



## **Spokane Park Board Golf Committee**

8:00 a.m. Tuesday, Apr. 11, 2023

**In Person:** Tribal conference room  
1<sup>st</sup> floor lobby City Hall, 808 W. Spokane Falls Blvd.  
Spokane WA 99201

### **WebEx virtual meeting:**

Call in: 408-418-9388 Access code: 2488 956 4854  
Mark Poirier – Golf Manager

### **Committee Members:**

Nick Sumner – Chair  
Gerry Sperling  
Bob Anderson  
Barb Richey

The Golf Committee meeting will be held in-person in the Tribal conference room, 1<sup>st</sup> floor lobby City Hall, 808 W. Spokane Falls Blvd. and virtually via WebEx at 8:00 a.m. Tuesday, Apr. 11, 2023. Committee members, staff, presenters and the public still have the option to participate virtually via WebEx during all meetings.

The public may listen to the meeting by calling 408-418-9388 and entering access code **2488 956 4854**, when prompted.

Written public comment may be submitted via email or mail. Comments must be received no later than 12 p.m. Apr. 10 by email to: [spokaneparks@spokanecity.org](mailto:spokaneparks@spokanecity.org) or mail to: Spokane Park Board, 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** – Nick Sumner

**Public comment** – Nick Sumner

### **Action items:**

1. [Spirit Pruners, LLC. Change Order #2 / Downriver Golf Course Forest Health Management \(\\$9,350.00 plus tax\)](#) – Nick Hamad

### **Discussion items:**

1. Golf course openings/conditions – Mark Poirier
2. Golf show – Mark Poirier
3. 2<sup>nd</sup> Assistant superintendent hiring progress – Mark Poirier

### **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. Individuals requesting reasonable accommodations or further information may call, write, or email Human Resources at 509.625.6383, 808 W. Spokane Falls Blvd, Spokane, WA, 99201; or [dross@spokanecity.org](mailto:dross@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>	April 11, 2023		
<b>Requester</b>	Nick Hamad	<b>Phone number:</b> 509.363.5452	
<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/ext.	<input type="radio"/> Lease <input checked="" type="radio"/> Amendment/change order <input type="radio"/> Other
<b>City Clerks file</b> (OPR or policy #)	OPR 2023-0033		
<b>Item title:</b> (Use exact language noted on the agenda)	Spirit Pruners, LLC. change order # 2 / Downriver Golf Course forest health management (\$9,350.00 plus tax)		
<b>Begin/end dates</b>	Begins: 02/01/2023	Ends: 06/01/2023	<input type="checkbox"/> Open ended
<b>Background/history:</b> Downriver Golf Course forest health management change order #2 adds additional grinding & disposal of woody tree debris located on Downriver Golf Course.			
<b>Motion wording:</b> Move to approve Spirit Pruners, LLC. public works contract for the Downriver Golf Course forest health management project in the amount of \$9,350.00 plus tax.			
<b>Approvals/signatures outside Parks:</b> <input checked="" type="radio"/> Yes <input type="radio"/> No If so, who/what department, agency or company: Name: Kelly Chadwick Email address: k@spiritpruners.com Phone: 509.979.3496			
<b>Distribution:</b> Parks – Accounting Parks – Sarah Deatrach Requester: Nick Hamad Grant Management Department/Name: Thea Prince Mark Poirier			
<b>Fiscal impact:</b> <input checked="" type="radio"/> Expenditure <input type="radio"/> Revenue Amount: \$9,350.00 plus tax Budget code: 1400			
<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 checked="" 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: 604374569 Business license expiration date: 11/30/23 <input type="checkbox"/> Insurance Certificate (min. \$1 million in General Liability)			

**CITY OF SPOKANE  
PARKS AND RECREATION DEPARTMENT  
CHANGE ORDER NO. 2**

NAME OF CONTRACTOR: SPIRIT PRUNERS, LLC.

PROJECT TITLE: DOWNRIVER GOLF COURSE FOREST HEALTH  
MANAGEMENT PROJECT

CITY CLERK CONTRACT NUMBER: OPR 2023-0033

=====

<u>DESCRIPTION OF CHANGE:</u>	<u>AMOUNT:</u>
Add chipping/grinding of additional city tree debris on Downriver golf course	\$ 9,350.00

=====

**TOTAL AMOUNT: \$ 9,350.00**

<b>CONTRACT SUM (EXCLUDE SALES TAX)</b>	
ORIGINAL CONTRACT SUM (INCLUDE ALTERNATES)	\$302,000.00
NET AMOUNT OF PREVIOUS CHANGE ORDERS	\$ 0,000.00
CURRENT CONTRACT AMOUNT	\$390,650.00
CURRENT CHANGE ORDER (EXCLUDES SALES TAX)	\$ 9,350.00
<b>REVISED CONTRACT SUM</b>	<b>\$400,000.00</b>

<b>CONTRACT COMPLETION DATE</b>	
ORIGINAL CONTRACT COMPLETION DATE	February 22, 2023
CURRENT COMPLETION DATE	February 22, 2023
<b>REVISED COMPLETION DATE</b>	<b>March 3, 2023</b>

Contractor's Acceptance: \_\_\_\_\_ Date: \_\_\_\_\_

City Approval: \_\_\_\_\_ Date: \_\_\_\_\_

Attest: \_\_\_\_\_ City Clerk

Approved as to form: \_\_\_\_\_ Assistant City Attorney



5605 E. Seltice Way Post Falls, ID 83854

Phone: 208-765-6794 Fax: 208-765-6135

Spirit Pruners  
 Kelly Chadwick  
 720 North Crochran  
 Spokane, WA 99201

# Invoice

Date	Invoice #
2/24/2023	35699

Due Date
3/11/2023

Item	Quan...	Description	Rate	Amount
SALES GRINDIN...	16	Down River Golf Course Grinder Hours	850.00	13,600.00
SALES GRINDIN...	41	Down River Golf Course Trucking Hours	170.00	6,970.00
SALES GRINDIN...	7	City Of Spokane Grinder Hours	850.00	5,950.00
SALES GRINDIN...	20	City Of Spokane Truck Hours	170.00	3,400.00
<div style="border: 1px solid red; padding: 5px; display: inline-block;"> <p>\$9,350.00+tax extra cost for chipping of City Debris.</p> </div>				
<b>Total</b>				\$29,920.00

Please Remit Payment To:

Cannon Hill Industries, Inc.  
 5605 E Seltice Way  
 Post Falls, ID 83854

<b>Balance Due</b>	\$29,920.00
<b>Total Balance</b>	\$29,920.00

**Payment Terms are Net 15 days.**  
**Past due balances are subject to 1.5% finance charges monthly.**

# 2023 Annual YOY Golf Comparison Report

[Return to Agenda](#)

## ROUNDS

	DOWNRIVER			ESMERALDA			INDIAN CANYON			QUALCHAN			CITY HALL			TOTALS		
	2023	2022	DIFF	2023	2022	DIFF	2023	2022	DIFF	2023	2022	DIFF	2023	2022	DIFF	2023	2022	DIFF
<b>COUNT</b>																		
REGULAR ROUND	\$ 491	823	(333)	251	725	(474)	0	385	(385)	44	853	(809)	0	0	0	786	2,786	(2,001)
DISCOUNT ROUND	\$ 601	730	(129)	423	1,080	(657)	0	489	(489)	154	1,030	(876)	0	0	0	1,178	3,329	(2,151)
MULTI-PLAY ROUND	\$ 119	134	(15)	76	158	(82)	0	91	(91)	61	326	(265)	0	0	0	256	709	(453)
OTHER ROUND	\$ 56	122	(66)	78	87	(9)	0	68	(68)	46	234	(188)	0	0	0	180	511	(331)
<b>TOTAL</b>	<b>1,267</b>	<b>1,809</b>	<b>(543)</b>	<b>828</b>	<b>2,050</b>	<b>(1,222)</b>	<b>0</b>	<b>1,033</b>	<b>(1,033)</b>	<b>305</b>	<b>2,443</b>	<b>(2,138)</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>2,400</b>	<b>7,335</b>	<b>(4,936)</b>
<b>REVENUE</b>																		
REGULAR ROUND	\$ 12,350	\$ 16,864	\$ (4,513)	\$ 6,792	\$ 18,521	\$ (11,729)	\$ -	\$ 11,188	\$ (11,188)	\$ 790	\$ 22,598	\$ (21,809)	\$ -	\$ -	\$ -	\$ 19,932	\$ 69,171	\$ (49,239)
DISCOUNT ROUND	\$ 13,091	\$ 13,404	\$ (313)	\$ 9,681	\$ 24,092	\$ (14,410)	\$ -	\$ 11,587	\$ (11,587)	\$ 4,587	\$ 24,047	\$ (19,460)	\$ -	\$ -	\$ -	\$ 27,359	\$ 73,130	\$ (45,771)
MULTI-PLAY ROUND	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 347	\$ 2,008	\$ (1,660)	\$ -	\$ -	\$ -	\$ 347	\$ 2,008	\$ (1,660)
OTHER ROUND	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>TOTAL</b>	<b>\$ 25,441</b>	<b>\$ 30,267</b>	<b>\$ (4,827)</b>	<b>\$ 16,473</b>	<b>\$ 42,612</b>	<b>\$ (26,139)</b>	<b>\$ -</b>	<b>\$ 22,776</b>	<b>\$ (22,776)</b>	<b>\$ 5,724</b>	<b>\$ 48,653</b>	<b>\$ (42,929)</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 47,638</b>	<b>\$ 144,308</b>	<b>\$ (96,671)</b>

## PASSES

	DOWNRIVER			ESMERALDA			INDIAN CANYON			QUALCHAN			CITY HALL			TOTALS		
	2023	2022	DIFF	2023	2022	DIFF	2023	2022	DIFF	2023	2022	DIFF	2023	2022	DIFF	2023	2022	DIFF
<b>COUNT</b>																		
DISCOUNT PASS	\$ 443	423	20	167	285	(118)	25	150	(125)	100	575	(475)	33	208	(175)	768	1,641	(873)
SEASON PASS	\$ 12	7	5	10	15	(5)	7	5	2	5	11	(6)	1	5	(4)	35	43	(8)
OTHER PASS	\$ 1	10	(9)	115	142	(27)	0	2	(2)	5	12	(7)	8	19	(11)	129	184	(56)
<b>TOTAL</b>	<b>456</b>	<b>440</b>	<b>16</b>	<b>292</b>	<b>442</b>	<b>(150)</b>	<b>32</b>	<b>157</b>	<b>(125)</b>	<b>110</b>	<b>598</b>	<b>(488)</b>	<b>42</b>	<b>232</b>	<b>(190)</b>	<b>932</b>	<b>1,868</b>	<b>(937)</b>
<b>REVENUE</b>																		
DISCOUNT PASS	\$ 35,180	\$ 30,867	\$ 4,313	\$ 14,040	\$ 21,219	\$ (7,180)	\$ 2,671	\$ 12,048	\$ (9,377)	\$ 7,248	\$ 35,325	\$ (28,077)	\$ 2,237	\$ 11,978	\$ (9,741)	\$ 61,376	\$ 111,438	\$ (50,062)
SEASON PASS	\$ 19,496	\$ 11,447	\$ 8,048	\$ 15,351	\$ 22,237	\$ (6,886)	\$ 9,320	\$ 7,851	\$ 1,469	\$ 5,921	\$ 15,746	\$ (9,825)	\$ 1,930	\$ 4,211	\$ (2,281)	\$ 52,018	\$ 61,491	\$ (9,474)
OTHER PASS	\$ 285	\$ 1,930	\$ (1,645)	\$ 6,009	\$ 6,469	\$ (461)	\$ -	\$ 219	\$ (219)	\$ 1,425	\$ 2,851	\$ (1,425)	\$ 2,209	\$ 2,941	\$ (732)	\$ 9,929	\$ 14,411	\$ (4,482)
<b>TOTAL</b>	<b>\$ 54,961</b>	<b>\$ 44,244</b>	<b>\$ 10,717</b>	<b>\$ 35,399</b>	<b>\$ 49,926</b>	<b>\$ (14,526)</b>	<b>\$ 11,991</b>	<b>\$ 20,119</b>	<b>\$ (8,127)</b>	<b>\$ 14,594</b>	<b>\$ 53,921</b>	<b>\$ (39,327)</b>	<b>\$ 6,376</b>	<b>\$ 19,130</b>	<b>\$ (12,754)</b>	<b>\$ 123,322</b>	<b>\$ 187,340</b>	<b>\$ (64,018)</b>

## CART FEES

	DOWNRIVER			ESMERALDA			INDIAN CANYON			QUALCHAN			CITY HALL			TOTALS		
	2023	2022	DIFF	2023	2022	DIFF	2023	2022	DIFF	2023	2022	DIFF	2023	2022	DIFF	2023	2022	DIFF
<b>COUNT</b>																		
PRIVATE CART FEE & PERMIT	\$ 32	54	(22)	24	54	(30)	1	17	(16)	17	60	(43)	0	0	0	74	185	(111)
PRO CART FEE	\$ 476	708	(232)	369	989	(620)	0	535	(535)	122	1,097	(975)	0	0	0	967	3,329	(2,362)
<b>TOTAL</b>	<b>508</b>	<b>762</b>	<b>(254)</b>	<b>393</b>	<b>1,043</b>	<b>(650)</b>	<b>1</b>	<b>552</b>	<b>(551)</b>	<b>139</b>	<b>1,157</b>	<b>(1,018)</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1,041</b>	<b>3,514</b>	<b>(2,473)</b>
<b>REVENUE</b>																		
PRIVATE CART FEE & PERMIT	\$ 3,571	\$ 7,011	\$ (3,440)	\$ 3,206	\$ 3,358	\$ (151)	\$ 275	\$ 1,803	\$ (1,528)	\$ 4,156	\$ 7,885	\$ (3,729)	\$ -	\$ -	\$ -	\$ 11,209	\$ 20,057	\$ (8,849)
PRO CART FEE	\$ 85	\$ 138	\$ (53)	\$ 122	\$ 305	\$ (183)	\$ -	\$ 201	\$ (201)	\$ 23	\$ 201	\$ (178)	\$ -	\$ -	\$ -	\$ 230	\$ 845	\$ (615)
<b>TOTAL</b>	<b>\$ 3,656</b>	<b>\$ 7,149</b>	<b>\$ (3,493)</b>	<b>\$ 3,328</b>	<b>\$ 3,663</b>	<b>\$ (335)</b>	<b>\$ 275</b>	<b>\$ 2,004</b>	<b>\$ (1,729)</b>	<b>\$ 4,179</b>	<b>\$ 8,086</b>	<b>\$ (3,907)</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 11,439</b>	<b>\$ 20,902</b>	<b>\$ (9,464)</b>

## BUCKET OF BALLS

	DOWNRIVER			ESMERALDA			INDIAN CANYON			QUALCHAN			CITY HALL			TOTALS		
	2023	2022	DIFF	2023	2022	DIFF	2023	2022	DIFF	2023	2022	DIFF	2023	2022	DIFF	2023	2022	DIFF
<b>COUNT</b>	\$ 574	785	(211)	465	890	(425)	0	1,611	(1,611)	177	1,474	(1,297)	0	0	0	1,216	4,760	(3,544)
<b>REVENUE</b>	\$ 58	\$ 73	\$ (15)	\$ 111	\$ 183	\$ (72)	\$ -	\$ 326	\$ (326)	\$ 17	\$ 136	\$ (119)	\$ -	\$ -	\$ -	\$ 186	\$ 717	\$ (532)

## FACILITY IMPROVEMENT FEE

	DOWNRIVER			ESMERALDA			INDIAN CANYON			QUALCHAN			CITY HALL			TOTALS		
	2023	2022	DIFF	2023	2022	DIFF	2023	2022	DIFF	2023	2022	DIFF	2023	2022	DIFF	2023	2022	DIFF
<b>COUNT</b>	\$ 1,526	1,999	(473)	949	2,196	(1,247)	30	1,017	(987)	307	2,492	(2,185)	38	219	(181)	2,850	7,923	(5,073)
<b>REVENUE</b>	\$ 11,087	\$ 11,544	\$ (457)	\$ 6,978	\$ 13,787	\$ (6,809)	\$ 697	\$ 6,352	\$ (5,655)	\$ 2,712	\$ 16,319	\$ (13,607)	\$ 697	\$ 2,482	\$ (1,785)	\$ 22,172	\$ 50,485	\$ (28,313)

## REVENUE SUMMARY

	DOWNRIVER			ESMERALDA			INDIAN CANYON			QUALCHAN			CITY HALL			TOTALS		
	2023	2022	DIFF	2023	2022	DIFF	2023	2022	DIFF	2023	2022	DIFF	2023	2022	DIFF	2023	2022	DIFF
Lessons	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
MISC REVENUE	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>TOTAL REVENUE</b>	<b>\$ 95,202</b>	<b>\$ 93,277</b>	<b>\$ 1,925</b>	<b>\$ 62,291</b>	<b>\$ 110,171</b>	<b>\$ (47,880)</b>	<b>\$ 12,964</b>	<b>\$ 51,577</b>	<b>\$ (38,613)</b>	<b>\$ 27,225</b>	<b>\$ 127,115</b>	<b>\$ (99,890)</b>	<b>\$ 7,073</b>	<b>\$ 21,612</b>	<b>\$ (14,539)</b>	<b>\$ 204,756</b>	<b>\$ 403,752</b>	<b>\$ (198,997)</b>

## Golf Fund - March 2023



	Adopted Budget 2023	2023 Adopted Budget Balance	2022 March Actual	2023 March Actual	2022-2023 Monthly Difference	2022 YTD Actual	2023 YTD Actual	2022-2023 YTD Difference	2022 YTD % Of Budget	2023 YTD % Of Budget	YOY % Change
<b>Revenue</b>											
Program Revenue	\$ 4,300,901	\$ 4,124,674	\$ 332,995	\$ 175,606	\$ (157,389)	\$ 344,256	\$ 176,227	\$ (168,029)	8.82%	4.10%	-4.72%
Pre-Sale Revenue		\$ (174,793)			\$ -	179,426	174,793	\$ (4,632)			
Facility Improvement Fee	\$ -		\$ 47,937	\$ 21,383	\$ (26,554)	\$ 65,878	\$ 33,161	\$ (32,717)			
Other Transfers-In	\$ -	\$ -			\$ -						
<b>Total Revenue</b>	<b>\$ 4,300,901</b>	<b>\$ (3,916,720)</b>	<b>\$ 380,932</b>	<b>\$ 196,989</b>	<b>\$ (183,943)</b>	<b>\$ 589,559</b>	<b>\$ 384,181</b>	<b>\$ (205,378)</b>	<b>15.10%</b>	<b>8.93%</b>	<b>-6.16%</b>
<b>Expenditures</b>											
Salaries and Wages	\$ 1,791,522	\$ 1,228,867	\$ 66,624	\$ 73,451	\$ (6,826)	\$ 169,202	\$ 192,210	\$ (23,008)	11.91%	13.53%	1.62%
Personnel Benefits	\$ 323,037	\$ 283,520	\$ 25,367	\$ 26,544	\$ (1,177)	\$ 72,134	\$ 77,207	\$ (5,073)	20.00%	21.40%	1.41%
Supplies	\$ 410,750	\$ 323,152	\$ 26,974	\$ 15,093	\$ 11,881	\$ 35,868	\$ 21,868	\$ 14,001	10.40%	6.34%	-4.06%
Services and Charges	\$ 1,053,068	\$ 947,590	\$ 34,305	\$ 34,220	\$ 86	\$ 81,828	\$ 64,586	\$ 17,241	8.08%	6.38%	-1.70%
Interfund Payments	\$ 297,677	\$ 195,511	\$ 26,216	\$ 42,688	\$ (16,472)	\$ 62,514	\$ 72,076	\$ (9,562)	23.36%	26.94%	3.57%
<b>Subtotal Op. Expense</b>	<b>\$ 3,876,054</b>	<b>\$ 3,448,108</b>	<b>\$ 179,487</b>	<b>\$ 191,995</b>	<b>\$ (12,508)</b>	<b>\$ 421,546</b>	<b>\$ 427,946</b>	<b>\$ (6,401)</b>	<b>12.37%</b>	<b>11.04%</b>	<b>-1.33%</b>
Capital Outlay	\$ 410,000	\$ 155,200					\$ 254,800	\$ (254,800)		62.15%	62.15%
Transfers Out		\$ -									
<b>Total Expenditures</b>	<b>\$ 4,286,054</b>	<b>\$ 3,603,308</b>	<b>\$ 179,487</b>	<b>\$ 191,995</b>	<b>\$ (12,508)</b>	<b>\$ 421,546</b>	<b>\$ 682,746</b>	<b>\$ 261,201</b>	<b>10.81%</b>	<b>15.93%</b>	<b>5.12%</b>
<b>Net Gain/(Loss)</b>	<b>\$ 14,847</b>		<b>\$ 201,445</b>	<b>\$ 4,994</b>	<b>\$ (196,451)</b>	<b>\$ 168,014</b>	<b>\$ (298,565)</b>	<b>\$ (466,579)</b>			

<b>* Beginning Fund Balance</b>	<b>\$ 316,004</b>
Less 7% Reserve	\$ (300,024)
<b>Beginning Year Reserves</b>	<b>\$ 15,980</b>
YTD Change in Cash	\$ (298,565)
<b>YTD Available Cash</b>	<b>\$ (282,585)</b>

\* 2023 Beginning Fund Balance does not include the FIF reserve of \$2,004,790

# Facility Improvement Fee - March 2023



	2022 March Actual	2023 March Actual	2022-2023 Monthly Difference	2022 YTD Actual	2023 YTD Actual	2022-2023 Monthly Difference
<b>Revenue</b>	47,937	21,383	\$ (26,554)	65,878	33,161	\$ (32,717)
<b>Debt Service Expense</b>			\$ -			\$ -

<b>Beginning Fund Balance</b>	<b>\$ 2,004,790</b>
<b>YTD Revenues</b>	<b>\$ 33,161</b>
<b>YTD Debt Service Payments</b>	<b>\$ -</b>
<b>YTD Cash Balance</b>	<b>\$ 2,037,951</b>