These passes are~~is card not valid for pre-booked tournaments

~~Seniors must pay adult rate prior to 2:00 p.m. Saturdays, Sundays and~~  
~~\_\_\_\_\_holidays~~