

City of Spokane Park Board Golf Committee Meeting

8 a.m. Tuesday, Nov. 10, 2020 WebEx virtual meeting Call in: 408-418-9388

Access code#: 146 899 1560 Password#:RdzU5mPbp86 Mark Poirier – Golf Manager

Committee Members:

Gerry Sperling – Chair Rick Chase Bob Anderson Barb Richey

Notice is hereby given that, pursuant to Gov. Inslee's Proclamation 20-28, dated March 24, 2020, all public meetings subject to the Open Public Meetings Act, Chapter 42.30 RCW, are to be held remotely and that the in-person attendance requirement in RCW 42.30.030 has been suspended until the termination of the COVID-19 State of Emergency or 11:59 p.m. Nov. 9, 2020, whichever occurs first.

The special meeting of the City of Spokane Park Board Golf Committee will be held virtually via WebEx teleconferencing at 8 a.m. Tuesday, Nov.10. The public will be able to listen to the meeting by calling 408-418-9388 and enter the access code 146 899 1560 when prompted. Written public comment may be submitted via email or mail. Comments must be received no later than 1 p.m. Nov 9 by email to mailto:spokaneparks@spokanecity.org or mail to: Park Board Golf Committee, 5th floor City Hall, 808 West Spokane Falls Blvd., Spokane, Washington 99201. Submitted public comments will be presented to committee members prior to the meeting.

Agenda

Call to order - Gerry Sperling

Public comment – Gerry Sperling

Action items:

1. Contract extension for Doug Phares 2021-2025 ~ Jason Conley

Discussion items:

1. Downriver golf course irrigation and storm improvements ~ Nick Hamad

Standing reports:

- 1. Golf marketing report ~ Fianna Dickson
- 2. Golf financial report ~ Mark Poirier
- 3. Superintendents' report ~ Mark Poirier
- 4. What's Happening at the Courses ~ *Mark Poirier*

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. 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



Committee				
Committee meeting date				
Requester			Phone number:	
Type of agenda item	Consent	Discussion	Information	Action
Type of contract/agreement	New	Renewal/extension	Amendment/change order	Other
City Clerks file (OPR or policy #)				
Item title: (Use exact language noted on the agenda)				
Begin/end dates	Begins:	Ends:	0	pen ended
Background/history:	<u> </u>			
Nation wording.				
Motion wording:				
Approvals/signatures outside Parks:	Yes	No		
If so, who/what department, agency or c				
Name:	Email addre	ess:	Phone:	
Distribution: Parks – Accounting Parks – Pamela Clarke Requester: Grant Management Department/Name:				
Fiscal impact: Expenditure Amount:	Revenu	e Budget code:		
Vendor: Existing vendor	New ver	ndor		
Supporting documents: Quotes/solicitation (RFP, RFQ, RFB) Contractor is on the City's A&E Roster - C UBI: Business license exp	ACH Forms (fo	W-9 (for new contractors/consultants/vendors ACH Forms (for new contractors/consultants/vendors Insurance Certificate (min. \$1 million in General Liability)		

Proposal:
Head Golf Professional / Manager
Indian Canyon Golf Course

RFP #4195-15



Doug Phares

PGA Professional

Doug Phares 1653 Swallows Nest Loop Clarkston, WA 99403 (509) 780-3246 dphares18@gmail.com

Please accept this letter and following proposal as an expression of my interest to become the next Head Golf Professional for Indian Canyon Golf Course. As native of Spokane I am intimately familiar with the history and tradition of Indian Canyon Golf Course. I am confident that my experience, education, leadership skills and unique abilities enable me to contribute significantly toward your objectives and lead the Indian Canyon GC back to its rightful level of prominence.

As you go through this proposal you'll sense the enthusiasm and dedication with which I approach my profession. I currently serve as the Head Golf Professional at the Clarkston Golf & Country Club and prior to that I was the Head Golf Professional at Stoneridge Golf Course. Managing two distinctly different facilities has proven to me that providing superior service with friendliness and efficiency leads to success; delivering on those cornerstones begins with a quality staff. For both operations it has been my responsibility to hire, train, and manage all golf shop employees. The qualities I seek from an employee are the same that a customer should expect; energetic, passionate, intelligent, and professional. Throughout the years my staff has been known for their friendly attitudes and providing a fun and happy environment for the members and their guests.

I don't recall the exact words I said to Jason Conley during my facility tour but the sentiment was; "If you don't want this (the Indian Canyon job) then you shouldn't even be in the business". This opportunity to become the next Head Golf Professional at Indian Canyon is the chance of a lifetime and one that I have spent my professional lifetime preparing for. I thank you for your time and consideration and I look forward toward a personal interview during which time we may further discuss my credentials as they relate to your needs.

Sincerely,

Doug Phares PGA

Letter of Submittal

Doug Phares PGA 1653 Swallows Nest Loop Clarkston, WA 99403 509-780-3246 (c) 509-758-7911 (w) 509-758-5838 (h)

dphares18@gmail.com

For more than 22 years I have demonstrated the skills, knowledge and experience to successfully manage a golf facility. I am committed to manage Indian Canyon Golf Course in a manner which will maximize our financial goals without compromising customer satisfaction. This business plan presents my vision, philosophy and strategic initiatives that will reshape the Golf Shop operation, build upon the golf instruction programs, improve the food and beverage operation and develop a cooperative relationship with the City of Spokane and its employees in order to accomplish the promise to restore Indian Canyon Golf Course to its rightful level of prominence.

Mission

We will ensure customer satisfaction by being a professional, friendly and knowledgeable staff and providing a welcome "club like" atmosphere to the operation. Whether our customer is new to the course or one of our regulars we will strive to exceed their expectations and let them know that this is home.

This proposal has been prepared and written entirely by me and by signing below I agree to comply with all terms and conditions set forth in the Request for Proposals #4195-15, unless otherwise agreed by the City, to be

the: **Head Professional / Manager**

> **Indian Canyon Golf Course** 1000 South Assembly Road Spokane, WA 99224.

Doug Phares PGA Sole Proprietor

Date

Technical Proposal

Occupation of the Golf Shop / Strategy

Once the contract is approved by the Park Board I will submit my letter of resignation to the Clarkston G & CC Board of Directors. While I will assume the duties as the Head Golf Professional at Indian Canyon GC immediately I do feel obligated to help Clarkston G & CC work through the transition period. Immediately I plan to temporarily occupy the Indian Canyon Golf Shop as I commute between Clarkson and Spokane. Beginning February 8, 2016 I will permanently occupy the Indian Canyon Golf Shop.

2016 Estimated Occupation Schedule

January

- **15-18** Contact janitorial service & schedule deep clean. Contact Jeff Ellison to solidify the Rosauers Invitational date. Begin search for Lead Assistant and F & B Supervisor. File for location change with the WA State Dept. of Licensing. Negotiate with Gary Lindeblad on equipment, display & furnishings purchase.
- **19-24** Schedule initial weekly meeting with Course superintendent and necessary City staff. Issue the Golf Car Fleet RFP. Formally begin the liquor license process. Advertise for necessary employee positions. Train on the City's revenue collection, distribution and reconciliation procedures.
- **25-31** Formulate opening merchandise plan, obtain logo artwork and submit initial orders. Clear out any left behind items and dispose. Analyze existing internet, network and television provider and determine if there should be a change.

February

- **1-7** Contact event coordinators; confirm & schedule event dates. Contact electrician for Golf Shop and Restaurant lighting needs.
- **8-14** Interview and evaluate employment applicants. Coordinate special event requests. Purchase necessary range supplies including driving range balls.
- **15-21** Extend offers for Lead Assistant, possible PGA Assistants and the F & B Supervisor. Notify successful golf car vendor & formalize the lease/purchase agreement.
- **22-29** City policy & procedure training. Organize and rearrange Golf Shop layout. Mail or otherwise deliver tournament contracts for validation.

March

- 1-6 Lead Assistant and F & B supervisor begin employment. Menu development, analysis of existing kitchen equipment and determine further needs and continue to procurement. Meet with food suppliers i.e. Sysco, URM, etc. Together with staff meet with Indian Canyon groups i.e. Men's & Women's Clubs, Friends of IC, etc.
- **7-13** Finalize 2016 tournament schedule. Organize kitchen and service area and develop service and work flow strategies. Decide on POS or cash register need for restaurant needs only. Employee training.
- **13-20** Procedure implementations. Continue with staffing to achieve necessary level. Prepare for course, driving range & restaurant opening.

Golf Shop Renovation & Improvements

Improvements and renovations the first year will be limited given the relatively brief period between occupation on February 1 and the projected opening date of March 15. While this will preclude any major renovations I will immediately make changes to enhance the appearance and improve the operation of the facility.

Year 1

- Move the Golf Shop Desk: I will move the check in desk from the northwest corner to the northeast corner
 of the Golf Shop so that is nearer the office. This placement of the desk not only opens up the area for
 better flow it also allows for better use of display space.
- **Improve lighting**: The existing fluorescent display lighting will be replaced with new energy efficient lighting that will highlight displays more attractively and reduce operating cost.
- Move the WSGA handicap computer into the Golf Shop: Some people struggle posting scores on the
 computer and require a little help. It would better serve the needs of the customer if the computer were
 located near the people who can assist them, i.e. the Golf Shop. Plus it's a good point of contact to pick up
 any problems, concerns or issues that may need attention or correction.

Years 2 - 5

- Painting: New interior paint. I'll consult with someone who has far better taste than me for the color.
- **Replace the flooring:** The carpet is fairly shabby. One of my priorities will be to replace the flooring with commercial grade carpet that is complimentary with the new paint color.
- **Replace Windows:** Replace the current windows with insulated double pane energy efficient windows which will not only look better but also reduce energy costs.
- **Re-tile the restroom:** We'll replace tile for a more modern clean look.

Restaurant

Under my direction the food and beverage manager/supervisor that I hire will oversee most aspects of the food and beverage operation. Together we will develop a workable menu with recipes and items that promote consistency, facilitate quick delivery, offer a superior product and include healthy alternatives for those that don't want the standard golf course fare.

It is my belief that every restaurant should offer a signature item for which they're renowned. Whether our signature item will be something similar to the Olympic or Silverado "Billy Burger", or something with Louisiana flair such as a fried oyster or fried shrimp Po'boy or a Jamaican chicken sandwich; whatever it is, it will definitely be something memorable and unique. With a convenient location only minutes from downtown, a friendly and welcoming environment and available outdoor seating with a "million dollar" view the Indian Canyon restaurant will be the place to meet for breakfast, lunch or an early evening bite to eat. Our dedication to provide great service and great food will make the Indian Canyon restaurant a popular stop.

Clubhouse & Restaurant Renovations

Year 1

- Improve lighting: The natural light that flows into the clubhouse is great but there are many areas of the building that should be better lit especially near the northeast entrance and walkway.
- Equipment purchasing: I'll evaluate the existing equipment and negotiate with Gary Lindeblad and purchase any that is acceptable and necessary. Decisions concerning new equipment will be decided upon with input from the Food & Beverage Supervisor.
- **Wi-Fi and USB:** I'll ensure that the Wi-Fi signal we provide is adequate and secure. Plentiful areas for our customers to charge their devices while visiting us is also a nice touch.
- **Televisions**: You may find it hard to believe but golfers, especially male golfers, like to watch TV while enjoying a meal or beverage before or after their round. Although the restaurant area is a bit awkward due to divided spaces and a low ceiling I will figure out the placement for the sizes of televisions that can be accommodated.
- Clean, Clean: During my tour of the building it was unmistakable that there has been some neglect towards cleanliness. I'll immediately employ a professional cleaning service for the initial deep clean this restaurant desperately needs. The hood fan exhaust system will need to be steam cleaned before opening; there are professional teams that provide this.

Years 2 - 5

- Equipment purchases: I will continue to add equipment to upgrade the operation and work with the City for major capital additions such as the completion of a walk in refrigerator and/or freezer for better storage to accommodate increased capacity.
- Improve the flow: As the food & beverage supervisor and I progress through the first year we'll look at any aspect of renovation to improve seating along with traffic, order and food prep flow for better efficiency.
- Energy efficient windows and lighting: To help reduce utility costs and conform with modern standards

 I plan on coordinating with the city to replace these items.
- Removal of the carpet: Along the entrance between the main building and the deck the surface is uneven as it seems that the carpet was installed over the original stone walkway. Once exposed I'll determine whether it's best to leave the stone walkway as is or level it and again carpet the area. Barring any safety concerns with people slipping my preference is to leave the exposed stone floor.

Washington State Business License / Washington State Liquor License

Once I am awarded the contract to become the Head Professional / Manager of Indian Canyon Golf Course I will begin the process of obtaining a Washington State Liquor License. I have been in contact with the Washington State Liquor Control Board and obtained the licensing packet. The initial requirement is that the applicant have a Washington State Business License; I am licensed as a Sole Proprietor in the State of Washington. The next step is to submit the application and continue the process communicating through an assigned an agent. The licensing process normally takes 60-90 days. From my discussions with the Liquor Control Board representative I learned that that the process has slowed recently; worst case scenario I would expect the license to be approved no later than April 15, 2016.



BUSINESS LICENSE

Sole Proprietorship

Unified Business ID #: 602 015 736 Business ID #: 1

Location: 1

DOUGLAS EDWARD PHARES T & T GOLF 1676 ELM ST CLARKSTON WA 99403

TAX REGISTRATION INDUSTRIAL INSURANCE UNEMPLOYMENT INSURANCE

LICENSING RESTRICTIONS: Not licensed to hire minors without a Minor Work Permit.

REGISTERED TRADE NAMES: T & T GOLF

This document lists the registrations, endorsements, and licenses authorized for the business named above. By accepting this document, the licensee certifies the information on the application was complete, true, and accurate to the best of his or her knowledge, and that business will be conducted in compliance with all applicable Washington state, county, and city regulations.

Recruitment & Training of Staff

Golf Shop: The first visual impressions to a customer are made in the parking lot and the golf shop or restaurant but their initial evaluation will be made through their interaction either by phone or in person with a staff member. My immediate intention is to hire a Lead Assistant Professional and have him or her in place and begin employment March 1. The Lead Assistant will assist with developing the operational plan, instruction programs and personnel for the 2016 golf season. Requirements I'll be seeking are:

- Minimum 3 years experience, preferably at an active municipal golf course
- Current PGA Member or at minimum a PGA Apprentice progressing towards membership
- Teaching experience with players and groups of all abilities
- Tournament management experience

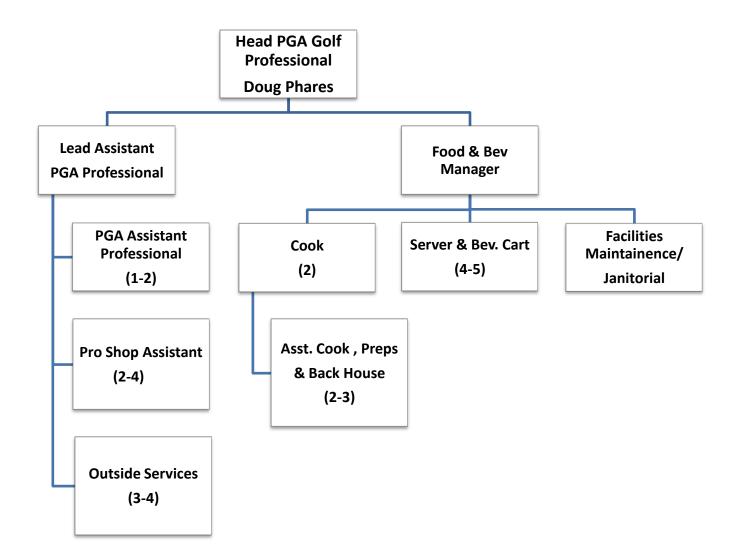
Once hired, the Lead Assistant and I will begin the process of filling out the rest of the Golf Shop staff. Staffing for this department will consist of a minimum of 2 PGA affiliated professionals and 2-4 shop assistants. Existing employees, former employees and PGA JobFinder are the resources to recruit for these positions.

Restaurant Staff: The requirement for the position of Food & Beverage Manager is to have at least 5 years of supervisory experience in a related or comparable food and beverage operation. Experience with budgeting, ordering and hiring will be weighed heavily. To recruit for this position I will rely on some area contacts I have and by advertising locally through the classifieds section of the Spokesman Review and Craigslist. The schedule for interviewing and hiring additional personnel and the job descriptions and requirements for cooks and servers will be decided upon once the Food & Beverage Supervisor position has been filled.

Once our staff needs have been filled I'll schedule a seminar with the Washington State Liquor Control Board to educate all employees on the state liquor laws and compliance with those laws.

I have an employee manual that I use for Clarkston G &CC. I'll tailor this manual specifically for Indian Canyon and incorporate existing City Policy, our current golf rates and the state liquor law compliance. As soon as these changes have been made, the manual will be available for review.

Indian Canyon Organizational Chart



Job Descriptions

ASSISTANT GOLF PROFESSIONALS

- > Thorough understanding of overall operation
- Oversee golf staff to assure proper performance
- > Teach individual lessons in addition to group lessons and golf clinics
- Conduct junior golf program
- Order merchandise as necessary including stock and special orders
- Assist with inventory and maintain inventory records
- Spread hospitality, good will among all customers
- Conduct Club Tournaments
- Play with members and work on golf game
- Progress through the PGA membership program
- ➤ Help keep shop neat and clean
- Sell merchandise
- ➤ Keep golf shop supplies current; scorecards, starting sheets, tees, pencils, etc.
- Keep counter area neat, clean and well organized

SHOP ASSISTANTS

- Spread hospitality, good will among customers
- Perform in accordance with daily procedures
- Keep shop neat and clean daily
- Sell merchandise
- Proper maintenance of handicap computer including timely transmission of scores
- Check in merchandise when it arrives

OUTSIDE SERVICES

When you come on duty check with pro shop staff first!

- Pick up <u>all</u> range balls and baskets from the range. Wash golf balls and store them in the range bin.
- Wash all golf carts, use the designated area and park them for next day rental. As you are washing carts check fuel level and fill as necessary
- > Report any damage to a cart to the pro shop staff person on duty immediately
 - Each cart has a file that corresponds with its number. This file is kept to document any service or repair to that car, it is vital that we record all of the pertinent data.
- Empty all trash cans in and around the pro shop and clean spike boxes
- Pick up debris and trash from the golf shop area
- Before leaving the premises make sure that the pro shop staff person knows you are leaving

Rental Golf Car Fleet: I have experience owning and managing a rental fleet. I own, manage and maintain a rental fleet of 20 golf cars at Clarkston G & CC. Frequently we host events that need more cars than my fleet allows, accommodating these events requires securing outside rental car fleets and borrowing member carts. I have spoken with Pete Trudeau from Pacific Golf & Turf and based upon his recommendation I plan to obtain 72 new golf cars for rental, one beverage/refreshment cart for sales and one caged utility vehicle for the range. Having a sufficient size rental fleet will allow the freedom to charge rental for carts on a per seat basis rather than a per car basis which is fairer for the customer.

During my time at Clarkston G & CC I have purchased golf car fleets through Club Car and Bennett Golf Cars and EZ-Go cars through Pacific Golf & Turf. My established credit history allows me to finance this golf car lease and take advantage of the attractive lease or purchase options available through the financial arm of whichever dealer I would choose. Immediately following the award of contract for this position I will submit an RFP to these golf car dealers and distributors.

E-Z GO / Textron

Pacific Golf & Turf 14625 SE Stark St. Portland, OR 97233

Club Car

Golf Cars Etc. 14902 E. Sprague Spokane, WA 99216

Yamaha

Northwest Golf Cars 7001 East Trent Ave. Spokane Valley, WA 99212

REQUEST FOR PROPOSAL

RFP Number: # IC-2016

Description: Provide financing alternatives for the purchase or lease of 72 new gasoline engine rental

fleet golf cars, 1 gasoline engine Refreshment/Beverage car and 1 caged utility range

vehicle.

Due Date: FRIDAY FEBRUARY 12, 2016

Doug Phares PGA Head Professional

Indian Canyon Golf Course 1000 South Assembly Road

Spokane, WA 99224

Purpose: As the new Head Golf Professional at Indian Canyon Doug Phares Golf is initiating this

RFP to solicit proposals to provide the rental car fleet and one beverage/refreshment

car.

Scope: Indian Canyon Golf Course is a municipal course owned by the City of Spokane. Head

Professional Doug Phares will provide the rental fleet and will receive the revenue derived from their use. The golf course is very hilly; consequently the rental fleet must

be sufficient to accommodate the large demand.

Indian Canyon averages (2010-2014)
Plays per year: 31,500
Cart rental revenue: \$228,443

Schedule for Procurement:

Issue of request: January 19, 2016
Proposals Due: February 8, 2016

Evaluation Period: February 9, 2016-February 14, 2016

Approval of Proposal: February 15, 2016
Golf Car Delivery Period: March 15-April 1, 2016

Technical Aspects of the Proposal:

- 1. Financing options i.e. Lease vs. Purchase and financing rates through your corporation
- 2. Available GPS Tracking hardware & software for pace of play monitoring
- 3. Cart detailing and numbering
- 4. Split Windshields Tinted or Clear
- 5. USB outlets

Doug Phares Head PGA Professional (509) 780-3246 dphares18@gmail.com

Merchandise

The presentation of the Golf Shop is often where the first impression of the operation from a customer is made so it is important that the Golf Shop is well stocked, attractive, well organized and clean so that the first impression is the best impression. Golfers expect a quality product when they come to play Indian Canyon, the Golf Shop should represent that quality.

While I have prepared many annual buying and merchandising plans my initial buying plan for the Indian Canyon Golf Shop will likely be an "open to buy" plan. I have more than 30 open vendor accounts that are all in good standing which will adequately meet my inventory needs and I intend to have Golf Shop fully stocked by May 1. As I become more familiar with the event schedule, the clientele and everyday operations I'll be able to formulate more detailed plans in the future.

Despite the challenge of a limited clientele due to CG&CC being a private operation and the limited shop space of 850 square feet we have operated a successful Golf Shop operation. A large part of our success is due to the fact that we actively foster customer loyalty by providing an attractive variety of merchandise, offering a price match option for special not in stock orders and constant member communication through the monthly newsletter, social media and text messages.

Clarkson G & CC Golf Shop Revenue (2011-2015)

	2015 (10/31/15)	2014	2013	2012	2011
Merchandise	\$ 98,774.86	\$ 109,368.34	\$ 103,622.20	\$ 109,278.25	\$ 112,325.49
Cart Rental	\$ 26,544.55	\$ 25,891.03	\$ 35,140.59	\$ 28,880.52	\$ 26,029.26
Driving Range	\$ 20,506.72	\$ 19,199.79	\$ 17,811.44	\$ 19,024.33	\$ 14,755.96
Services	\$ 7,129.97	\$ 5,059.96	\$ 5,434.68	\$ 7,200.76	\$ 7,796.00
Gross Sales	\$ 152,956.10	\$ 159,519.12	\$ 162,008.91	\$ 164,383.86	\$ 160,906.71

Doug Phares - Active Vendor Accounts

<u>Company</u>	<u>Phone</u>	Sales Rep.	<u>Cell</u>	<u>email</u>
Apparel				
Ahead	508-985-9898	Brian Dickson	425-221-5223	bdicksonsales@gmail.com
Antigua	800-562-9777	Grant Holcomb	503-539-4369	golfholc@comcast.net
Black Clover	801-716-4477	Chuck Berkeley	206-914-5115	cberke9891@msn.com
Cobra/Puma	800-917-3300	Dave Curtis	425-327-9560	d5golf@comcast.net
Cutter & Buck	508-985-9898	Brian Dickson	425-221-5223	bdicksonsales@gmail.com
Foot Joy	800-225-8500	Lloyd Putnam	801-550-5152	<u>Lloyd_Putnam@acushnetgolf.com</u>
Gear	800-255-1065	Joey Esh	208-790-1019	jesh@gearforsports.com
Loft 8	877-885-6388			
Mizuno	800-333-7888	Cody Faught	208-280-3063	cody.faught@mizuonousa.com
Nike	800-922-6453	Scott Stephens	208-772-5667	scott.stephens@nike.com
Page & Tuttle	800-527-3830	Andy Hollister	208-954-9819	ahollister@pga.com
Sun Mountain	800-227-9224	Grant Holcomb	503-539-4369	golfholc@comcast.net
Under Armour	800-669-3181	Joey Esh	208-790-1019	jesh@gearforsports.com
Equipment				
Adams	800-622-0609			
Callaway	800-228-2767			
Cleveland Golf	800-999-6263			
Mizuno	800-333-7888	Cody Faught	208-280-3063	cody.faught@mizuonousa.com
Ping	800-528-0650	Van Vandenberg	208-866-1005	vanv@ping.com
Titleist	800-225-8500	Brad Racine	774-200-1114	<pre>brad_racine@acushnetgolf.com</pre>
Wilson	800-562-01100			
Accessories				
Bag Boy/Datrek	800-955-2269	Chuck Berkeley	206-914-5115	cberke9891@msn.com
Bushnell	800-221-9035	Sally Schmitz	206-715-2155	salgolf@comcast.net
Don Martin	800-443-4844	Chuck Berkeley	206-914-5115	cberke9891@msn.com
Easy Picker	800-641-4653	Chris Foss	800-641-4653	chrisf@easypicker.com
Pelzer	800-537-3700	Craig Pelzer	503-656-0666	craig@pelzergolf.com
Pro Active Sports	800-369-8642			
Sky Caddie	866-759-4653	Kevin Burnett	425-260-3064	kevinburnettgolf@aol.com
St. Andrews	219-879-1000			
Footwear				
Adidas	800-888-2582	Kim Ponti	206-619-4223	kimberly_ponti@tmag.com
Ecco	800-886-3226	Peter Steffenson		pcgolfsales@comcast.net
Foot Joy	800-225-8500	Lloyd Putnam	801-550-5152	<u>Lloyd_Putnam@acushnetgolf.com</u>
New Balance	978-378-3434	Chuck Berkeley	206-914-5115	cberke9891@msn.com
Golf Balls				
Bridgestone	800-358-6319	Robert Su	425-408-3205	rsu@bridgestonegolf.com
Callaway	800-228-2767			
Srixon	800-999-6263			
Titleist	800-225-8500	Brad Racine	774-200-1114	<pre>brad_racine@acushnetgolf.com</pre>
Wilson	800-622-0444			

Driving Range

Operation: The Indian Canyon driving range is a fantastic facility that offers a premium area for practicing, learning and teaching. I will begin with an inventory of 12,000 golf balls and add to that total as necessary. I'll offer 4 different basket sizes for range balls so that there is a size that fits every need. The range will be open seasonally or for maintenance as determined by the course superintendent. The hours of operation will be from when the Golf Shop opens or the frost clears and closes an hour before sunset in order to pick up the balls. The size of the Indian Canyon driving range requires a 5 gang picker unit propelled by utility cart. I will also provide bag stands, club and ball washers and visible clocks will be moved daily to fit the tee line determined by the superintendent.

In order to alleviate the tediousness of just a place to hit balls, the range should be made more interesting than a field of grass with some yardage signs. Adding unique yardage specific targets that present a game like setting to promote a little fun and friendly competition will make a visit to the range more interesting. A few examples would be some water targets that splash when hit, funnel type nets to catch wedge shots or a football upright type of setup to hit balls through. Another idea I'd like to initiate would be to conduct "Big Break" type competitions which will certainly draw more interest and activity to the range especially to the younger set. Throughout the season we'll also schedule some "Watch it fly before you buy" Demo Days where various manufacturers allow their equipment to be tried.

Outbuilding: The driving range outbuilding will be the center for instruction, club fitting & repair and swing analysis. During busy times this operation will be staffed or supervised by the assistant professionals and shop assistants to monitor safety and ensure that the golfers are hitting from the correct stations. We'll have portable seating available for those that need a break to rest or just to get out of the sun or rain and for team meetings or golf seminars. The teaching studio will have equipment for recording swings, monitors to view and software for digital analysis. If it is more convenient for the superintendent, an area will be available to store the sand and seed mixture that is used to fill in divots made by the driving range customers.

Relationship Building - Course Superintendent & Grounds Crew (City of Spokane employees)

The ultimate goal is to return Indian Canyon Golf Course to its past greatness, to attain that goal all of us involved in the operation must work as a team. I must say that during the 2015 season Fred has made tremendous progress on his part. I know Fred and I have no doubt that together we will be a great team. In my current position at Clarkston G & CC I formally meet with our course superintendent Mike Waisanen once per week and less formally as often as our schedules allow and I would like to continue that type of arrangement with Fred. These meetings and talks ensure the communication that is essential for a smooth operation. I need to be aware of any special course conditions or restrictions and he needs to know our event schedule and any special considerations that an event may require.

Golf Course Employee Perks & Incentives

All Indian Canyon employees, regardless of the employer, will be treated to the same benefits and governed by the same rules. All employees will receive a designated discount on meals (while on shift), golf equipment & apparel, golf lessons and cart rentals; range balls will be provided at no charge. Access to and conduct on the golf course will be subject to City of Spokane rules and regulations.

Off Season Activities / Non Traditional Revenue

The Indian Canyon GC and Clubhouse offers an ideal venue for weddings, meetings & conferences or seminars and holiday parties. Seasonally and on a limited basis we can rent areas on the golf course for wedding ceremonies. Gaining approval from the City and coordinating with the superintendent for this type of use for the golf course will be requested. During the season we can also offer meeting room space in the Clubhouse for rent and during the off season we can offer rental of the entire Clubhouse.

Weddings: The setting on and the views from the Indian Canyon GC grounds are unmatched. A wedding would require rental of at least part of the course. A wedding would need to be scheduled at times to preclude any negative impact on green fee revenue and to ensure that any disruption of play would be minimal. Scheduling around regular operations does present a challenge but it is something I have experienced many times at Clarkston G & CC. Some of the methods we would employ to accommodate the special requirements are to: reroute golf traffic, change starting tees or for very large events, offer public "shotgun starts" to clear a large block of time.

Meetings / Seminars: During the golf season the east room of Clubhouse provides an ideal year round space for moderate size meetings or small seminars. During the off season the entire Clubhouse would be available. The food and beverage supervisor and I will develop different hosting options from water and coffee only, breakfast or lunch and of course golf after the meeting or seminar if times are available.

Holiday Parties: We will be able to accommodate small to medium sized holiday parties. The food and beverage supervisor and I will develop offerings and different menu options for these parties and gatherings. Decorations, lighting and other holiday displays will be provided by the Golf Professional.

Clubhouse Apartment Options:

Available Immediately:

Apartment: Maintaining the space as an apartment as it is currently being used would require very little structural change just some simple updates and deep cleaning. This option provides for the benefit of year round occupation of the building and reporting of any security, vandalism or other issues such as water leaks or burst pipes. The limitation of this option is that the only access is available inside the Clubhouse and up through a narrow staircase. For security purposes the renter pool would be limited to employees. Without any improvements I foresee rent being \$500 per month.

Employee break room, meeting changing room or wedding/bridal prep area: This alternative would also require little or no structural change and while it offers convenience and a private area for eating or changing, it offers little potential revenue.

Future Alternatives:

- ➤ Bed & Breakfast: We could use the space to offer stay and play packages. It would require an almost complete renovation of the space, the installation of an exterior entrance and furnishings. The space can easily accommodate 4 occupants and the onsite restaurant will satisfy any dining needs. This would be a fairly ambitious undertaking as it would be quite expensive. This option does offer the potential for the highest possible return. I'd recommend that the rental be \$150 per night which would not include golf, cart rental or meals.
- Executive Suite: Similar to the Bed & Breakfast option in the fact that the space would need to be renovated and an exterior entrance would need to be installed. It would be an incredible venue to host visiting dignitaries or reach an agreement with a company like Clearwater Paper and rent to their transitional executives. Rent for a furnished executive suite such as this would be \$150 per night, \$750 per week or \$2500 per month.

Management Proposal

PGA Professional

1653 Swallows Nest Loop Clarkston, WA 99403 / (509)780-3246 / dphares18@gmail.com

Skills

22 years as Head Golf Professional / PGA Member since 1993
Well versed knowledge of both Private and Public Operations
Extensive Budgeting experience / Expert in all facets of Tournament Operations
Excel with Member Relations and Retention / Outstanding Customer Service & Staff Training

Professional Experience

Head Golf Professional 2000 – Present

Clarkston Golf & Country Club, Clarkston, WA

An 18-hole private member-owned country club governed by a Board of Directors and its' president. There are 240 memberships playing 23,000 rounds annually with a merchandise concession in excess of \$100,000 annually.

- Developed a tiered membership program in 2002 which led to a 40% increase from 2002 to 2007
- Responsible for preparation, implementation and tracking of the Golf Shop and Swimming Pool budget.
- Hire, train, supervise and control payroll for all Golf Shop and Outside Services staff.
- Schedule and coordinate all golf tournaments with the Board of Directors and all department heads
 - Created the Men's Assoc. weekly Tuesday, Thursday, Saturday & Sunday events for more than 100 players each week
 - 14 corporate events generating more than \$40,000 in outside income from guest fees alone
 - o Administrate our Men's and Women's Invitational's as well as our Memorial and Labor Day couples
- Create the Clubs' Monthly Newsletter and update social media and website content
- Own and operate the golf cart rental fleet
- Reorganized and revised club rules and regulations and responsible for enforcement of those rules.
- Provide, schedule and organize all player development programs, golf lessons and junior golf program.

Head Golf Professional 1994 – 1999

Stoneridge Golf Course, Blanchard, ID

A privately owned 18-hole daily fee course where I reported directly to the off-site General Manager. The course averaged 24,000 rounds per year and an merchandise concession of \$70,000

- Increased on average an 8% increase in green fees each year from 1995-1999.
- Hired, supervised and managed all Golf Shop and Outside Services personnel
- Responsible for preparation, implementation and tracking of the Golf Course revenue budget
- Developed and implemented annual merchandise buying plans
- Initiated and developed the plan for the new driving range. I coordinated construction with the course superintendent and supervised all phases of the project.

Formal Education

Recreation Management / Business Marketing: Eastern Washington University, Cheney, WA

References

Attached

Instruction: I have been a golf teacher for more than 26 years. From 1989-1994 I worked at Twin Lakes Village, Downriver GC and The Creek at Qualchan GC under the tutelage of Head Professional Mark Gardner; it was during these 6 years that my philosophy of teaching was developed. At both city operations there was a very active instruction program where we offered junior golf lessons, adult "city lessons", Gonzaga & SFCC golf classes, various other instructional clinics and of course individual or couples private lessons. From 1995-2015 I have been a Head Golf Professional; 1995-1999 at Stoneridge GC and 2000-present at Clarkston G & CC. Throughout this time I have improved upon my teaching credentials and have been responsible for developing and directing our instructional schedule. Some of the programs we offer include junior golf camps, Get Golf Ready, Walla Walla CC golf classes, beginning and intermediate clinics and CHS golf team school workshops. I recently installed an indoor hitting bay at Clarkston G & CC for winter instruction. Maintaining a healthy golf instruction program is vital to the success of a golf operation. Not only is it important to develop new golfers it is essential that we retain our current golfers.

Men: Men generally prefer individual instruction more than group instruction and most often look for instruction on a spur of the moment "I've got to fix this" basis which is why it is important to have teaching staff readily available so we can capture that opportunity of convenience. Due to their more competitive outlook or perhaps time constraints men tend to rely upon playing rather than instruction or practicing to improve, that is why it's important to offer a more stimulating environment for the practice areas.

Women: Unlike men, women are generally more socially motivated to play the game. Women are eager for instruction and while some do well in an individual setting, most flourish within a group setting. In addition to the existing programs like "City Lessons" and "Get Golf Ready" classes we will offer clinics for our different ladies groups as well as for those that don't yet participate in those groups.

Juniors: For the juniors that are seeking an introduction into golf we will schedule clinics to cover different aspects of the game over select Saturdays in May and June. The clinics can be stand alone but they will also dovetail into our junior camp. Scheduled for the first week after school is released, the Indian Canyon Junior Camp will offer separate sessions for the beginning/introductory and the intermediate skill levels. The Junior Camp can also serve as a feeder program into the PGA Junior League. Using a fun team format The PGA Junior League promotes having fun while providing an introduction into competitive golf. For advanced and higher skilled juniors the WJGA is available; I've been an enthusiastic supporter of the WJGA and my courses have hosted several sub-district events.

Retention

Since 2011 the Indian Canyon Men's Club has decreased from 94 players to 64 players while the Women's Club has remained steady with 32 members. My aim is to increase these participation levels and cultivate a more active and vibrant Men's and Women's Club culture. It's essential that we promote a feeling of loyalty, ownership and belonging and help our customers choose to make Indian Canyon their home.

Entry Golfers: The greatest barrier that holds back the lesser skilled or introductory player is comfort. We need to help eliminate the intimidation factor and make them more comfortable by providing more pertinent golf education in regards to rules, etiquette and play. Additionally we'll display better signage and foster effective communication in order to better instruct and inform them. Once they feel confident about what to do, how to do it and where to go they're comfortable. Golf tends to be more of a social outlet to this group so adding fun alternative formats will add some appeal and hopefully lead to more interest.

Intermediate Golfers: This group is the semi-regular player. They play a moderate amount and the main barriers that preclude them from playing more and becoming a member are not having an established golfing relationship and time. For this group we'll provide a welcoming environment and offer some programs to catch their interest. At Clarkston we had great success by establishing regular times and groups that are open for all to play. We also held evening league play and on certain days had the Golf Shop staff arrange the pairings for a team competition; that really helped integrate players and eliminated the barriers of finding someone to play with cliquishness. We can combat the time obstacle by making the practice range more interesting and fun. This will encourage those that may want to play but are short on time, even if they only have an hour or so they can still come down and enjoy a golf experience.

Members/Competitive Players: These are the people that already identify Indian Canyon as home and it's important that we keep them here. Providing a familiar and friendly environment, presenting an interesting tournament schedule and other competitive alternatives are the keys to keep this group satisfied. We'll provide weekday skins games or league play, weekend individual or team games in addition to holding some mixed events. Generally there are more competitive avenues for men than women but it is vital that we don't ignore these competitive based women as they are our core base. I've conducted many women's events at Clarkston G & CC and providing positive support of these tournaments has been crucial to my relationship with them.

What I'm really after is to make people want to come to Indian Canyon and spend their recreation time here. I don't want them here only because the course is great or that the location is convenient; I want them choose Indian Canyon because they like being treated well, treated fairly and that they're welcome here. I want them to love coming to the golf course. To me, that's what it's all about, if they like what you do and how you do it they're going to come back and once you've got them coming back, don't let them go.



Derek Sprague, PGA President

Paul Levy, PGA Vice President

Suzy Whaley, PGA secretary

Allen Wronowski, PGA Heroday President

Peter Reverous Chief Executive Office:

Darrell Crell Chief Operating Officer

Kerry Heigh Clief Championships Officer November 18, 2016

10443700 Mr. Douglas E. Phares, PGA 1655 Swallows Nest Loop Claricston, WA 99403

Dear Mr. Phares:

This letter is to confirm that through June 30, 2016, you are a PGA Professional in good standing.

Please contact this office if you have questions / concerns about this or any other PGA membership matter. The Membership Services Department staff can be reached by calling 800-474-2776.

Sincerely,

Katie Velotta

Membership Services

Indian Canyon Organization Chart & Responsibilities

Cooks

Assist with menu development, order management, back of house supervision, daily operations, inventory management & control Food & Beverage Supervisor Servers Menu development, scheduling & Daily sales, inventory management, staffing, employee training, product stocking, daily determine restaurant and work flow reconcilliation, event setup and tear design,, order management, event down coordination, inventory control & **Doug Phares Head** record keeping Professional Employee staffing & training, event scheduling & organization, weekly **Janitorial** & monthly reconcilliation of all payments due to the City, establish Nightly clean up, general & enforce policy , meet with Men's maintainence & Women's Clubs & create tournament schedule, City employee relations Lead Assistant/Assistants PGA & Shop **Outside services** Scheduling, event organization, golf Instruction & player development Range cleanup and set up, golf cart programs, daily operations & cleaning, fueling & staging reconcilliation, directly supervise outside pesonnel, cart maintenance recording

Related Contracts: Below are the contracts I have had during the past 5 years that pertain to this position:

Name Type Date

PNC Equip. Finance 995 Dalton Ave.

Cincinnati, OH 45203 800-559-2755

Cart Purchase #144451000 May 2011-May 2014

Clarkston G & CC

Employment Golf Professional

March 1, 2000-Present

1676 Elm Street Clarkston, WA 99403 Contact: **Judy Stewart** 509-758-2546

References

Jim Naslund 2550 Reservoir Road Clarkston, WA 99403 208-791-4187 naslunddisposal@hotmail.com

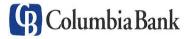
Mr. Naslund is the current President of the CG&CC Board of Directors and as I report to the Board directly he is my immediate supervisor. I have worked with Jim on the Naslund Disposal Labor Day Couples Tournament as his company is the major sponsor.

> Mike Henry 945 Riverview Drive Clarkston, WA 99403 208-791-9747 mdhenry@cableone.net

Mr. Henry serves on the CG&CC Board of directors and is the Secretary/Treasurer. I work closely with Mike on revenue and budgeting issues for the Club. Mike and his wife Helen are very active members and participate in many of the events that we conduct.

> **Mark Gardner** 301 E. Meadowlane Road Spokane, WA 99224 (509) 230-9156 gards@comcast.net

I got my start as a golf professional at Twin Lakes Village GC working for Mark. I was employed by Mark at each of the 3 facilities that he has served as the Head Golf Professional. From 1991-1993 at Downriver and in 1994 at The Creek at Qualchan I was employed as the Lead Assistant Professional.



Documentation: Subject to execution of satisfactory loan documentation to include a credit

agreement, security documentation, and all other items customary for

financing such as the arrangements herein proposed.

Expenses:

The Borrower is responsible for all closing and administrative costs, including

but not limited to the appraisal & review, credit reports, recording, title insurance, and legal fees incurred, whether or not the loan closes.

SUBJECT TO: This proposal is subject to the following:

• Final approval based on a full analysis of the borrower's current financial information.

Analysis of Indian Canyon historical tax records and financial statements.

NOTICE TO BORROWER: ORAL AGREEMENTS, PROMISES OR COMMITMENTS TO: (1) LOAN MONEY, (2) EXTEND CREDIT, (3) MODIFY OR AMEND ANY TERMS OF A LOAN, (4) RELEASE ANY GUARANTOR, (5) FOREBEAR FROM ENFORCING REPAYMENT OF A LOAN OR THE EXERCISE OF ANY REMEDY UNDER THE LOAN DOCUMENTS, OR (6) MAKE ANY OTHER FINANCIAL ACCOMMODATION RELATING TO A LOAN ARE ALL UNENFORCEABLE UNDER WASHINGTON LAW.

The above Term Sheet is not meant to be, nor should it be construed as, a commitment to lend, or an attempt to define all the terms and conditions of the financing proposal. Rather, it is intended only to set forth the basic points of the terms and conditions of our loan. Columbia Bank would be willing to discuss any changes or modifications in the loan that you feel would provide beneficial.

Thank you for the opportunity to provide you with this proposal. If you have any questions or concerns, please call me at 509-758-8660

Sincerely.

Kyle D. Conklin

Commercial Banking Officer

Revenue Sharing

Revenue Sharing

I propose that revenue shared between Doug Phares the PGA Head Golf Professional at Indian Canyon GC and the City of Spokane to be distributed as follows:

Category	City %	Golf Professional %
Practice Range	1%	99%
Rental Carts	1%	99%
Golf Shop Merchandise Sales	1%	99%
Food & Beverage Sales	0%	100%
Green Fees	100%	0%
Professional Lessons	0%	100%
City Lessons	50%	50%
Facility Rental – Off season	40%	60%

To determine a baseline for 2016 and projected growth I used the following criteria:

Practice Range: I again took the average revenue of the middle 3 years of the last 5 to begin 2016 and projected a 2.5% increase each year.

Golf Cart Rental: Past history shows that the golf cart rental revenue is roughly 40% of that for green fees so that is the formula I followed. Budgeted growth is tied to increased green fees.

Golf Shop Sales: Again I have taken the average revenue total of the middle 3 years, discarding the high and the low year. I have determined that a more robust 5% growth rate is possible in this category.

Green Fees: From last five years I discarded the high and low and averaged the 3 middle revenue years to reach the \$598,000 forecast for 2016; I have budgeted a 2.5% annual increase.

Golf Lessons: The city lesson revenue was \$3750 in 2014, the highest figure over the previous 5 years. I assumed that from this point forward that figure will be the minimum collected, I budgeted no increase.

Facility Rental: I began with a figure of \$4000, an average of \$500 per month for April-December of 2016 which is essentially the apartment rental at \$500 per month, in 2017 the beginning budget calls for \$6000 taking into account 12 months rental income. From 2017 forward I have projected a 10% annual increase for this item, however if we are successful scheduling parties and weddings I expect significant growth. I propose a 40% City, 60% Golf Professional split for this item, additional off-season building rental fees will be split the same way.

Golf Course Rental: This will be revenue collected for rental of the golf course for weddings. While I think it has great potential for revenue I'll need to investigate the possibility further. I'll need input from the course superintendent on the matter. You'll notice that I have listed the revenue as TBD. I would propose a 1% share to the Golf Professional and 99% share to the City.

Indian Canyon 5-Year Revenue Budget City Share

(All Revenue is net of taxes)

Povenue Catagoni	2016	2017	2018	2019	2020	0/
Revenue Category	2016	2017	2018	2019	2020	%
Projected Number of Rounds (2.5% annual increase)	31,500	32,288	33,095	33,922	34,770	
Practice Range	\$ 690.00	\$ 707.25	\$ 707.25	\$ 707.25	\$ 707.25	1%
Rental Carts - City	\$ 2,392.00	\$ 2,451.80	\$ 2,513.10	\$ 2,575.92	\$ 2,640.32	1%
Lessons-City	\$ 1,875.00	\$ 1,875.00	\$ 1,875.00	\$ 1,875.00	\$ 1,875.00	50%
Pro Shop Sales	\$ 930.00	\$ 976.50	\$ 1,025.33	\$ 1,076.59	\$ 1,130.42	1%
Annual Passes	\$ 10,954.68	\$ 15,691.74	\$ 21,769.89	\$ 22,637.06	\$ 18,460.97	100%
Green Fees (Annual 2.5% Increase)	\$ 598,000.00	\$ 612,950.00	\$ 628,273.75	\$ 643,980.59	\$ 660,080.11	100%
Private Cart Fees	\$ 3,182.18	\$ 5,673.61	\$ 5,998.39	\$ 6,263.41	\$ 6,783.26	100%
Facility Rental Income Net - City (Apartment, Parties, etc.)	\$ 1,600.00	\$ 2,400.00	\$ 2,640.00	\$ 2,640.00	\$ 2,640.00	40%
Golf Course Rental - Weddings, etc City's	Unknown	Unknown	Unknown	Unknown	Unknown	99%
	\$ 651,123.86	\$ 675,013.40	\$ 697,897.39	\$ 715,677.88	\$ 729,087.44	
Golf Professional						
Revenue Category	2016	2017	2018	2019	2020	%
Practice Range (Annual 2.5% incease)	\$ 69,000.00	\$ 70,725.00	\$ 70,725.00	\$ 70,725.00	\$ 70,725.00	100%
Practice Range - Pro's	\$ 68,310.00	\$ 70,017.75	\$ 70,017.75	\$ 70,017.75	\$ 70,017.75	99%
Rental Carts - Gross	\$ 239,200.00	\$ 245,180.00	\$ 251,309.50	\$ 257,592.24	\$ 264,032.04	100%
Rental Carts - Pro's	\$ 236,808.00	\$ 242,728.20	\$ 248,796.41	\$ 255,016.32	\$ 261,391.72	99%
Lessons-City	\$ 3,750.00	\$ 3,750.00	\$ 3,750.00	\$ 3,750.00	\$ 3,750.00	50%
Lessons-City - Pro's	\$ 1,875.00	\$ 1,875.00	\$ 1,875.00	\$ 1,875.00	\$ 1,875.00	50%
Pro Shop Sales (Annual 5% increase)	\$ 93,000.00	\$ 97,650.00	\$ 102,532.50	\$ 107,659.13	\$ 113,042.08	100%
Pro Shop Sales - Pro's	\$ 92,070.00	\$ 96,673.50	\$ 101,507.18	\$ 106,582.53	\$ 111,911.66	99%
Facility Rental Income Gross (Apartment, Parties, etc.) 10% increase	\$ 4,000.00	\$ 6,000.00	\$ 6,600.00	\$ 6,600.00	\$ 6,600.00	100%
Facility Rental Income Net - Pro's (Apartment, Parties, etc.)	\$ 2,400.00	\$ 3,600.00	\$ 3,960.00	\$ 3,960.00	\$ 3,960.00	60%
Golf Course Rental - Weddings, etc Pro's	unknown	unknown	Unknown	Unknown	Unknown	1%
	\$ 401,463.00	\$ 414,894.45	\$ 426,156.33	\$ 437,451.60	\$ 449,156.13	



November 13, 2015

City of Spokane

Re: Indian Canyon Golf Course - Dong Phares

Insurance for Golf Pro

To Whom it May Concern:

Wheat and Associates is the current Insurance Agency that insures Gary Lindeblad (active PGA Professional for Indian Canyon Golf Course). Doug Phares has contacted our agency to inquire about insurance, as he is applying for the position of Golf Professional at Indian Canyon. We have reviewed the requirements and have markets available that can provide the limits of insurance the City of Spokane is requesting of the new Golf Professional Position. We are ready and willing to provide the General Liability and Professional Liability Insurance if the position is awarded to Mr. Doug Phares.

Should Mr. Doug Phares be hired, we will immediately begin working on the insurance you have requested along with the additional coverage he will need for his property and restaurant exposure.

The requirement for Workers Compensation will need to be procured from Washington State Department of Labor and Industries.

If you have any questions regarding this insurance, please do not hesitate to give us a call at (509) 922-2937.

Sincerely,

Patrick McNamara Account Manager

> PO Box 3548, Spolsane, WA 99220 1306 N. Post, Spolsane, WA 99201 509-922-2937/1-600-733-1786/Fax: 509-922-4103

> > www.velicatinsurance.com

Addendum #1



CITY OF SPOKANE - PURCHASING

808 W. Spokane Falls Blvd.

Spokane, Washington 99201-3316

(509) 625-6400

November 11, 2015

ADDENDUM NO. 1

Bid #4195-15 Head Golf Professional/Manager for Indian Canyon Golf Course

Enclosed please find the construction plans for the Indian Canyon Golf Course buildings.

Thea Prince

Purchasing

Thea Prince

PLEASE NOTE: A SIGNED COPY OF THIS ADDENDUM MUST BE SUBMITTED WITH YOUR PROPOSAL, OR THE

PROPOSAL MAY BE CONSIDERED NON-RESPONSIVE.

•	The undersigned acknowledges receipt of	this Addendum.
Compa	ny	
Authori	ized Signature	