



City of Spokane Park Board Golf Committee Meeting

March 7, 2017 – 8:05 a.m.

City Hall, Conference Room 2B, Second Floor
808 W. Spokane Falls Blvd., Spokane, Washington
Al Vorderbrueggen – Park Operations Director

Committee Members:

- X Sumner, Nick – Chairperson
- X Kelley, Ross
- X Chase, Rick

Park Board:

Salvatori, Steve

Parks Staff:

Conley, Jason
Dickson, Fianna
Vorderbrueggen, Al
Strong, Carl
Ware-Goicoechea, Carissa
Buening, Mark
Martelle, LaVonne
Marchant, Fred
Vandervert, Mike

Golf Professionals:

Phares, Doug
Gardner, Mark
Conner, Steve

Guest(s):

Saraceno, Dave

SUMMARY

- Jason presented an update on the 10-week webinar series pertaining to development of Golf's Strategic Plan and aspects from the series to be implemented short-term and long-term.
- Al related winter and spring course challenges, with additional information from Qualchan Staff.
- Jason shared interesting statistical weather and related business analytical information derived from the seminar series, as golf is very weather-dependent.
- Rick presented information relating to the Qualchan Golf Professional RFP.
- Fianna distributed a new marketing packet that was distributed at the Golf Show and consists of five index cards; a unique cover card and cards for the individual courses listing information on one side and a course photo on the other.
- Carissa presented numbers on lesson registrations, including the new class that offers passes for two rounds of golf along with the lesson.
- Mark reviewed the February 2017 financial report, and golf pros commented on courses waiting for opening day.

MINUTES

The meeting was called to order at 8:05 a.m. by the Chair, Nick Sumner. Introductions were made.

Action Items:

None

Discussion Items:

1. Golf Webinar; Next Steps

Jason updated the Committee on the 10-week webinar series designed to assist in developing a Golf Strategic Plan. Some specific focal points include addressing the pace of play and further utilization of our current point-of-sale system, which includes the online booking widget, integrated credit card machines, and expanding our email database. In addition, review of the Joint Use Agreement and exploration of acquiring additional funding were suggested to be part of developing the Strategic Plan.

2. Winter / Spring Course Challenges

Al presented winter weather information that is pushing back opening dates for all golf courses, last count being 90+ consecutive days of snow on the ground. Fred and Mike informed the group that some flooding occurred at Qualchan and that despite the snow, conditions are relatively good because ground beneath the snow is not frozen. Other challenges may be revealed as snow continues to melt.

3. Golf Season Weather Outlook

Jason presented weather statistics provided by the Golf Webinar series that displays forecasts, including business analytics, for the next 11 months. The past two golf seasons have been very good, with opening dates in proximity of Valentine's Day; however, forecasts shown on the information presented reflect that weather may very well negatively impact the 2017 season.

4. Qualchan Golf Professional RFP

Rick presented information on the upcoming RFP for Qualchan's Golf Professional contract. The contractual term is for five years with a five-year renewal.

Standing Report Items:

1. Golf Marketing

Fianna presented a marketing Golf Packet that consists of 3.5" x 5.5" cards; a card for each golf course with a photo on the front, with course personality on the reverse side. The cover card has a bottom business card sized tear-off that lists all course addresses, phone numbers and websites, as well as the web address for booking online tee times. She also expressed appreciation to all the golf pros for their fine efforts at the Spokane Golf Show.

2. Golf Report

Carissa reported current sign-up figures for golf lessons, including the new class being offered that provides passes for two rounds of golf along with the lesson, explaining the new procedure involved for these passes. Al added that great efforts are currently being made by Park Operations at the courses to prepare for the golf season.

3. Financial Report

Mark presented and reviewed the February 2017 financial report. Golf Pros shared information regarding course conditions; waiting for good weather.

Meeting adjourned at 9:26 a.m.

The next regularly scheduled meeting is **April 11, 2017**, in the **City Council Briefing Center**.

City of Spokane Purchasing Requirements

Historically Spokane Golf had awarded a contract to a golf professional (lessee) to manage and operate a specific golf course. For decades, this involved a 3 year original contract, followed by (two) separate 2 year contract extensions for a total length of 7 years. At the end of the 7 year cycle, a competitive process was not used to create the next 7 year contract cycle. Park staff would negotiate new terms for a new contract with the existing professional and a new contract was executed. In short, Parks avoided competitively re-bidding an existing golf contract and they were allowed to roll-over, contract cycle after contract cycle.

The City has adopted Purchasing guidelines applicable for all City Departments, including Parks. Prior to 2014, the Park Board agreed to bring golf professional contracts, and the competitive selection process in line with Spokane Municipal Code (**SMC 7.06.100**). The City has established 5 years as the maximum duration of a contract for the following reasons:

1. Current City Council does not want to bind future City Councils to a contract they weren't privy to the entering into (or don't want to be bound to).
2. Five years of duration is long enough that technology and consequently prices change –and there might be a better deal or better product available.
3. 5 years aligns with both State and Federal contract standards. For example, RCW 28A.335.170 specifically limits the duration of pupil transportation contracts for school districts.
4. Promoting and encouraging competition in the marketplace.
5. Financial risk mitigation associated with contract length that provides protection to the City of Spokane and in this case the Parks Golf Enterprise Fund.

The value of services provided by the golf professional, including cart rental, food and beverage, instructional lessons, driving range revenues, and merchandise requires a RFP (Request for Proposal) before awarding a new contract. Beginning in 2015, all expiring golf professional contracts (including extensions) now follow SMC 7.06.100. 2016 Purchasing guidelines are included below.

2016 PURCHASE OF GOODS AND SERVICES UNDER PUBLIC BID LIMITS

PROPER AUTHORIZATION. There are several categories of procurements that need special authorizations:

- electronic data processing hardware, software and systems – approval by IT (except Police, Fire)
- telecommunication systems – approval by IT or Fleet Services Radio Shop, as appropriate
- vehicles – approval by Fleet Services (except Parks and Fire)

ANTICIPATED COST. The anticipated annual need (any twelve month period) for a particular good, service or public work should be used to determine the appropriate quote process or whether or not the procurement should be publicly bid. Consider closely related goods as one purchase on an annual basis when determining which process applies. The value of a trade-in will not be included when determining the appropriate quote process. However, the trade-in price may be considered when determining the most favorable quote after quotes have been solicited.

TOTAL COST AND QUANTITY. Consider the total cost and quantity of goods, services or public works, including any applicable taxes, freight, or set-up charges, when determining the appropriate quote process or public bid requirements.

EMERGENCIES. "Emergency" means unforeseen circumstances beyond the control of the City that either: (a) present a real immediate threat to the proper performance of essential functions; or (b) will likely result in material loss or damage to property, bodily injury, or loss of life if immediate action is not taken. Competitive quotes / proposals are usually not required when an emergency exists. However, in making emergency purchases, an effort shall be made to include as much competition that is practical under the circumstances. The department shall document the facts that constitute the emergency and specify the necessary procurement and its costs. If the cost of the emergency procurement is greater than the appropriate procurement threshold for department action, contact Purchasing or City Attorney as appropriate.

SOLE SOURCES. "Sole sources" are purchases, public works and services that are clearly and legitimately limited to a single source of supply; or involve special facilities or market conditions. Occasions may arise when competition among potential vendors is not possible for a particular procurement. The department shall document the facts that constitute the sole source, specify the necessary procurement and its costs. If the cost of the emergency procurement is greater than the appropriate procurement threshold for department action, contact Purchasing or City Attorney as appropriate.

INTERGOVERNMENTAL COOPERATIVE PURCHASING AGREEMENTS. Information about available Washington State contracts can be found at <http://des.wa.gov/services/ContractingPurchasing/CurrentContracts/Pages/default.aspx>

ARCHITECTURAL, ENGINEERING AND SURVEYING SERVICES. Professional architectural, engineering and surveying services for which the estimated fee for the project is less than \$75,000 may be selected from either the annual pre-advertised list or by a request for qualifications / proposals for the specific project. The pre-advertised list is maintained by Purchasing. Professional architectural, engineering and surveying services for which the estimated fee will be \$75,000 or more for the project are to be procured by a request for qualifications / proposals process (RFP/Q).

SERVICE / REPAIR ORDERS. Service / Repair Orders are a form of purchase order and are a means for departments to create an order for repairs and services to equipment and/or facilities. They will have a fixed quantity and a fixed price per unit. Examples of procurements suitable for a service / repair order include:

- Maintenance service or repair of City equipment / vehicles, on-site or off-site
- Performance of tests, on-site or off-site
- Performance of inspections (e.g., fire extinguishers, alarm systems, equipment)
- Repair to facilities (plumbing, carpentry, building maintenance) up to \$5,000
- Short term rental of equipment or goods up to \$48,700
- Public works / public work maintenance up to \$5,000

PUBLIC WORKS. Contractors on all public works, regardless of cost, are required to pay their employees state prevailing wages. Federal wage rates are applicable to public work contracts of \$2,000 or more with federal funding. The City monitors compliance with prevailing wages on its public works contracts more than \$5,000 for state or local funded contracts and \$2,000 or more for federally funded contracts. Public works contracts require a 100% performance bond and 5% payment retainage. On contracts of \$35,000 or less, a 50% payment retainage is allowed in lieu of the performance bond. "Public work maintenance" is defined as work done by contract to keep existing facilities in good usable, operation condition. Public work maintenance contracts require the payment of state prevailing wages to the contractor's employees. They do not require a performance bond or payment retainage. Examples of public work maintenance include HVAC maintenance, pavement sealing, etc. Public work and public work maintenance projects up to \$5,000 in cost (including labor, materials and tax) may be processed on a Service / Repair Order. Public work and public work maintenance projects more than \$5,000 in cost (including labor, materials and tax) require a written contract.

2016 PURCHASES OF GOODS		
“Purchase” means purchasing, lease-purchasing, leasing, or other acquisition or disposition of any goods. “Goods” means all things which are movable at the time of being identified in the purchase order / contract.		
DOLLAR THRESHOLD	COMPETITIVE PROCESS	
\$1 - \$1,000	Not Required	See Below
\$1,001 - \$20,000	3 Informal Quotes (Using Department)	See Below
\$20,001 – \$48,700	3 Written Quotes (Purchasing)	See Below
> \$48,700	Public Bid Process / Publicly Advertised (Purchasing)	

2016 PERSONAL SERVICES		
“Personal Services” means the furnishing of labor, time, or effort by a person as an independent contractor, not involving the delivery of a specific end product.		
DOLLAR THRESHOLD	COMPETITIVE PROCESS	
\$1 - \$10,000	Not Required	See Below
\$10,001 – \$48,700	3 Written Quotes (Using Department)	See Below
> \$48,700	Public Request For Proposal Process / Publicly Advertised (Purchasing)	

2016 PUBLIC WORKS		
“Public Works” means all work, construction, alteration, repair, improvement or demolitions to public property performed at the cost of the City. 2016 PUBLIC WORKS MAINTENANCE “Maintenance” means work done by contract to keep existing facilities in good usable, operation condition.		
DOLLAR THRESHOLD	COMPETITIVE PROCESS	
\$1 - \$10,000	Not Required	See Below
Public Work / Public Work Maintenance: \$10,001 - \$25,000 (single craft/trade) \$10,001 - \$40,000 (multiple craft/trade)	3 Informal Quotes (Using Department)	See Below
Public Work / Public Work Maintenance: \$25,001 - \$45,000 (single craft/trade) \$40,001 - \$90,000 (multiple craft/trade)	3 Written Quotes (Using Department)	See Below
Public Work / Public Work Maintenance: > \$45,000 (single craft/trade) > \$90,000 (multiple craft/trade)	Public Bid Process / Publicly Advertised (Purchasing other than Engineering)	
Public Work < \$300,000	Small Works Roster	Contact Purchasing

NO QUOTES NECESSARY

- Seeking competition is recommended, but not required for this dollar range.
- Award is based on buyer experience and knowledge of the market in achieving maximum quality at minimum cost.

INFORMAL QUOTES

- Informal quotes shall be obtained by telephone, fax, email or internet (if phone, document conversation).
- Contact at least three vendors. If three potential sources are not known, record the lack of competition and document that price is fair and reasonable. Endeavor to contact two vendors on the City's vendor registration list.
- Vendors located within the City should be considered.
- Be sure that technical information defines acceptable quality.
- Insure vendors are quoting on equal and comparable items, etc. Provide all vendors the same information

WRITTEN QUOTES

- Prepare written document/letter including at a minimum, description and quantity of goods required and desired delivery.
- Contact at least three vendors. If three potential sources are not known, record the lack of competition and document that price is fair and reasonable. Endeavor to contact two vendors on the City's vendor registration list.
- Vendors located within the City should be considered.
- Be sure that technical information defines acceptable quality.
- Insure vendors are quoting on equal and comparable items, etc. Provide all vendors the same information.
- Vendors shall submit formal written responses.

City of Spokane - Parks & Recreation
Golf

Monthly Financial Report
February 2017

	Annual Budget	2015 YTD		2016 YTD		2017 YTD		2017 YTD		2017 YTD		2017	
		Actual		Actual		Actual		2 Yr. Actuals	Fav. ↑ Unfav. ↓	2017 Variance Act. to Budg.	Monthly Actual	Annual Budget Spent to Date	
Program Revenue	3,681,270	137,561		84,831		14,479		120,341	↓	(105,862)	11,711	0%	
Pre-Sale Revenue		40,208		46,930		60,671		-	↑	60,671		2%	
Total Revenue	3,681,270	177,769		131,761		75,150		120,341	↓	(45,191)	11,711	2%	
Expenditures:													
Salaries and Wages	1,283,501	102,485		74,778		73,617		103,958	↑	(30,341)	61,844	6%	
Personnel Benefits	319,722	35,346		37,083		41,514		33,311	↓	8,203	24,067	13%	
Supplies	316,920	493		1,766		3,335		1,408	↓	1,927	3,335	1%	
Services and Charges	1,016,076	38,559		39,355		37,335		39,007	↑	(1,671)	8,567	4%	
Intergovernment Services	419,288	68,360		78,217		63,402		68,414	↑	(5,011)	308	15%	
Total Expenditures:	3,355,507	245,244		231,199		219,203		246,097	↑	(26,894)	98,121	7%	
Net Revenue (Expenditure)	325,763	(67,475)		(99,438)		(144,053)		(125,756)	↓	(18,297)	(86,410)	-44%	
Net Transfers In (Out)	-	300,763		35,000		-		-		-	-	0%	
Capital Outlay	335,674	24,062		-		-		23,092		335,674	-	0%	
Windstorm 2015	n/a	1,255		78,792		n/a		n/a		n/a	-		
Total Funding	(9,911)	207,971		(143,230)		(144,053)		(148,848)	↑	(353,971)	(86,410)		
Month/Year Ratio:													
Beginning Noncommitted Fund Balance*						363,692						17%	
Less 7% Reserve						(251,291)							
Less: Encumbrances at Month End						(32,273)							
Ending Noncommitted Fund Balance						(63,926)							

* The 7% Reserve was inclusive to the "Beginning Noncommitted Fund Balance" in prior statements and is now broken out separately for clarification purposes.
The hi-lighted Beginning Noncommitted Fund Balance and 7% Reserve are beginning 2016 numbers as the year end numbers are still pending.

2017 Annual YOY Golf Comparison Report

ROUNDS

COUNT	DOWNRIVER		ESMERALDA		INDIAN CANYON		QUALCHAN		CITY HALL		TOTALS	
	2016	2015	2016	2015	2016	2015	2016	2015	2016	2015	2016	2015
REGULAR ROUND	14,707	16,629	(1,922)	10,279	11,056	(777)	12,835	15,434	(2,599)	1,131	49,962	(4,167)
DISCOUNT ROUND	26,424	25,732	692	21,129	21,953	(824)	12,793	11,522	1,272	(4,790)	78,561	(8,651)
MULTI-PLAY ROUND	3,025	2,908	117	708	1,721	(1,013)	967	645	322	395	7,384	(179)
OTHER ROUND	2,283	1,506	777	1,958	1,094	864	2,708	1,663	1,045	1,024	10,054	3,710
TOTAL	46,438	46,774	(336)	34,074	35,824	(1,750)	29,303	29,264	40	(2,240)	145,960	(4,286)

REVENUE	DOWNRIVER		ESMERALDA		INDIAN CANYON		QUALCHAN		CITY HALL		TOTALS	
	2016	2015	2016	2015	2016	2015	2016	2015	2016	2015	2016	2015
REGULAR ROUND	\$ 342,297	\$ 359,723	\$ (17,426)	\$ 223,807	\$ 236,698	\$ (12,890)	\$ 327,400	\$ 381,762	\$ (54,362)	\$ 56,444	\$ 1,215,864	\$ (28,234)
DISCOUNT ROUND	\$ 463,313	\$ 432,334	\$ 30,979	\$ 371,227	\$ 363,512	\$ 7,715	\$ 250,641	\$ 209,553	\$ 41,087	\$ (104,750)	\$ 1,430,184	\$ (24,968)
MULTI-PLAY ROUND	\$ 25,117	\$ 34,760	\$ (9,644)	\$ 7,181	\$ 19,942	\$ (12,761)	\$ 10,043	\$ 8,084	\$ 1,959	\$ (1,894)	\$ 67,793	\$ (23,340)
OTHER ROUND	\$ 18,735	\$ 29	\$ 18,706	\$ 3,960	\$ -	\$ 3,960	\$ 47,033	\$ -	\$ 47,033	\$ 16	\$ 103,065	\$ 45
TOTAL	\$ 849,462	\$ 826,847	\$ 22,615	\$ 606,175	\$ 620,151	\$ (13,976)	\$ 635,117	\$ 599,399	\$ 35,718	\$ (16,881)	\$ 2,816,906	\$ (27,477)

PASSES

COUNT	DOWNRIVER		ESMERALDA		INDIAN CANYON		QUALCHAN		CITY HALL		TOTALS	
	2016	2015	2016	2015	2016	2015	2016	2015	2016	2015	2016	2015
DISCOUNT PASS	1,894	1,746	148	1,331	1,390	(59)	679	310	369	1,288	5,769	842
SEASON PASS	11	0	11	10	6	4	0	0	0	7	38	23
OTHER PASS	60	53	7	17	7	10	311	421	(110)	169	1,440	(412)
TOTAL	1,965	1,799	166	1,358	1,403	(45)	990	731	259	344	7,247	453

REVENUE	DOWNRIVER		ESMERALDA		INDIAN CANYON		QUALCHAN		CITY HALL		TOTALS	
	2016	2015	2016	2015	2016	2015	2016	2015	2016	2015	2016	2015
DISCOUNT PASS	\$ 83,792	\$ 70,333	\$ 13,459	\$ 48,919	\$ 52,100	\$ (3,181)	\$ 25,952	\$ 11,041	\$ 14,912	\$ 11,402	\$ 240,190	\$ 39,532
SEASON PASS	\$ 13,732	\$ -	\$ 13,732	\$ 10,904	\$ 6,456	\$ 4,449	\$ -	\$ -	\$ -	\$ 9,318	\$ 45,217	\$ 16,198
OTHER PASS	\$ 5,752	\$ 286	\$ 5,466	\$ -	\$ 1,114	\$ (1,114)	\$ 192	\$ 776	\$ (585)	\$ (1,340)	\$ 43,470	\$ (2,796)
TOTAL	\$ 103,276	\$ 70,619	\$ 32,657	\$ 59,823	\$ 59,670	\$ 153	\$ 26,144	\$ 11,817	\$ 14,327	\$ 19,381	\$ 328,877	\$ 65,754

CART FEES

COUNT	DOWNRIVER		ESMERALDA		INDIAN CANYON		QUALCHAN		CITY HALL		TOTALS	
	2016	2015	2016	2015	2016	2015	2016	2015	2016	2015	2016	2015
PRIVATE CART FEE & PERMIT	899	991	(92)	771	874	(103)	563	479	84	(95)	2,883	(206)
PRO CART FEE	15,230	15,086	143	10,880	10,784	96	17,021	14,687	2,334	(819)	58,578	1,754
TOTAL	16,128	16,077	51	11,651	11,658	(7)	17,584	15,166	2,418	(914)	61,460	1,548

REVENUE	DOWNRIVER		ESMERALDA		INDIAN CANYON		QUALCHAN		CITY HALL		TOTALS	
	2016	2015	2016	2015	2016	2015	2016	2015	2016	2015	2016	2015
PRIVATE CART FEE & PERMIT	\$ 19,755	\$ 16,799	\$ 2,956	\$ 11,358	\$ 12,898	\$ (1,540)	\$ 6,653	\$ 4,848	\$ 1,805	\$ 1,371	\$ 51,511	\$ 4,592
PRO CART FEE	\$ 2,534	\$ 2,481	\$ 53	\$ 1,621	\$ 1,679	\$ (58)	\$ 5,433	\$ 3,253	\$ 2,180	\$ (140)	\$ 12,059	\$ 2,036
TOTAL	\$ 22,289	\$ 19,280	\$ 3,010	\$ 12,979	\$ 14,578	\$ (1,598)	\$ 12,087	\$ 8,101	\$ 3,986	\$ 1,231	\$ 63,570	\$ 6,628

BUCKET OF BALLS

COUNT	DOWNRIVER		ESMERALDA		INDIAN CANYON		QUALCHAN		CITY HALL		TOTALS	
	2016	2015	2016	2015	2016	2015	2016	2015	2016	2015	2016	2015
REGULAR ROUND	9,741	10,145	(405)	7,175	9,785	(2,610)	12,716	9,388	3,328	188	40,692	502
DISCOUNT ROUND	568	581	(13)	429	591	(162)	1,837	916	921	(13)	3,529	734
TOTAL	10,309	10,726	(417)	7,604	10,376	(2,772)	14,553	10,304	4,249	201	44,221	1,236

REVENUE SUMMARY

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TOTAL	\$ 22,289	\$ 19,280	\$ 3,010	\$ 12,979	\$ 14,578	\$ (1,598)	\$ 12,087	\$ 8,101	\$ 3,986	\$ 1,231	\$ 63,570	\$ 6,628

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PRIVATE CART FEE & PERMIT	\$ 19,755	\$ 16,799	\$ 2,956	\$ 11,358	\$ 12,898	\$ (1,540)	\$ 6,653	\$ 4,848	\$ 1,805	\$ 1,371	\$ 51,511	\$ 4,592
PRO CART FEE	\$ 2,534	\$ 2,481	\$ 53	\$ 1,621	\$ 1,679	\$ (58)	\$ 5,433	\$ 3,253	\$ 2,180	\$ (140)	\$ 12,059	\$ 2,036
TOTAL	\$ 22,289	\$ 19,280	\$ 3,010	\$ 12,979	\$ 14,578	\$ (1,598)	\$ 12,087	\$ 8,101	\$ 3,986	\$ 1,231	\$ 63,570	\$ 6,628

REVENUE	DOWNRIVER		ESMERALDA		INDIAN CANYON		QUALCHAN		CITY HALL		TOTALS	
	2016	2015	2016	2015	2016	2015	2016	2015	2016	2015	2016	2015
PRIVATE CART FEE & PERMIT	\$ 19,755	\$ 16,799	\$ 2,956	\$ 11,358	\$ 12,898	\$ (1,540)	\$ 6,653	\$ 4,848	\$ 1,805	\$ 1,371	\$ 51,511	\$ 4,592
PRO CART FEE	\$ 2,534	\$ 2,481	\$ 53	\$ 1,621	\$ 1,679	\$ (58)	\$ 5,433	\$ 3,253	\$ 2,180	\$ (140)	\$ 12,059	\$ 2,036
TOTAL	\$ 22,289	\$ 19,280	\$ 3,010	\$ 12,979	\$ 14,578	\$ (1,598)	\$ 12,087	\$ 8,101	\$ 3,986	\$ 1,231	\$ 63,570	\$ 6,628

REVENUE	DOWNRIVER		ESMERALDA		INDIAN CANYON		QUALCHAN		CITY HALL		TOTALS	