



Spokane Park Board Golf Committee

8:00 a.m. Tuesday, Dec. 12, 2023

In Person: Conference Room "C"

The Hive, 2904 E. Sprague Ave. Spokane WA 99202

WebEx virtual meeting:

Call in: 408-418-9388 Access code: 2493 658 4747

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 Conference Room "C", The Hive, 2904 E. Sprague Ave. Spokane WA 99202. and virtually via WebEx at 8:00 a.m. Tuesday, Dec. 12, 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 **2493 658 4747**, when prompted.

Written public comment may be submitted via email or mail. Comments must be received no later than 1 p.m. Dec. 12 by email to: 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. [Golf professional Steve Conner Exhibit B \(section 7.2\) contract amendment/Downriver golf course](#) – Mark Poirier

Discussion items:

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 dmooss@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	Golf	Committee meeting date: 12/12/2023	
Requester	Mark Poirier	Phone number: 625-4653	
Type of agenda item	<input type="radio"/> Consent <input type="radio"/> Discussion <input type="radio"/> Information <input checked="" type="radio"/> Action		
Type of contract/agreement	<input type="radio"/> New <input type="radio"/> Renewal/ext. <input type="radio"/> Lease <input checked="" type="radio"/> Amendment/change order <input type="radio"/> Other		
City Clerks file (OPR or policy #)	OPR 2019-0940		
Master Plan Goal, Objective, Strategy (Click HERE for link to the adopted plan)	Maintain and Care	Master Plan Priority Tier: first (pg. 171-175)	
Item title: (Use exact language noted on the agenda)	Golf professional Steve Conner Exhibit B (section 7.2) contract amendment/Downriver golf course.		
Begin/end dates	Begins: 01/01/2023	Ends: 12/31/2024	<input type="checkbox"/> 06/01/2525
Background/history:			
<p>Exhibit B (section 7.2) allows for revenue sharing with the golf professional, based on a 10-year average of course rounds. For years 2020, 2021, and 2022 the 10-year average was calculated at 44,000 rounds (existing contract language). Contract requires a recalculation of average rounds for years 4 & 5.</p> <p>The revised 10-year average is calculated at 44,900 rounds, for years 2023 and 2024.</p> <p>For calendar years 2023-2024 the Golf professional, Steve Conner, will receive revenue sharing based on the revised 10-year average of 44,900 paid rounds of golf at Downriver golf course.</p>			
Motion wording:			
To approve golf professional Steve Conner Exhibit B (section 7.2) contract amendment/Downriver golf course.			
Approvals/signatures outside Parks: <input checked="" type="radio"/> Yes <input type="radio"/> No			
If so, who/what department, agency or company:			
Name: Steve Conner		Email address: sconner@spokanecity.org	Phone: 509-993-6859
Distribution:			
Parks – Accounting			
Parks – Sarah Deatrich			
Requester: Mark Poirier			
Grant Management Department/Name:			
Fiscal impact: <input type="radio"/> Expenditure <input type="radio"/> Revenue			
Amount:		Budget code:	
Vendor: <input checked="" type="radio"/> Existing vendor <input type="radio"/> New vendor			
Supporting documents:			
<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 checked="" type="checkbox"/>	UBI: 601-432-842 Business license expiration date: 12/31/23	<input type="checkbox"/>	Insurance Certificate (min. \$1 million in General Liability)

Golf Fund - November 2023



	Adopted Budget 2023	2023 Adopted Budget Balance	2022 November Actual	2023 November 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
Revenue											
Program Revenue	\$ 4,300,901	\$ (1,233,520)	\$ 6,867	\$ 26,743	\$ 19,876	\$ 5,232,657	\$ 5,534,421	\$ 301,764			
Pre-Sale Revenue		\$ (174,793)			\$ -	179,426	174,793	\$ (4,633)			
Facility Improvement Fee	\$ -		\$ (793)	\$ (3,794)	\$ (3,002)	\$ (795,767)	\$ (831,596)	\$ (35,829)			
Other Transfers-In	\$ -	\$ -			\$ -						
Total Revenue	\$ 4,300,901	\$ 576,717	\$ 6,074	\$ 22,948	\$ 16,875	\$ 4,616,316	\$ 4,877,618	\$ 261,302	118.22%	113.41%	-4.81%
Expenditures											
Salaries and Wages	\$ 1,139,022	\$ (70,559)	\$ 66,220	\$ 87,414	\$ (21,194)	\$ 733,113	\$ 866,786	\$ (133,673)	113.00%	108.86%	-4.14%
Temp/Seasonal	\$ 652,500	\$ 105,866	\$ 41,001	\$ 40,776	\$ 225	\$ 532,317	\$ 518,984	\$ 13,333	85.19%	83.06%	-2.13%
Personnel Benefits	\$ 323,037	\$ (70,407)	\$ 29,691	\$ 41,416	\$ (11,725)	\$ 401,318	\$ 431,134	\$ (29,816)	111.25%	119.52%	8.27%
Supplies	\$ 410,750	\$ (102,099)	\$ 7,391	\$ 14,531	\$ (7,140)	\$ 393,176	\$ 447,119	\$ (53,943)	113.96%	129.59%	15.63%
Services and Charges	\$ 1,053,068	\$ (137,253)	\$ 43,775	\$ 93,854	\$ (50,078)	\$ 904,715	\$ 1,149,429	\$ (244,714)	89.38%	113.56%	24.18%
Interfund Payments	\$ 297,677	\$ 480	\$ 31,139	\$ 9,839	\$ 21,301	\$ 242,972	\$ 267,107	\$ (24,135)	90.80%	99.82%	9.02%
Subtotal Op. Expense	\$ 3,876,054	\$ 195,495	\$ 219,218	\$ 287,829	\$ (68,611)	\$ 3,207,612	\$ 3,680,559	\$ (472,947)	94.16%	94.96%	0.80%
Capital Outlay	\$ 410,000	\$ (95,644)	\$ 149,165	\$ 15,162	\$ 134,003	\$ 405,415	\$ 505,644	\$ (100,229)	111.99%	123.33%	11.33%
Transfers Out		\$ (27,898)				\$ 381,465	\$ 27,898	\$ 353,567	293.43%		
Total Expenditures	\$ 4,286,054	\$ 71,953	\$ 368,383	\$ 302,991	\$ 65,392	\$ 3,994,492	\$ 4,214,101	\$ (219,609)	102.46%	98.32%	-4.14%
Net Gain/(Loss)	\$ 14,847		\$ (362,310)	\$ (280,043)	\$ 82,267	\$ 621,824	\$ 663,517	\$ 41,693			

* Beginning Fund Balance	\$ 316,004
Less 7% Reserve	\$ (300,024)
Beginning Year Reserves	\$ 15,980
YTD Change in Cash	\$ 663,517
YTD Available Cash	\$ 679,497

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

Facility Improvement Fee - November 2023



	2022 November Actual	2023 November Actual	2022-2023 Monthly Difference	2022 YTD Actual	2023 YTD Actual	2022-2023 Monthly Difference
Revenue	793	3,794	\$ 3,002	795,767	831,596	\$ 35,829
Debt Service Payments: June Payment = \$309,469 December Payment = \$308,666	-	-	\$ -	267,918	309,469	\$ (41,551)

Beginning Fund Balance	\$ 2,004,790
YTD Revenues	\$ 831,596
YTD Debt Service Payments	\$ (309,469)
YTD Cash Balance	\$ 2,526,917