



## City of Spokane Park Board Golf Committee Meeting

October 8, 2019 – 8:00 a.m.  
Ponderosa Room, Woodland Center – John A Finch Arboretum  
3404 West Woodland Boulevard, Spokane, Washington  
Mark Poirier – Golf Manager

### Committee Members:

- X Sperling, Gerry – Chair
- X Chase, Rick
- AE Anderson, Bob
- X Richey, Barb

### Parks Staff:

- Poirier, Mark
- Dickson, Fianna
- Hamad, Nick
- Conley, Jason
- McMahon, Colin

### Golf Professionals:

- Phares, Doug
- Gardner, Mark
- Sanders, Robert
- Conner, Steve

### Guest(s):

- Saraceno, David

## SUMMARY

- Nick Hamad presented Heritage Link Change Order #1 (\$90,063.57 including tax) for pond piping at Esmeralda Golf Course being paid by Public Works; motion carried.
- Nick Hamad also presented A1 Tree Service Change Order #1 for additional tree work necessary for green improvements at Esmeralda (\$24,373.96 including tax); motion carried.
- Jason Conley presented the personal services contract for Steve Conner to continue as the golf professional at Downriver; motion carried.
- Mark Poirier presented the 2020 Golf budget that will be presented to Park Board.
- An update was provided by Nick Hamad regarding the SIP Loan and Esmeralda Irrigation project.
- Fianna Dickson shared a slide presentation on the latest marketing campaigns involving television spots, social media, and more.
- Mark Poirier reviewed the September golf financial report, which reflected rounds were down, but pre-season golf pass sales significantly surpassed both 2017 and 2018 revenue figures.
- The Superintendents' Report was not available.
- Golf Professionals confirmed that rounds were down considerably due to inclement weather.

# MINUTES

The meeting was called to order at 8:00 a.m. by Chair, Gerry Sperling.

## Action Items:

1. Heritage Links Change Order #1 for Esmeralda Golf Course (\$90,063.57 including tax)  
Nick presented information regarding the additional pond piping installation covered under this change order, being paid for by the Public Works Department.  
Motion #1: Barb motioned to approve the change order, Rick seconded the motion, motion carried unanimously.
2. A1 Tree Service Change Order #1 for Esmeralda Golf Course (\$24,373.96 including tax)  
Nick explained the needed additional tree work on greens 11 and 17 to reduce the impact of shade and frost on those greens. Work under this change order still keeps funds allowed for tree work under the original contract within budget.  
Motion #2: Gerry motioned to approve the A1 Tree Service changer order #1, Rick seconded, motion carried.
3. Downriver Golf Professional Contract  
Jason presented background information on the contracts for golf professionals and the City's personal contract process requirements. As a result from the application process, Steve Conner is being recommended as continuing in his position as Downriver's golf professional.  
Motion #3: Gerry presented the motion for Steve Conner's contract renewal, Rick seconded, the motion unanimously carried.

## Discussion Items:

1. 2020 Golf Budget  
Mark presented the 2020 Golf Budget, which reflected no changes from the budget at September's meeting and will be presented to the Park Board.
2. Esmeralda Irrigation Project Update  
Nick provided information regarding the SIP funding, reflecting \$2.7 million unencumbered. He also presented an update on Esmeralda's irrigation renovation, with 35% irrigation work and phase one of related tree work completed.

## Standing Report Items:

1. Golf Marketing Report  
Fianna presented slides on current marketing campaigns; featuring more than 200 television spots, Google Search Click-Through Rate of four times the average rate, and 23,000 followers of Parks and Recreation's social media which is more than Boise, Seattle and Tacoma.
2. Golf Financial Report  
Mark presented the September financial report that reflected a significant 2019 increase over 2017 and 2018 in pre-sale golf pass revenue, and he expressed appreciation for the golf professionals' hard work in achieving this increase. In addition, commissions from Pepsi Cola have been received.
3. Superintendents' Report  
The Superintendents' report was not available.

#### 4. What's Happening at the Courses

Golf Professionals reported a decrease in rounds due to unseasonal inclement weather. Policy change concerning online tee-time reservations was suggested due to a significant number of no-shows.

Meeting adjourned at 9:20 a.m.

The next regularly scheduled meeting is November 12, 2019, at the Finch Arboretum Woodland Center's Ponderosa Room.

# Spokane Park Board Briefing Paper



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<b>Background/history:</b>				
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<b>Approvals/signatures outside Parks:</b>	Yes	No		
If so, who/what department, agency or company:				
Name: _____ Email address: _____ Phone: _____				
<b>Distribution:</b>				
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Parks – Pamela Clarke _____				
Requester: _____				
Grant Management Department/Name: _____				
<b>Fiscal impact:</b>	<b>Expenditure</b>	<b>Revenue</b>		
Amount:		Budget code:		
<b>Vendor:</b>	Existing vendor	New vendor		
<b>Supporting documents:</b>				
Quotes/solicitation (RFP, RFQ, RFB)		W-9 (for new contractors/consultants/vendors)		
Contractor is on the City's A&E Roster - City of Spokane		ACH Forms (for new contractors/consultants/vendors)		
Business license expiration date:		Insurance Certificate (min. \$1 million in General Liability)		



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

NAME OF CONTRACTOR:

PROJECT TITLE:

CITY CLERK CONTRACT NUMBER:

<u>DESCRIPTION OF CHANGE:</u>	<u>AMOUNT</u>
Item 1:	\$
Item 2:	\$
Item 3:	\$
Item 4:	\$
Item 5:	\$

TOTAL AMOUNT: \$

<b>CONTRACT SUM (EXCLUDE SALES TAX)</b>	
ORIGINAL CONTRACT SUM (INCLUDE ALTERNATES)	\$
NET AMOUNT OF PREVIOUS CHANGE ORDERS	\$
CURRENT CONTRACT AMOUNT	\$
CURRENT CHANGE ORDER (EXCLUDES SALES TAX)	\$
<b>REVISED CONTRACT SUM</b>	\$

<b>CONTRACT COMPLETION DATE</b>	
ORIGINAL CONTRACT COMPLETION DATE	
CURRENT COMPLETION DATE	
<b>REVISED COMPLETION DATE</b>	

Contractor: 

Date: 9/30/19

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

Date: \_\_\_\_\_

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

Date: \_\_\_\_\_

Pre-Approved as to form: Pat Dalton, Assistant City Attorney

DAVID A. CONDON  
MAYOR



CITY OF SPOKANE - PURCHASING  
808 W. Spokane Falls Blvd.  
Spokane, Washington 99201-3316  
(509) 625-6400

## PW INVITATION TO BID

City of Spokane, Washington

**BID NUMBER:** PW ITB 5057-19  
**DESCRIPTION:** ESMERALDA GOLF COURSE IRRIGATION RENOVATION  
**DUE DATE:** MONDAY, MAY 20, 2019  
No later than 1:00 p.m.

**BID SUBMITTED BY:**

**COMPANY** Lexicon, Inc. d/b/a Heritage Links

**MAILING ADDRESS** 6707 Cypress Creek Pkwy  
Houston, TX 77069

**PHYSICAL ADDRESS** Same

**PHONE NUMBER** 281.866.0909

**E-MAIL ADDRESS** jono@heritage-links.com

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**THEA PRINCE**  
Purchasing



May 20, 2019

Mr. Nick Hamad  
Spokane City Parks and Recreation  
808 W. Spokane Falls Blvd., # 5  
Spokane, WA 99201

sent via ProcureWare

RE: PW ITB-5057-19 Esmeralda Golf Course Irrigation Renovation

Dear Mr. Hamad,

On behalf of Lexicon, Inc. d/b/a Heritage Links, we are pleased to submit our bid for the irrigation renovation at Esmeralda Golf Course. Our bid is to be read in conjunction with the following additional information:

1. Forthcoming contract between the Owner and Contractor shall be based on mutually negotiated terms and conditions.

Thank you for the invitation and opportunity. Please let us know if you have any questions or require additional information. We look forward to hearing from you shortly.

Regards,

**Jon P. O'Donnell**  
Division President  
Lexicon, Inc. d/b/a Heritage Links

THESE NEXT THREE PAGES MUST BE COMPLETED AND UPLOADED INTO THE CITY OF SPOKANE'S ELECTRONIC BIDDING SYSTEM AND INFORMATION MUST BE SUBMITTED ONLINE PER INSTRUCTIONS TO BIDDERS PARAGRAPH #16.

**BID PROPOSAL**

To: Honorable Mayor  
Members of the City Council  
City of Spokane, Washington

**PROJECT:** #5057-19 ESMERALDA GOLF COURSE IRRIGATION RENOVATION

**BIDDER'S DECLARATION.**

The undersigned bidder certifies that it has examined the site, read and understands the specifications for the above project, and agrees to comply with all applicable federal, state and local laws and regulations. The bidder is advised that by signature of this bid proposal it has acknowledged all bid requirements and signed all certificates contained herein.

**BID OFFER.**

The price(s) listed in this bid proposal is tendered as an offer to furnish all labor, materials, equipment and supervision required to complete the proposed project in strict accordance with the contract documents. The bidder proposes to do the project at the following price:

BASE BID: \$ 1,198,580.09  
(Total from Unit Price Bid form):

TRENCHING SYSTEM: \$: 1.00  
(when a trench excavation will exceed a depth of four feet)

SALES TAX (8.9%) \$ 176,271.72

TOTAL BASE PRICE: \$: 2,156,852.81

ALTERNATE 1: Drinking Fountains \$: 35,106.00  
(no tax included)

ALTERNATE 2: Pond Piping \$: 82,703.00  
(no tax included)

ALTERNATE 3: Fertigation Equipment \$: 31,257.00

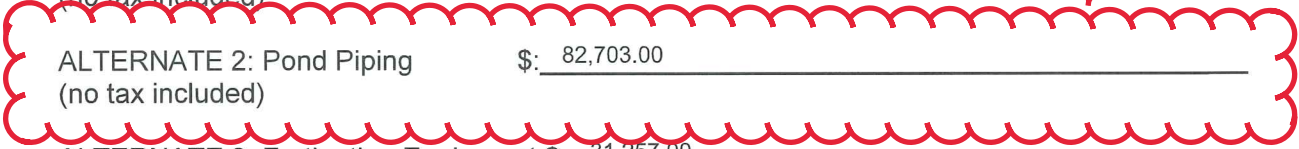
(no tax included)

ALTERNATE 4: Rock Excavation \$: 75.00  
(per cubic yard)

ALTERNATE 5: Reduce Main depth \$: (13,026.00)  
(no tax included)

ALTERNATE 6: Fiber Conduit \$: 14,353.00  
(no tax included)

adding this to project scope



**From:** [Sean Payton](#)  
**To:** [Brown, Jo-Lynn](#); [Tim Hubbard](#); [Jon O'Donnell](#)  
**Cc:** [Hamad, Nicholas](#)  
**Subject:** RE: Contract for Spokane Parks-Esmeralda Golf Course  
**Date:** Friday, May 24, 2019 8:41:19 AM  
**Attachments:** [HeritageLinks-final\\_blue\\_green\\_1\\_19c5d044-e782-4f85-a588-8c8c67d2b917.png](#)  
[city of spokane 2018-19 coi.pdf](#)  
[city of spokane 2019-20 coi.pdf](#)

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Hi Jo-Lynn,

Please see attached for your records. Our policies are up from renewal on June 1<sup>st</sup> - I included 2019-2020 coverage as well.

Secondly, it is confirmed that we can hold the prices of the other 5 alternates should you decide to add them at a later date.

Thanks again and please let us know if you need anything else.

**Sean Payton**  
Assistant Project Manager

Phone: 281-866-0909  
Mobile: 281-620-4653  
SeanP@heritage-links.com  
www.heritage-links.com



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6707 Cypress Creek Parkway • Houston • TX • 77069

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**From:** Brown, Jo-Lynn [mailto:[jlbrown@spokanecity.org](mailto:jlbrown@spokanecity.org)]  
**Sent:** Thursday, May 23, 2019 12:25 PM  
**To:** Tim Hubbard <[TimH@heritage-links.com](mailto:TimH@heritage-links.com)>; Sean Payton <[SeanP@heritage-links.com](mailto:SeanP@heritage-links.com)>; Jon O'Donnell <[jono@heritage-links.com](mailto:jono@heritage-links.com)>  
**Cc:** Hamad, Nicholas <[nhamad@spokanecity.org](mailto:nhamad@spokanecity.org)>  
**Subject:** Contract for Spokane Parks-Esmeralda Golf Course

Good morning Heritage Team,

My name is Jo-Lynn I will be working with Nick on your contract and to establish your company as a

vendor. Our team will seek formal Park Board approval for your scope of work on June 13th. We are asking for approval on the base bid and alternates 4, 5, and 6. Can you please confirm that you will be able to hold the pricing on the other 5 alternates in case we can add them at a later date through a change order or contract amendment?

Please fill out the attached form, return to me, or send direct to accounting, their e-mail is on the form.

I will require an insurance certificate (the contract has the requirements) and once you receive the contract, return the wet signed document to me along with your Bonds.

Please let me know if I may be of any assistance.

Thank you,

Jo-Lynn

**Jo-Lynn Brown** | Program Coordinator | City of Spokane | Parks & Recreation  
509.625.6264 | [jlbrown@spokanecity.org](mailto:jlbrown@spokanecity.org)  
[SpokaneParks.org](http://SpokaneParks.org) | [RiverfrontParkNow.com](http://RiverfrontParkNow.com)

# Spokane Park Board Briefing Paper



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Contractor: \_\_\_\_\_

Date: \_\_\_\_\_

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

Date: \_\_\_\_\_

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

Date: \_\_\_\_\_

Pre-Approved as to form: Pat Dalton, Assistant City Attorney



WORK TO DATE   BASE BID					2019.09.27
ITEM	UNIT	QTY	AVG. UNIT PRICE	EXTENDED COST	
ROOT TREATMENT - LATERAL IRRIGATION LINE	LF	36.0	\$ 4.75	\$ 171.00	
ROOT TREATMENT - MAIN IRRIGATION LINE	LF	5.0	\$ 4.75	\$ 23.75	
TREE PRUNING (CLEARANCE)	EA	32.0	\$ 69.00	\$ 2,208.00	
				Subtotal:	\$ 2,402.75
				Scope Contingency (00%):	\$ -
				Total:	\$ 2,402.75
				WSST (8.9%):	\$ 213.84
				<b>TOTAL BASE BID:</b>	<b>\$ 2,616.59</b>

WORK TO DATE   ALT 1					2019.09.27
ITEM	UNIT	QTY	AVG. UNIT PRICE	EXTENDED COST	
GRIND STUMP - 12" BELOW GRADE	EA	30.0	\$ 320.36	\$ 9,610.80	
REMOVE TREE, CLASS I (4-12)	EA	7.0	\$ 295.00	\$ 2,065.00	
REMOVE TREE, CLASS II (13-24)	EA	17.0	\$ 795.00	\$ 13,515.00	
REMOVE TREE, CLASS III (25-40)	EA	-	\$ 1,500.00	\$ -	
REMOVE TREE, CLASS IV (41+)	EA	-	\$ 2,000.00	\$ -	
				Subtotal:	\$ 25,190.80
				Scope Contingency (00%):	\$ -
				Total:	\$ 25,190.80
				WSST (8.9%):	\$ 2,241.98
				<b>TOTAL ALTERNATE 1:</b>	<b>\$ 27,432.78</b>
					<b>\$ 30,049.38</b>

Total #11 Green (see separate sheet for breakdown): \$ 10,815.25  
 Total #17 Green (see separate sheet for breakdown): \$ 12,237.96

total contract price: \$ **53,102.59**

HOLE #11 GREEN - BASE BID PRICING					2019.09.27
ITEM	UNIT	QTY	UNIT PRICE	EXTENDED COST	
ROOT TREATMENT - LATERAL IRRIGATION LINE	LF	-	\$ 4.75	\$ -	
ROOT TREATMENT - MAIN IRRIGATION LINE	LF	-	\$ 4.75	\$ -	
TREE PRUNING (CLEARANCE)	EA	4.0	\$ 69.00	\$ 276.00	
				Subtotal:	\$ 276.00
				Scope Contingency (00%):	\$ -
				Total:	\$ 276.00
				WSST (8.9%):	\$ 24.56
				<b>TOTAL BASE BID:</b>	<b>\$ 300.56</b>



HOLE #11 GREEN - ALTERNATE 1 PRICING					2019.09.27
ITEM	UNIT	QTY	UNIT PRICE	EXTENDED COST	
GRIND STUMP - 12" BELOW GRADE	EA	1.0	\$ 320.36	\$ 320.36	
REMOVE TREE, CLASS I (4-12)	EA	8.0	\$ 295.00	\$ 2,360.00	
REMOVE TREE, CLASS II (13-24)	EA	5.0	\$ 795.00	\$ 3,975.00	
REMOVE TREE, CLASS III (25-40)	EA	2.0	\$ 1,500.00	\$ 3,000.00	
REMOVE TREE, CLASS IV (41+)	EA	-	\$ 2,000.00	\$ -	
				Subtotal:	\$ 9,655.36
				Scope Contingency (00%):	\$ -
				Total:	\$ 9,655.36
				WSST (8.9%):	\$ 859.33
				<b>TOTAL ALTERNATE 1:</b>	<b>\$ 10,514.69</b>
				<b>TOTAL #11 GREEN:</b>	<b>\$ 10,815.25</b>

HOLE #17 GREEN - BASE BID PRICING					2019.09.27
ITEM	UNIT	QTY	UNIT PRICE	EXTENDED COST	
ROOT TREATMENT - LATERAL IRRIGATION LINE	LF	-	\$ 4.75	\$ -	
ROOT TREATMENT - MAIN IRRIGATION LINE	LF	-	\$ 4.75	\$ -	
TREE PRUNING (CLEARANCE)	EA	4.0	\$ 69.00	\$ 276.00	
				Subtotal:	\$ 276.00
				Scope Contingency (00%):	\$ -
				Total:	\$ 276.00
				WSST (8.9%):	\$ 24.56
				<b>TOTAL BASE BID:</b>	<b>\$ 300.56</b>



HOLE #17 GREEN - ALTERNATE 1 PRICING					2019.09.27
ITEM	UNIT	QTY	UNIT PRICE	EXTENDED COST	
GRIND STUMP - 12" BELOW GRADE	EA	5.0	\$ 320.36	\$ 1,601.80	
REMOVE TREE, CLASS I (4-12)	EA	3.0	\$ 295.00	\$ 885.00	
REMOVE TREE, CLASS II (13-24)	EA	5.0	\$ 795.00	\$ 3,975.00	
REMOVE TREE, CLASS III (25-40)	EA	3.0	\$ 1,500.00	\$ 4,500.00	
REMOVE TREE, CLASS IV (41+)	EA	-	\$ 2,000.00	\$ -	
				Subtotal:	\$ 10,961.80
				Scope Contingency (00%):	\$ -
				Total:	\$ 10,961.80
				WSST (8.9%):	\$ 975.60
				<b>TOTAL ALTERNATE 1:</b>	<b>\$ 11,937.40</b>
				<b>TOTAL #17 GREEN:</b>	<b>\$ 12,237.96</b>

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Business license expiration date:		Insurance Certificate (min. \$1 million in General Liability)		





# RiverLinks Golf, Inc. Proposal

**HEAD GOLF PROFESSIONAL/MANAGER**

**Downriver Golf Course**

**Presented by Steve Conner**

Current Downriver Golf Course Head Professional

**HEAD GOLF PROFESSIONAL/MANAGER Downriver Golf Course**

**City of Spokane Parks & Recreation Department**

**RFP #5125-19**

**Please accept RiverLinks, Inc.'s Proposal for the  
Downriver Golf Course Head Golf Professional/Manager position**

**Steve Conner, PGA Professional**

**August 25, 2019**



# **LETTER OF SUBMITTAL**

## **RiverLinks Golf, Inc.**





## LETTER OF SUBMITTAL

<b>Name</b>	RiverLinks Golf, Inc. (Steve Conner, Head Professional at Downriver Golf Course since 1993)
<b>Address</b>	3225 N. Columbia Circle Spokane WA 99205
<b>Principal Place of Business</b>	3225 N. Columbia Circle Spokane WA 99205  509-993-6859 ks3conner@comcast.net
<b>Legal Status</b>	RiverLinks Golf, Inc. is a Washington State corporation in good standing and was established in the state of Washington in 1993.
<b>Location of Facility for Operation</b>	3225 N. Columbia Circle Spokane, WA 99205
<b>Currently Employed City of Spokane Employees</b>	No current or former City of Spokane employees have been employed by or on the RiverLinks Golf, Inc.'s current governing board as of the date of this Proposal or during the previous twelve (12) months preceding it.
<b>Acknowledgement of Compliance</b>	Steve Conner, d/b/a RiverLinks Golf, Inc. acknowledges that he/it will comply with all terms and conditions set forth in the Request for Proposal, unless otherwise agreed by the City.
<b>Opening Statement</b>	<p><b><u>City of Spokane Professional Evaluation form for Steve Conner - 2013</u></b></p> <p>"Steve leads in number of plays, gross and net revenues. Downriver is consistently rated best course in Spokane. Highly respected pro and thought well of by entire golf community. Steve and [Superintendent] Roy [Cheney] work extremely well together — the course and rounds reflect it. Steve may be quiet and not quick to promote himself, but he more than gets the job done."</p>

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RiverLinks Golf, Inc.  
Steve Conner

Dated: August 24, 2019

# **TECHNICAL PROPOSAL**

## **Detailed Business Plan/Schedule**







## TECHNICAL PROPOSAL Detailed Business Plan/ Schedule

### Occupation of Pro Shop

Inasmuch as I have been the Downriver head professional since 1993, I am familiar with the Pro Shop layout, facilities, strengths and deficiencies. In addition, I reevaluate the facility annually with the intention of assessing functional upgrades. I have worked and continue to work with an architect to assess its needs and capabilities, evaluate functional changes, and to estimate improvement costs.

I intend to occupy the Pro Shop on the effective date of the award of the contract (February 15, 2020), if not sooner. Because as stated above, I am the current head professional at Downriver, I am familiar with the Pro Shop layout, and its capabilities.

### Proposed Pro Shop Renovations

Please see list of improvements funded in large measure by RiverLinks, Inc. since 1993 listed below.

In addition, please evaluate the architectural rendering contained in **Addendums B and C** attached to the end of this proposal that detail possible renovations to the Clubhouse roof line, Pro Shop interior, existing outdoor deck, and driving range



**TECHNICAL PROPOSAL**  
**Detailed Business Plan/  
Schedule**  
*continued*

**Proposed Clubhouse/  
Restaurant  
Renovations**

Please see list of improvements since 1993 listed below.

Please see list of improvements funded in large measure by RiverLinks, Inc. since 1993 listed below.

In addition, please evaluate the architectural rendering contained in **Addendums B and C** attached to the end of this proposal that detail possible renovations to the Clubhouse roof line, Pro Shop interior, existing outdoor deck, and driving range



**Evidence of  
Obtaining a  
Washington State  
Business License**

**Evidence of a  
Washington  
State liquor  
license**

**Recruitment and  
Training of Staff**

**Providing forty (40)  
power carts for  
rental**

**Plan to obtain  
adequate Pro-  
Shop  
merchandise**

**TECHNICAL PROPOSAL**  
**Detailed Business Plan/  
Schedule**  
*continued*

RiverLinks Golf, Inc. is Washington State corporation in good standing. My business license number is 601 432 842.

RiverLinks Golf, Inc. has operated Downriver G.C. with a valid Washington State liquor license since 1993. My Washington State liquor license number is 355835. I have also applied for and am awaiting approval of a state spirits license.

My primary hiring criteria are personality and competence. We emphasize customer service above everything else, and our staff and course have received numerous awards over the years from both the Inlander newspaper and Spokane/Coeur d'Alene Living Magazine. Organizational chart is below.

RiverLinks Golf, Inc. has an existing lease agreement with Yamaha Golf-Car Co., 1270 Chastain Road Kennesaw, Georgia 30144. Please note that financing for golf carts is dependent on having an existing contract with the City.

During my tenure as head golf professional at Downriver G.C. since 1993, the Pro/Golf Shop has undergone a number of significant upgrades to address deficiencies related to its small footprint and to better serve patrons. The upgrades are detailed in this proposal. Further renovations have been implemented this year including new bead board backdrops, new paint, new bulletin boards for men's and women's groups, and a new speaker amplification system for control of the first tee.

RiverLinks Golf Inc. has accounts in good standing with leading golf equipment and merchandise companies throughout the United States since 1993. The companies include Nike, Footjoy, Titleist, Callaway, TaylorMade, Ben Hogan, Ping, Cutter Buck, Antigua, Sun Mountain, Under Armour and many others. I plan to fully stock the Pro Shop with quality merchandise from brand name golf companies as well with high volume, bargain brands. We will use an "Open to Buy Plan."



**TECHNICAL PROPOSAL**  
**Detailed Business Plan/  
Schedule**  
*continued*

**Operation of  
Driving Range**

The Downriver range and hitting stations are limited by available space. Upgraded hitting stations with quality golf mats and concrete bases were installed years ago. An architect has been retained to address the range's limited space, and to recommend changes to maximize its potential for improved use. This may include tiered hitting stations depending on a cost/reward analysis.

We are also evaluating plans to attenuate the concrete expanse of the range by installing discrete planting areas. If implemented, these areas will be consistent with golf cart traffic to the range, and normal maintenance of the area.

**Demonstrated  
ability to build  
relationships with  
city golf personnel,  
including golf  
course  
superintendent and  
maintenance staff**

We communicate daily with the golf course superintendent on the status of course, and any emergencies that may arise. Course conditions, need for maintenance, upcoming events, and other issues related to course operations are discussed.

For the last 27 years, I have communicated daily with City of Spokane golf personnel, accountants, directors, and staff to facilitate the professional operation of Downriver G.C. I regularly attend monthly golf committee meetings and many Park Board meetings. I have communicated, shared information and collaborated on ideas directed to the success of golf in the Spokane region with other current and past golf professionals at City courses since 1993.

The City is urged to document all long term maintenance projects, and course conditions daily to the City of Spokane Golf website, including any scheduled maintenance for that week.



## **TECHNICAL PROPOSAL**

### **Detailed Business Plan/ Schedule continued**

#### **Outline of off- season activities (if any)**

The restaurant is available to rent for private parties and events during the off-season. Protecting the course and grounds will be the top priority for any off-season events. Indoor golf leagues and instruction have been and are currently offered during the winter.

#### **Other details to have Downriver G.C. fully operational by February 15, 2020**

The current clubhouse restaurant has expanded capabilities to host non-events including wedding receptions, holiday parties, and other similar events. With the spectacular view of the mountains and Spokane River available off the deck at Downriver, patrons have a unique setting to enjoy the course.

#### **Proposed operating and capital budget for years 2020 – 2024**

The course will be ready to be operational by the anticipated opening date. Actual opening date is necessarily controlled by the weather.

#### **Anticipated impact of irrigation project at Downriver G.C.**

Budgets are to be determined on a year-to-year basis due to the contingent nature of golf course related revenue in a cold weather region.

The City established templates to handle contingencies for the irrigation projects at Indian Canyon (2018-19) and at Esmeralda (2019-20). These renovations diverge due the topographical differences between the two courses. The Downriver project should be bid and implemented to attenuate the disruption of play at the course and minimize any detrimental impact to the course. A hybrid model of the Indian Canyon and Esmeralda approaches should be considered as the model for Downriver. But that depends on an assessment of Downriver's challenges, which makes it difficult to project what would be a satisfactory arrangement to address course renovation and disruptions. However, financial compensation should be provided by the City of Spokane.

# **MANAGEMENT PROPOSAL**

## **RiverLinks Golf, Inc**





## **MANAGEMENT PROPOSAL**

### **Experience of Professional**

**Provide a career resume with your accomplishments that showcase why you are the best Golf Professional to lead Downriver Golf Course**

#### Degree and Golf Professional Background.

I graduated with a Business Management degree from Whitworth University in 1987, and was offered an assistant golf professional position at Spokane Country Club the same year.

I initiated my business and playing certification program with the P.G.A. and received my Class A designation from the organization in 1990. I have been a member in good standing with the P.G.A. for a quarter century.

From 1988 to 1990, I was an assistant golf professional at Indian Canyon G.C. This initial tenure enabled me to learn how the course operated, and acquainted me with the Canyon's rich history, tradition, and national reputation. I have applied the same approach to my years as head professional at Downriver G.C. This has allowed me to understand the Downriver demographic, which differs significantly from the other city courses. Understanding and being attentive to this demographic is crucial to the success of Downriver.

In 1991, I was asked to assist in the opening of the Coeur d'Alene Resort Golf Course as assistant professional by Director of Golf Mike DeLong. I stayed there for a year and contributed to a successful opening. I returned to Indian Canyon for the 1992 golf season as an assistant golf professional.

Later that year, I applied for and was selected as the head professional at Downriver Golf Course, and have acted in that capacity for the last 27 years.

I have held various leadership positions with the Pacific Northwest Section, Inland Northwest Chapter of the P.G.A. over the last 29 years while raising three daughters with my wife Kari Conner.

In 2004, Kari and I were awarded a Ben and Jerry's Scoop Shop franchise. That business is located at River Park Square in downtown Spokane. Kari has successfully operated it the last 16 years. This has contributed immeasurably to my understanding on how to successfully run a business in the Spokane/Coeur d'Alene area.

During my tenure the course has won numerous "best of" awards from local newspapers and magazines.



## **MANAGEMENT PROPOSAL**

### **Experience of Professional**

*continued*

**Provide a career resume with your accomplishments that showcase why you are the best Golf Professional to lead Downriver Golf Course**  
*continued*

### **Infrastructure Improvements to Downriver Golf Course.**

During my tenure at Downriver G.C., I have initiated several major infrastructure improvement projects to enhance the facilities and golf experience of its patrons.

#### Early to mid 1990

- Poured concrete driving range. Previous base was dirt.

#### Early 1990s

- Replaced all carpet in Pro-shop and Restaurant.

#### Early 1990s

- Complete remodel of kitchen.
- Relocation of all appliances and sinks.
- Installed walk in cooler in basement.
- Dual participation with city.

#### Late 1990s

- Spearheaded complete remodel of restrooms.
- Dual participation with city.
- Demolition of men's and women's locker rooms.

#### Late 1990s

- Resurfacing of entire breezeway.

#### Early 2000s

- Remodel of Pro Shop to include replacing all carpet in pro shop and restaurant.

#### 2003

- Added approximately 1300 sq. ft. of deck space to restaurant. Full length awning also added. Dual participation with city.
- Design and build out of BBQ area adjacent to deck.
- Purchased and Installed 42" Lynx grill, granite top workstation & sink.
- Rod iron gate fabricated and installed to prevent access to the deck when closed.





## MANAGEMENT PROPOSAL

### Experience of Professional

*continued*

**Provide a career resume with your accomplishments that showcase why you are the best Golf Professional to lead Downriver Golf Course**  
*continued*

#### Approximately 2005

- Personally painted entire exterior of clubhouse.
- City supplied paint.

#### Approximately 2006

- Installation of security fencing and mesh around perimeter of decking underneath building.

#### Approximately 2010

- Complete remodel of restaurant area.
- Re-design, replaced interior wall to expand inside seating.
- Added three (3) garage doors opening up the inside to the deck.
- Added fireplace.
- Tiled kitchen.
- Tiled walkway into the pro shop.
- New carpet, interior paint in restaurant and pro shop.
- Extensive stone work done.
- All entry doors replaced.
- All new appliances.
- Minimal participation from city.

#### Approximately 2011

- New security gate installed to protect front door entrance.

#### Calendar Year 2015

- Removed 500 gallon holding tank in basement and removed boiler from 1963.
- Extremely inefficient replacing with a 150 gallon hot water heater.

#### Calendar Year 2015-2019

- Paint, cosmetic changes (bead board) to Pro Shop
- New merchandise displays; paint. Still implementing these changes
- New sound amplification system
- Improved bulletin boards for golf organizations
- New carpeting in restaurant and pro shop.



## **MANAGEMENT PROPOSAL** **Experience of Professional** *continued*

**Provide a career  
resume with your  
accomplishments  
that showcase why  
you are the best  
Golf Professional to  
lead Downriver  
Golf Course**  
*continued*

### SIGNIFICANCE OF CAPITAL IMPROVEMENTS AT DOWNRIVER

This detailed chronology of the capital improvements undertaken by RiverLinks Golf, Inc. at Downriver G.C. demonstrates my long term commitment to improving golf at City of Spokane golf courses. In addition, they provide visual support of my continuing commitment to Downriver G.C.

This Request for Proposal calls for long term plans for improving the golf experience for patrons of City of Spokane golf courses. The Park Board generally, and the Golf Committee specifically, have emphasized the hospitality aspect of golf courses in providing a good experience in the Pro Shop, Clubhouse, Restaurant, and on the course.

All of my improvements have targeted the customer's experience while at Downriver — range, significant Clubhouse, Restaurant, Pro Shop improvements — both visually and operationally. The 1,300 square foot covered deck that overlooks the 10th hole is visually appealing, adds to the customer's enjoyment of the course, and opens many opportunities for holding events in connection with course. A significant renovation of the Restaurant and Clubhouse that extended these areas to the outside, and provided rock walled ambience, archways, new restaurant service areas, walk-in coolers, and state-of-the-art ordering systems contributes to a better customer experience.

Carpeting has been replaced with tile. Cash registers have been substituted with tablet-based touch technology for orders. The Downriver Clubhouse is now a comfortable, rustic, functional, modern space that combines the outdoors with the indoors on warm Summer days.

The recently installed multi-camera security system monitors critical indoor and outdoor areas. A new security fenced cart area has been added and is monitored by the cameras.



## MANAGEMENT PROPOSAL Experience of Professional *continued*

**Provide a career  
resume with your  
accomplishments  
that showcase why  
you are the best  
Golf Professional to  
lead Downriver  
Golf Course  
*continued***

Downriver has been awarded several recent “Best of” designations by local and regional newspapers and magazines. The course has produced the highest revenue, and golf round totals for City golf courses for many years. It is noted for its friendly, receptive, knowledgeable and helpful staff.

Please see list of improvements funded in large measure by RiverLinks, Inc. since 1993 listed below.

In addition, please evaluate the architectural rendering contained in **Addendums B and C** attached to the end of this proposal that detail possible renovations to the Clubhouse roof line, Pro Shop interior, existing outdoor deck, and driving range



**Experience leading  
golf lesson  
instructional  
programs**

**Provide evidence  
you are current in  
the PGA  
certification  
program**

## **MANAGEMENT PROPOSAL**

### **Experience of Professional** *continued*

The driving range at Downriver is limited to 12 hitting stalls. This compares to the 40 +/- hitting stations at Indian Canyon G.C. and to some degree, The Creek at Qualchan. Downriver's range is this smallest of all the City courses, although it has a separate grass chipping practice area and green located adjacent to the 9th fairway.

Accordingly, golf lesson instruction at Downriver Golf Course is limited. Even with this limitation, City of Spokane lessons have been scheduled and held regularly since they were first offered.

All my professional staff members provide individual and group lessons. Off-course, interior lessons and leagues are offered in the clubhouse during the winter.

The Special Olympics golf team practiced at Downriver, and one of its graduates was a finalist at a national tournament. Years ago, the "Get Golf Ready" program was implemented at Downriver Golf Course. This program provided five lessons from a PGA Professional for a set price.

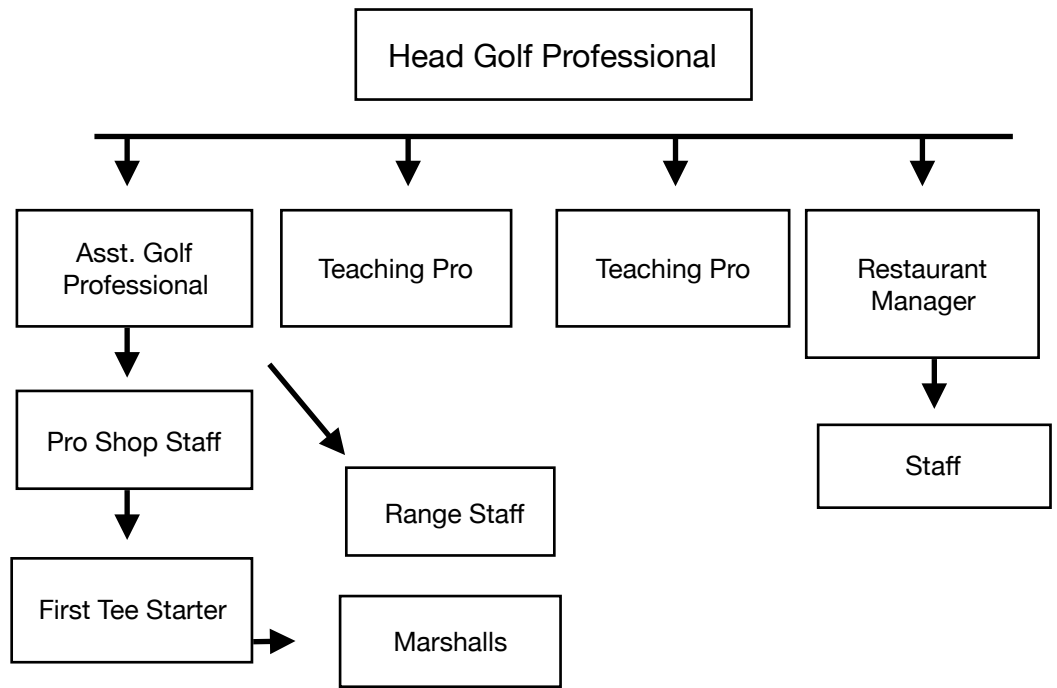
Downriver's range continues to provide opportunities to grow the game at all age and skills levels. David Fern has implemented a highly successful youth golf program that has grown dramatically over the last three years. He is assisted by Tyler Barrong. We will continue to evaluate programs that will grow the game, including Operation 36, golf leagues, group instruction, and individual lessons.

My PGA golf certification number is 10188577. If necessary, the City of Spokane may contact the PGA of America to further confirm my certificate of good standing,



## MANAGEMENT PROPOSAL Experience of Professional

**Provide an organizational chart of your proposed team**



Golf Instructors: Chad Gunn and David Fern, together with Tyler Barrong will remain to teach lessons and growing the game. Ron Barker, an iconic golf professional both locally and regionally, will be asked to remain as part of our team as an Assistant Golf Professional.

**Five Year List of Contracts and Contact Information**

Odom Distributing	5 Years	Chris Rodgers	509-954-7819	<a href="mailto:chris.rodgers@odomet.com">chris.rodgers@odomet.com</a>
Under Armour Nike	5 Years	Scott Stephens	509-990-0044	<a href="mailto:scottstephens@gmail.com">scottstephens@gmail.com</a>
Pepsico	5 Years	Isaac Dowers	509-370-0006	<a href="mailto:isaac.dowers@pepsico.com">isaac.dowers@pepsico.com</a>
URM	5 Years	Beth Gallagher	509-993-8731	<a href="mailto:bgallagher@urmfoodservice.com">bgallagher@urmfoodservice.com</a>
Ping	5 Years	Jacob Clay	800-528-0650	
Callaway	5 Years	Tim Howes	208-794-8428	<a href="mailto:timhowes@callawaygolf.com">timhowes@callawaygolf.com</a>
NW Golf Cars	5 Years	Remi Osso	509-385-2217	<a href="mailto:remi.osso@northwestgolfcars.com">remi.osso@northwestgolfcars.com</a>

*Further contacts will be provided on request due to space limitations in proposal.*



## **MANAGEMENT PROPOSAL**

### **Experience of Professional**

*continued*

#### **References**

Kurt L. Walsdorf  
SVP/Market President Eastern WA/ID  
Bank of America  
509.227.0082  
kurt.l.walsdorf@baml.com  
Professional

Kevin Parker  
WA State Representative, 6th District  
509.251.1052  
kevincharlesparker@gmail.com  
Personal

Bryn West  
General Manager  
River Park Square  
509.847.5879  
bryn@riverparksquare.com  
Business and Professional

#### **Related Information**

RiverLinks Golf, Inc, has not had any contracts terminated for default in the last five (5) years.

#### **Financial Information**

Please refer to Proposer's Addendum A — Letter of Credit from Michael D. Beasley, Banner Bank.

#### **Litigation/Liens**

No current or pending litigation and any litigation settled or disposed within the past five (5) years against the Proposer or brought forth by the Proposer, including its parent, sister or subsidiary companies and proposed sub-contractors.

# **PROPOSED REVENUE SHARING**

## **RiverLinks Golf, Inc**





**MANAGEMENT PROPOSAL**  
**Experience of Professional**  
*continued*

**Practice Range**

City Golf Division Percentage	Golf Professional Percentage
1%	99%

**Rental Carts**

City Golf Division Percentage	Golf Professional Percentage
1%	99%

**Pro Shop Sales**

City Golf Division Percentage	Golf Professional Percentage
1%	99%

**Food/Beverage Concessions**

City Golf Division Percentage	Golf Professional Percentage
0%	100%

**Please note:** Proposer will work with the City to determine a flat rate amount for off-season or off-our events, i.e. a “facilities fee” of a set dollar amount would be quoted to a potential user of facilities and reimbursed in full to the City.





**MANAGEMENT PROPOSAL**  
**Experience of Professional**  
*continued*

**Greens Fees**

City Golf Division Percentage	Golf Professional Percentage
92.5%	7.5%

**Private Lessons**

City Golf Division Percentage	Golf Professional Percentage
0%	100%

**Off Season Activities**

City Golf Division Percentage	Golf Professional Percentage
TBD	TBD

**Summary and Comment**

The existing contract between the parties has been in effect for nearly 20 years, and has worked to the benefit of each.

# Addendum A

## RiverLinks Golf, Inc



August 20, 2019

Spokane Park Board  
Golf Committee


Re: Steve Conner, Head Professional Downriver Golf Course

Ladies and Gentlemen,

I have been asked to provide a letter indicating Mr. Conner's financial qualifications regarding his current position as Head Professional at Downriver Golf Course. Mr. Conner has been a client of Banner Bank for over 20 years and currently has access to credit facilities in the mid six figures which on a historical basis has been more than sufficient to handle both the day to day needs as well as providing longer term financing for fleet or tenant improvement needs. He has always handled his affairs with Banner Bank in a professional manner and is considered a long term valued client.

If further detail is needed, upon Mr. Conner's approval Banner Bank would be happy to provide more detailed information.

Regards,



Michael D. Beasley  
Senior Vice President  
Director of Commercial Banking Spokane Division

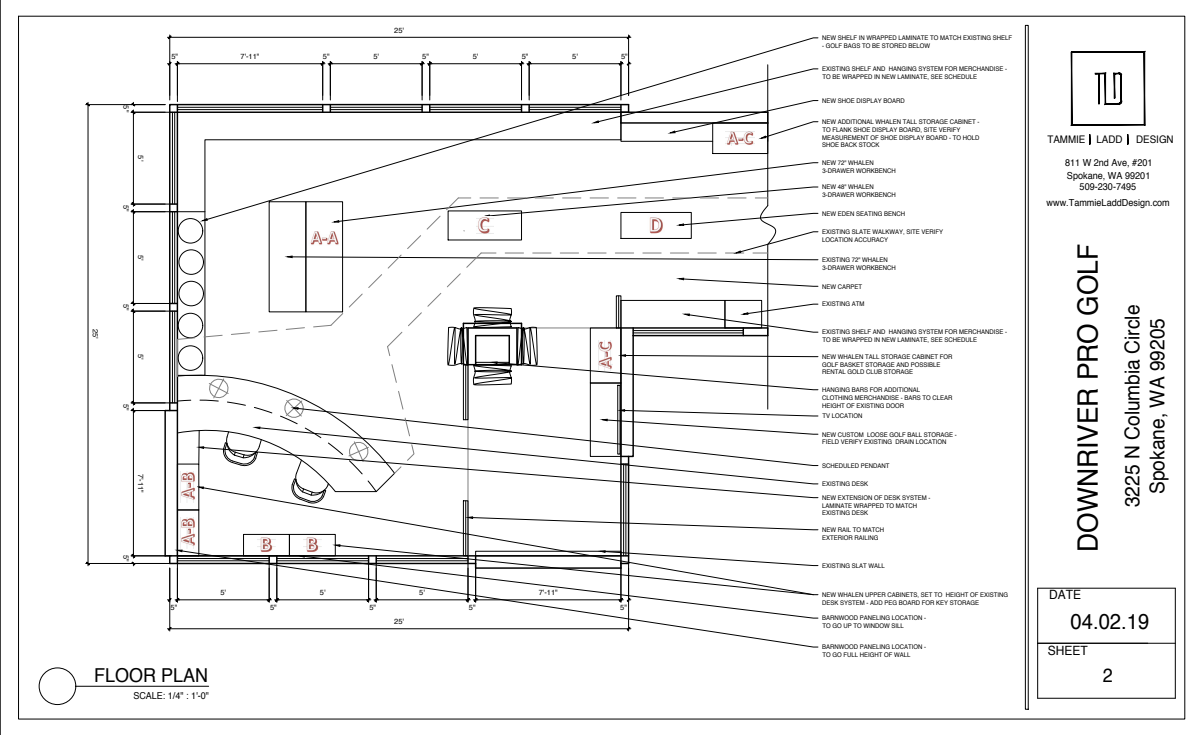


• 802 West Riverside Ave. • Spokane, WA 99201  
509-892-4500 • Fax: 509-892-4509 • bannerbank.com  
Member FDIC, Equal Housing Lender

# Addendum B RiverLinks Golf, Inc



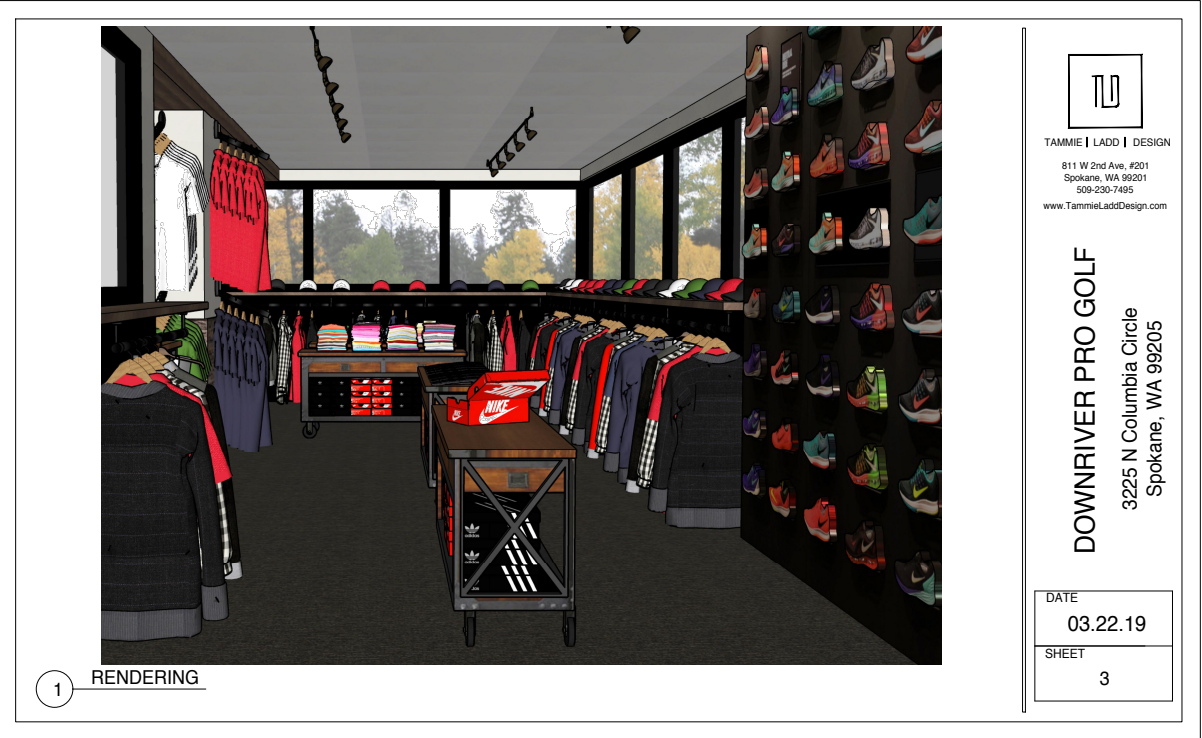
Renderings of proposed and partially implemented renovations of the interior of the Downriver Pro Shop.



TAMMIE | LADD | DESIGN  
811 W 2nd Ave, #201  
Spokane, WA 99201  
509-230-7495  
www.TammieLaddDesign.com

**DOWNRIVER PRO GOLF**  
3225 N Columbia Circle  
Spokane, WA 99205

DATE  
04.02.19  
SHEET  
2



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Spokane, WA 99201  
509-230-7495  
www.TammieLaddDesign.com

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DATE  
03.22.19  
SHEET  
3

# Addendum B

## RiverLinks Golf, Inc

(continued)



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Spokane, WA 99205

DATE	03.22.19
SHEET	3

2

RENDERING

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SHEET	3

3

RENDERING



# Addendum B

## RiverLinks Golf, Inc

(continued)



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SHEET	3

4

RENDERING

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DATE	03.22.19
SHEET	3

5

RENDERING

# Addendum B

## RiverLinks Golf, Inc

(continued)



### Decorative Pendants



PAUL FERRANTE  
2163 ELAINE PENDANT  
11.25" DIA. X 22.5"H



TROY  
ODYSSEY  
9" DIA. X 12.5"H



CIRCA  
PRESIDIO SMALL PENDANT  
6.5" DIA. X 11.5"H



TECH LIGHTING  
CROSSROADS PENDANT



TROY  
CITIZEN  
4.75" DIA. X 9.75"H



CIRCA  
ROBINSON MEDIUM PENDANT  
7.5" DIA. X 15"H



H.F.  
ERLENMEYER MINI  
PENDANT  
3.3" DIA. X 25.6"H



CIRCA  
MANETTE PENDANT  
3.5" DIA. X 13.3"H



H.F.  
ERLENMEYER LARGE  
MINI PENDANT  
7.6" DIA. X 13.5"H

### Commercial Lighting



COOPER INDUSTRIES  
HALO L812 MINI LED SERIES



EUREKA  
PICO TRACK LIGHT



LBC LIGHTING  
NUVO TK311 LOW VOLT MR16  
SQUARE TRACK LIGHT KIT



ALCON LIGHTING  
13302 KINSKI LED MONOPOINT  
TRACK LIGHT



LBC LIGHTING  
NUVO TK313 LOW VOLT MR16  
ROUND TRACK LIGHT KIT



ALCON LIGHTING  
13124-4 SINCH LED CYLINDER  
TRACK LIGHT KIT

# Addendum B

## RiverLinks Golf, Inc

(continued)



Merchandise Furniture



COSTCO  
WHALEN 72" WORK BENCH  
72"W X 24"D X 36.25"H



COSTCO  
WHALEN 48" WORK BENCH  
48"W X 19"D X 37"H



COSTCO  
WHALEN WALL CABINET, 2 PIECE  
36"W X 20"H X 14"D EACH

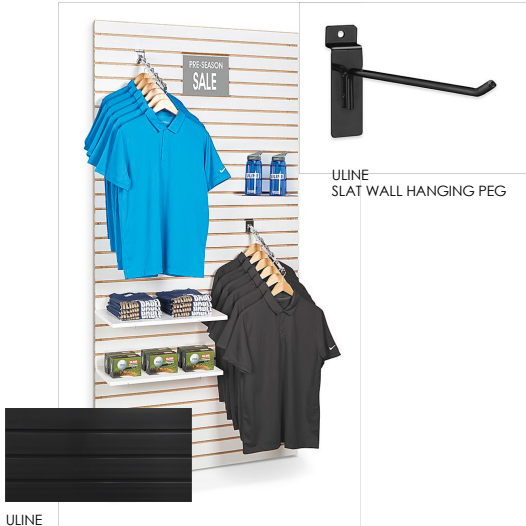


COSTCO  
WHALEN STORAGE CABINET  
36"W X 72"H X 20"D



COSTCO  
WHALEN 63" TOOL CART  
63"W X 32.2"H X 19"D

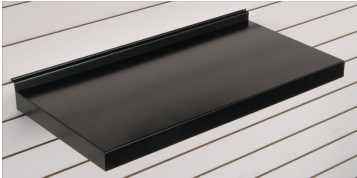
Merchandise Furniture



ULINE  
VERTICAL SLAT WALL PANEL  
PAINTED BLACK



ULINE  
SLAT WALL HANGING PEG



ULINE  
SHELF FOR SLAT WALL  
SHOE DISPLAY

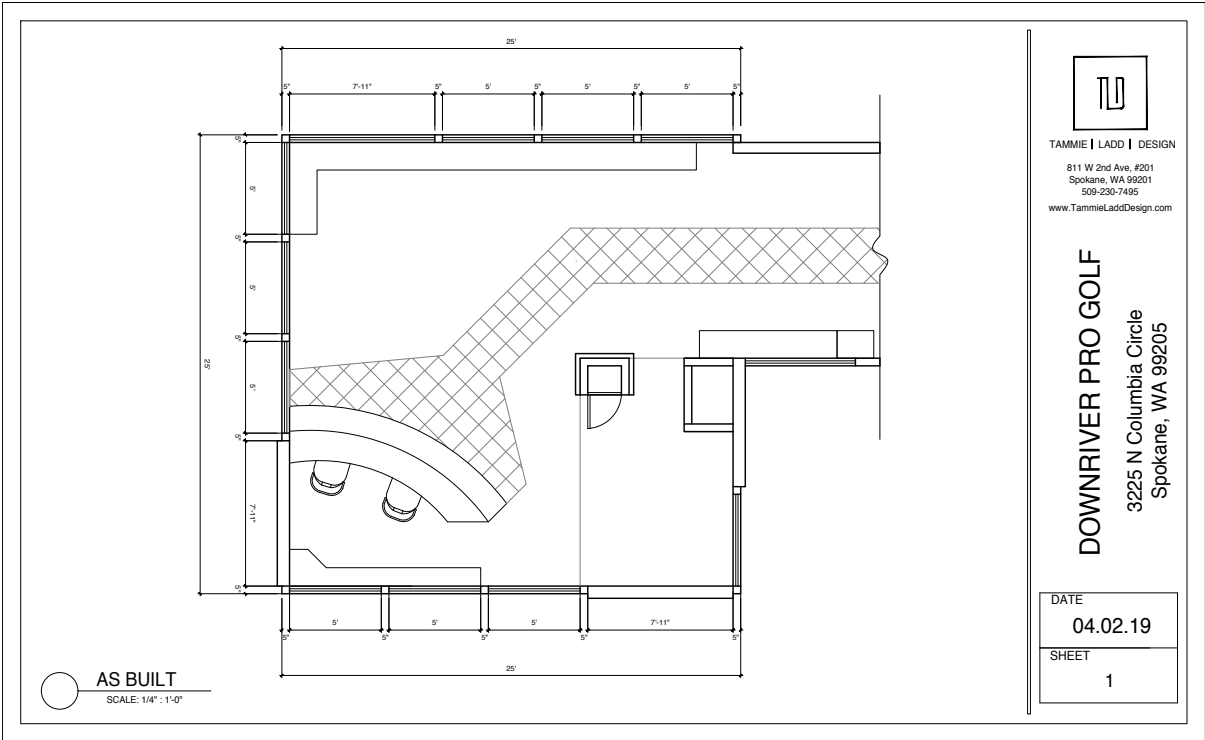


SECURITY COIL FOR SHOE DISPLAY

# Addendum B

## RiverLinks Golf, Inc

(continued)



AS BUILT  
SCALE: 1/4" = 1'-0"

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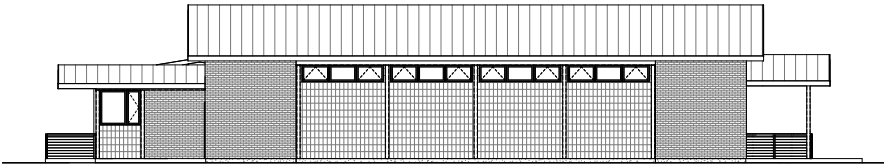


# Addendum C

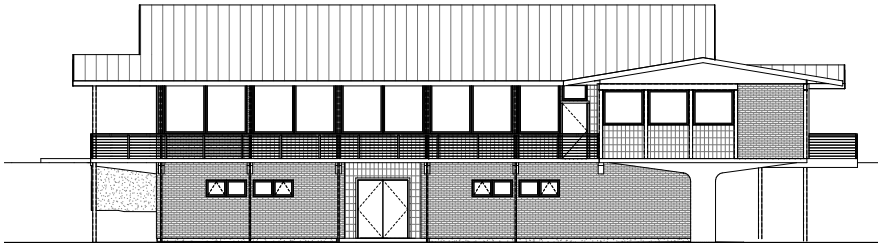
## RiverLinks Golf, Inc



**Architectural schematics of roof line change/replacement of Downriver Clubhouse; extension of outside covered deck; driving range hitting arrangement and expansion.**

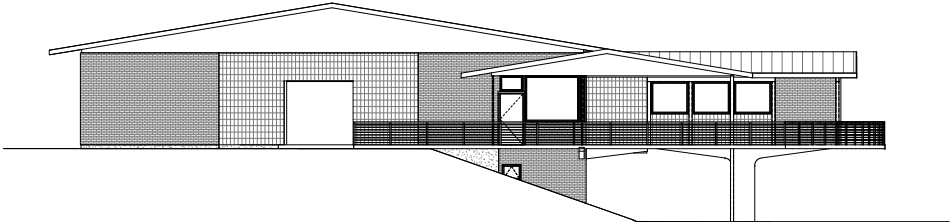


EAST ELEVATION

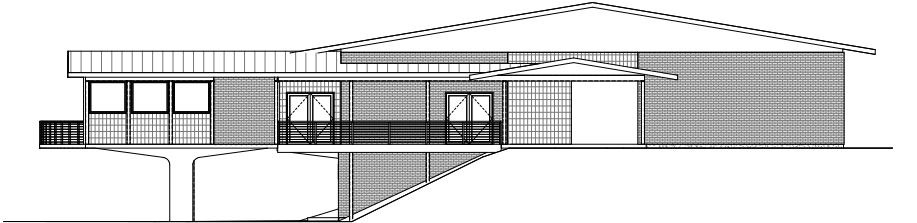


WEST ELEVATION

	DOWNRIVER GOLF COURSE 3225 N. COLUMBIA CIR., SPOKANE, WA	PRELIMINARY NOT FOR CONSTRUCTION	<small>Approval of Preliminary Drawings and Authority to Commence Work on Construction Documents.</small> <small>By signing these drawings, the client and/or client representative is giving approval of the preliminary drawings as shown and hereby authorizes Design Services Northwest, Inc. to proceed with completion of construction documents.</small> Approved by: _____ Date: _____	PROJECT NO.: 1930-DRG
				DATE ISSUED: 8/23/2019 4:21:37 PM SCALE: AS SHOWN REVISION NO.: -



NORTH ELEVATION



SOUTH ELEVATION

	DOWNRIVER GOLF COURSE 3225 N. COLUMBIA CIR., SPOKANE, WA	PRELIMINARY NOT FOR CONSTRUCTION	<small>Approval of Preliminary Drawings and Authority to Commence Work on Construction Documents.</small> <small>By signing these drawings, the client and/or client representative is giving approval of the preliminary drawings as shown and hereby authorizes Design Services Northwest, Inc. to proceed with completion of construction documents.</small> Approved by: _____ Date: _____	PROJECT NO.: 1930-DRG
				DATE ISSUED: 8/23/2019 4:21:35 PM SCALE: AS SHOWN REVISION NO.: -

# Addendum C

## RiverLinks Golf, Inc

(continued)



**Architectural schematics of roof line change/replacement of Downriver Clubhouse; extension of outside covered deck; driving range hitting arrangement and expansion.**



SOUTHEAST PERSPECTIVE



EAST PERSPECTIVE



NORTHWEST PERSPECTIVE



WEST PERSPECTIVE

<p>DESIGN SERVICES NW Fine Home Design   Consulting   Planning</p>	<p>DOWNRIVER GOLF COURSE 3225 N. COLUMBIA CIR., SPOKANE, WA</p>	<p>PRELIMINARY NOT FOR CONSTRUCTION</p>	<p>Approval of Preliminary Drawings and Authority to Commence Work on Construction Documents: By signing these drawings, the client and/or client representative is giving approval of the preliminary drawings as shown and hereby authorizes Design Services Northwest, Inc. to proceed with completion of construction documents. Approved by: _____ Date: _____</p>	<p>PROJECT NO.: 1930-DRG DATE ISSUED: 8/23/2019 4:21:37 PM SCALE: AS SHOWN REVISION NO.: - SHEET NO.: 31/33</p>
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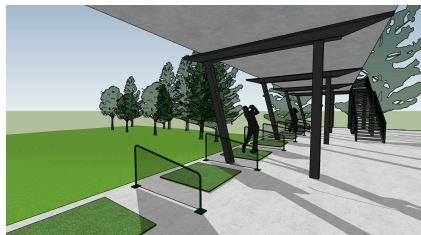
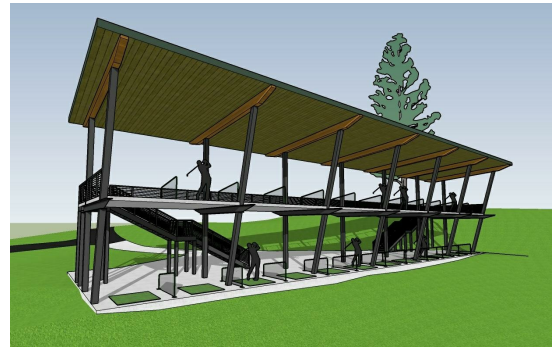
# Addendum C

## RiverLinks Golf, Inc

(continued)



**Architectural schematics of roof line change/replacement of Downriver Clubhouse; extension of outside covered deck; driving range hitting arrangement and expansion.**



**DESIGN**  
SERVICES NW  
Fine Home Design | Consulting | Planning  
260 South 16th St, Suite 100, Spokane Valley, WA 99037 | 509.833.0100

DOWNRIVER GOLF COURSE  
3225 N. COLUMBIA CIR., SPOKANE, WA

PRELIMINARY  
NOT FOR CONSTRUCTION

Approval of Preliminary Drawings and Authority to Commence Work on Construction Documents:  
By signing these drawings, the client(s) and/or client representative is giving approval of the preliminary drawings as shown and hereby authorizes Design Services Northwest, Inc. to proceed with completion of construction documents.  
Approved by: \_\_\_\_\_ Date: \_\_\_\_\_

PROJECT NO.: 1930-DRG  
DATE ISSUED: 8/23/2019 4:21:37 PM  
SCALE: AS SHOWN  
REVISION NO.: - SHEET NO.: JPKR

**City of Spokane - Parks & Recreation  
Fund 4600 - Golf fund  
2020 Preliminary Budget**

	2018 Actual	2019 Adopted Budget	2019 Thru August	2020 Preliminary	2020 Preliminary Budget - Current
<b>Revenues</b>	3,481,012	3,805,270	3,054,108	3,805,270	4,045,270
<u>ExpenditureCategories:</u>					
Salaries & Wages	1,160,695	1,210,067	773,476	1,240,293	1,240,293
Personnel Benefits	382,089	324,942	246,920	346,951	346,951
Supplies	329,794	316,920	200,300	316,920	316,920
Svcs. & Charges	1,000,198	1,020,076	504,898	998,076	998,076
Intergovernmental Services	22,854	21,000	15,426	21,000	21,000
Interfund Services	351,341	290,767	182,696	284,520	284,520
Operating Transfers	50,000	50,000	112,967	50,000	50,000
Reserve for Budget Adj.		42,000		42,000	42,000
Debt Service	44,473	225,934		448,031	448,031
Capital Outlay	86,804	250,000	99,779	295,000	295,000
<b>Total Expenditures</b>	3,428,248	3,751,706	2,136,462	4,042,791	4,042,791
Net Revenues minus Expenditures	52,764	53,564	917,646	(237,521)	2,479



# S.I.P. Funded Capital Improvements Project Status October 2019

Golf Course Architect: Robert Trent Jones II  
Irrigation Consultant: Irrigation Technologies

Golf Manager: Mark Poirier  
Project Manager: Nick Hamad  
Park Planning & Development Manager: Garrett Jones

## PROJECT GOALS

1. Rectify deferred golf course maintenance by strategically investing in on-course capital repair & improvement.
  - a. Conduct 1 golf course irrigation rebuild per year for the next 4 years.
2. Upgrade on-course golf experience for users:
  - a. Create system-wide course master plan with detailed recommendation for improving courses. (Reference survey results).
  - b. Implement up to \$600,000/year of on-course improvements for the next 4 years with remaining funds (budget dependent).

## PROJECT FUNDING

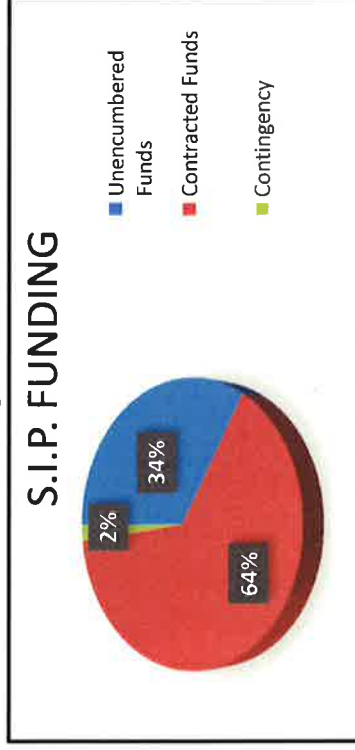
- \$7,500,000 in approved SIP funding
- \$90,064 approved public works funding

## DESIGN/CONSTRUCTION SCHEDULE

- Fall 18-Spring 19: Indian Canyon (complete)
- Fall 19-Spring 20: Esmeralda

## CURRENT CONTRACTS

- System-Wide Master Plan
- Esmeralda Irrigation & Tree Work
- Downriver Irrigation Design



Contracted Amount (includes WSST)	Change Orders	Current Expenditures thru 10/08/19	Remaining S.I.P. Capital Funding (unencumbered)	Percent Complete by Budget	Construction Schedule Percent Complete	Physical Completion Date
\$4,880,583	\$188,662	\$3,196,683.14	\$2,709,480	64%	38%	7/1/22





# Emeralda Golf Course Irrigation Renovation Construction Status October 2019

Contractor: Heritage Links  
 General Superintendent: Tim Hubbard  
 Project Superintendents: Jorge Garcia

Project Manager: Nick Hamad  
 Irrigation Consultant: Irrigation Technologies  
 Golf Course Superintendent: Rob Decker



## IRRIGATION WORK STATUS

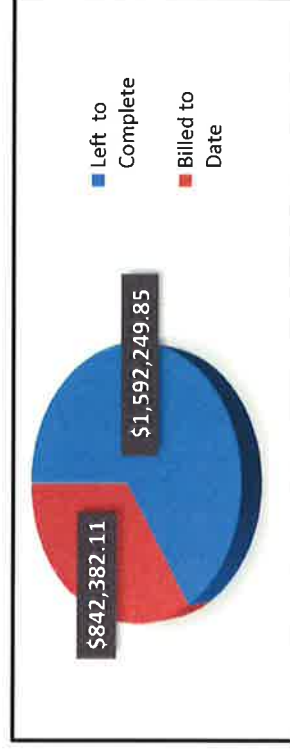
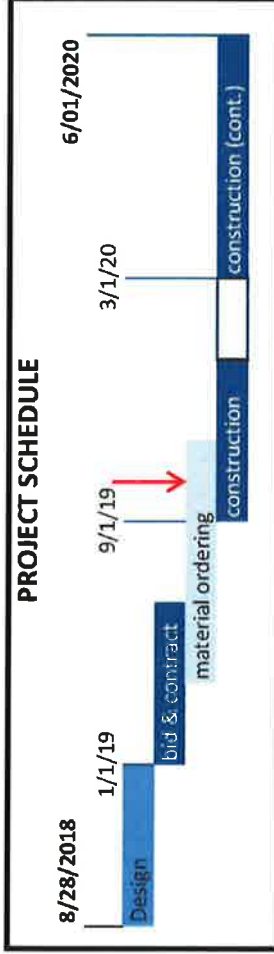
- 35% complete - 6 Holes finished
  - 18, 17, 16, 11, 10 & range
  - Holes 12 & 4 near complete
- 8,000 feet of mainline installed
- 24,000 feet of laterals installed
- 117 valves, 477 heads installed

## LOOK AHEAD SCHEDULE

- Holes 13, 14, & 15
- Pond piping
- 1-2 holes closed at a time

## PROJECT RELATED TREE WORK

- Phase 1 complete (4, 16, range)
- Phase 2, 3 & 11/17 greens next



Contracted Amount (includes WSST)	Change Orders	Current Expenditures thru 10/08/19	Remaining Contract Amount	Percent Complete by Budget	Construction Schedule Complete	Physical Completion Date
\$2,320,194.44	\$114,437.52	\$842,382.11	\$1,592,249.85	34.6%	35%	7/1/20



# Indian Canyon Golf Course Irrigation Renovation Construction Status October 2019

Contractor: Wadsworth Golf Construction Co.  
 General Superintendent: Mark Slugocki  
 Project Superintendents: Socorro Chavez & Edgar Delgado

Project Manager: Nick Hamad  
 Irrigation Consultant: Irrigation Technologies  
 Golf Course Superintendent: Josh Harty

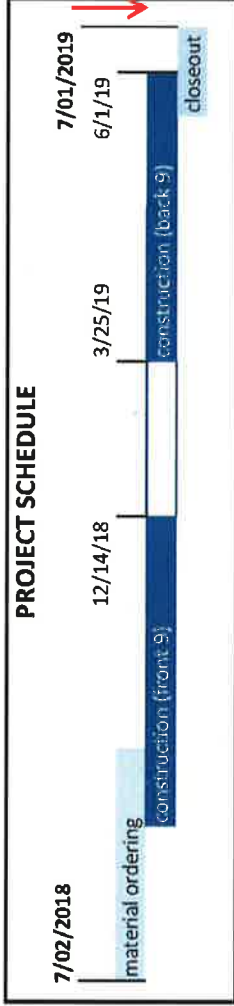


### IRRIGATION WORK COMPLETED

- 18 Holes opened on 05.31.2019
- 5 greens leveled & re-sodded
- 17 tee sodded
- Tree work completed
- Fiber work completed
- 3% total C/O value

### LOOK AHEAD SCHEDULE

- Head/Runtime Adjustment
- Winterization



Contract Amount (includes WSST)	Change Orders	Current Expenditures thru 10/07/19	Remaining Contract Amount	Percent Complete by Budget	Construction Schedule Percent Complete	Physical Completion Date
\$2,280,076.62	\$74,224.41	\$2,354,301.03	\$9,100.37	99.6%	100%	7/1/19

# Golf Marketing





# Cable/TV recap

## KREM TV

42 spots

- 2 spots – Master's (April)
- 4 spots – RBC Heritage (April)
- 4 spots - Zurich Classic (April)
- 4 spots - Wells Fargo Champs (May)
- 4 spots – ATT Byron Nelson (May)
- 4 spots – PGA Champs (May)
- 4 spots – Charles Schwab Challenge (May)
- 4 spots – Memorial Tourn. (June)
- 4 spots – RBC Canada (June)
- 4 spots Travelers Champs (June)
- 4 spots – Rocket Mortgage Classic (June)

## Comcast Cable

160 Spots

- 15 spots – PGA Champ (May)
- 5 spots – US Open (June)
- 20 spots – British (July)
- 120 spots – GOLF channel (Sept)

## KAYU TV

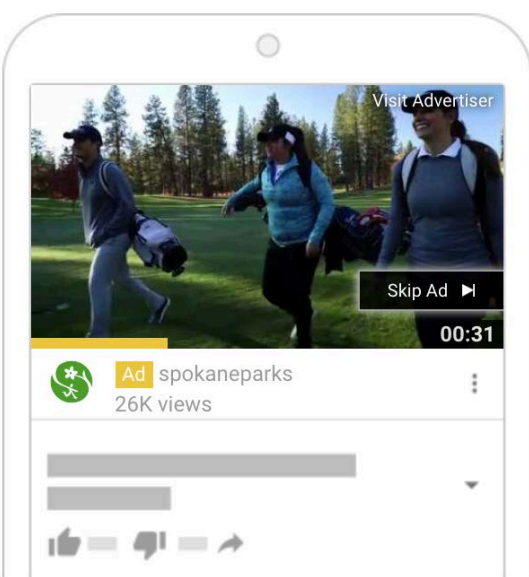
In-Kind

Golf Tour Card

# Digital

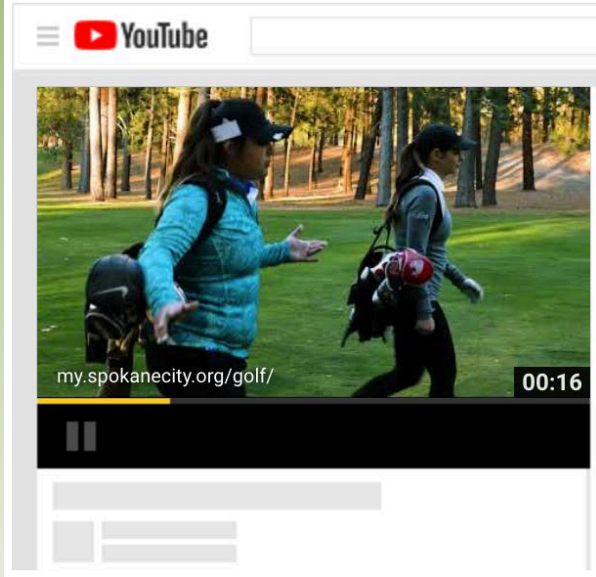
## Digital TV

Impressions: 153,000  
Clicks: 250  
CTR: 0.16% (Av. .17%)  
Completion rate: 92% (Av. 87%)



## YouTube

Impressions: 400,400  
Clicks: 230  
CTR: 0.06%  
Completion rate: 100%




## Google Search

Impressions: 15,600  
Clicks: 3,165  
CTR: 20.30% (Av: 5%)


**Spokane Parks & Rec | Make this the summer of golf.**  
[Ad](#) [my.spokanecity.org](http://my.spokanecity.org) 509.625.6200  
Play for \$49 or less a round  
Indian Canyon · Downriver · Esmeralda · Qualchan

**Spokane Parks & Rec | It's your play time.**  
[Ad](#) [my.spokanecity.org](http://my.spokanecity.org) 509.625.6200  
Book your tee time online at one of four beautiful City courses.  
Indian Canyon · Downriver · Esmeralda · Qualchan

# Social Media

 **Spokane Parks and Recreation**  
Sponsored · 🌐


Golf season is in full swing! Downriver, Esmeralda, and The Creek at Qualchan are all open. The driving range and practice green at Indian Canyon are open with the front nine expected to open (with brand new irrigation!) at the end of the month. Book a tee time today! 🏌️‍♂️



**City Golf Courses are Open!**

Book a tee time today!

[Book Now](#)



**City Golf Courses**

Book a tee time today!

 **Spokane Parks and Recreation**  
Sponsored · 🌐

Now is the perfect time to purchase your City of Spokane Golf Discount Passes at 2018 prices and find some great savings. PLUS: Purchase your 2020 pass now and start using them today! We will be accepting 2020 passes for the remainder of the 2019 season.

Call or visit any of the four City of Spokane golf courses, call 311, or stop by City Hall, 808 W. Spokane Falls Blvd to purchase your 2020 passes!



**2020 PASSES.  
2018 PRICES.**

SPOKANEGOLF.ORG

**2020 Discount Passes at 2018 Prices**

Buy now and start using today!

 **Spokane Parks and Recreation**  
Sponsored · 🌐

Give your Dad or Grad the gift of golf with 4 rounds for just \$129 (\$47 in savings!). The 4-pack pass is good for 1 round each at Indian Canyon Golf Course, The Creek at Qualchan Golf Course, Downriver Golf Course, and Esmeralda Golf Course. This promotion ends June 16! 🏌️‍♂️



**DADS & GRADS** | 4-ROUND PASS  
1 ROUND AT EACH CITY GOLF COURSE!  
**\$129** (\$47 SAVINGS)  
Promotion ends June 16, 2019

SPOKANEGOLF.ORG

**Dads & Grads Golf Promotion**

Ends June 16!

[Learn More](#)

# Local ChipShots Email

Dedicated Email  
20,000

**City of Spokane - Parks & Recreation  
 Golf Fund -- 4600  
 Financial Report  
 September 2019**

**Year-to-Date Comparison**

Notes:	Monthly Comparison				Year-to-Date Comparison							
	2019 Current Adopted Annual Budget	2019 Budget Balance	2018 September Actual	2019 September Actual	2018 - 2019 Monthly Difference	2017 YTD Actual	2018 YTD Actual	2019 YTD Actual	2018 - 2019 YTD Difference	2018 YTD % of Annual Budget	2019 YTD % of Annual Budget	Change in Budget %
<b>Revenue:</b>												
a.	3,805,270	-	393,612	353,969	\$ (39,643)	2,843,280	3,038,278	2,796,785	\$ (241,493)	79.8%	73.5%	-6.35%
Program Revenue						60,671	73,068	130,199	\$ 57,131			
Pre-Sale Revenue						-	-	13,500	\$ -			
Pepsi Commissions						-	-	-	\$ -			
Facility Improvement Fee			27,740	63,397	\$ 35,657	-	127,995	534,151	\$ 406,156			
Other Transfers In			-	-	\$ -	-	-	-	\$ -			
<b>TOTAL REVENUE:</b>	<b>\$ 3,805,270</b>	<b>\$ (330,635)</b>	<b>\$ 421,353</b>	<b>\$ 417,366</b>	<b>\$ (3,986)</b>	<b>2,903,951</b>	<b>3,239,341</b>	<b>\$ 3,474,635</b>	<b>\$ 235,294</b>	<b>85.1%</b>	<b>91.3%</b>	<b>6.18%</b>
<b>Expenditures:</b>												
Salaries and Wages	1,235,067	350,209	117,601	111,382	\$ 6,219	913,241	879,947	884,858	\$ (4,912)	72.2%	71.6%	-0.60%
Personnel Benefits	324,942	41,521	38,814	36,500	\$ 2,314	308,563	294,441	283,421	\$ 11,021	86.6%	87.2%	0.58%
Supplies	322,750	102,558	52,620	19,893	\$ 32,727	207,740	231,565	220,192	\$ 11,372	69.4%	68.2%	-1.16%
Services and Charges	1,067,099	382,035	156,032	180,166	\$ (24,134)	708,714	646,035	685,064	\$ (39,029)	64.3%	64.2%	-0.07%
Interdepartment Svcs	286,529	85,444	17,911	18,389	\$ (477)	252,263	258,289	201,085	\$ 57,204	71.4%	70.2%	-1.23%
Intergovernment Svcs	21,000	1,518	3,492	4,056	\$ (564)	16,945	18,383	19,482	\$ (1,099)	87.5%	92.8%	5.24%
<b>Subtotal Op. Exp.</b>	<b>\$ 3,257,387</b>	<b>\$ 963,285</b>	<b>\$ 386,469</b>	<b>\$ 370,385</b>	<b>\$ 16,084</b>	<b>2,407,466</b>	<b>2,328,659</b>	<b>\$ 2,294,102</b>	<b>\$ 34,557</b>	<b>71.0%</b>	<b>70.4%</b>	<b>-0.58%</b>
Capital Outlay	267,913	168,134	-	-	\$ -	145,651	23,728	99,779	\$ (76,052)	6.6%	37.2%	30.66%
Transfers Out	275,934	162,967	-	-	\$ -	-	-	112,967	\$ (112,967)	63.7%	40.9%	40.94%
<b>TOTAL EXPENDITURES:</b>	<b>\$ 3,801,234</b>	<b>\$ 1,294,385</b>	<b>\$ 386,469</b>	<b>\$ 370,385</b>	<b>\$ -</b>	<b>2,553,117</b>	<b>2,352,387</b>	<b>\$ 2,506,849</b>	<b>\$ 54,268</b>	<b>66.4%</b>	<b>65.9%</b>	<b>0.7%</b>
<b>Total Funding:</b> (Rev. less Exp.)	<b>\$ 4,036</b>	<b>\$ -</b>	<b>\$ 34,883</b>	<b>\$ 46,981</b>	<b>\$ -</b>	<b>\$ 350,835</b>	<b>\$ 886,954</b>	<b>\$ 967,786</b>	<b>\$ 616,951</b>	<b>85.1%</b>	<b>65.9%</b>	<b>19.2%</b>

<b>Beginning Fund Balance</b>	<b>\$ 126,813</b>
Less 7% Reserve Requirement	\$ (266,086)
<b>Beginning 2018 Excess Reserves</b>	<b>\$ (139,273)</b>
2018 YTD Change in Cash	\$ 967,786
Encumbrances at Month End	\$ -
Facility Improvement Reserve	\$ (565,268)
<b>2018 YTD Available Cash</b>	<b>\$ 263,245</b>

\$ (94,212)

# 2019 Annual YOY Golf Comparison Report

## ROUNDS

	DOWNRIVER			ESMERALDA			INDIAN CANYON			QUALCHAN			CITY HALL			TOTALS		
	2019	2018	DIFF	2019	2018	DIFF	2019	2018	DIFF	2019	2018	DIFF	2019	2018	DIFF	2019	2018	DIFF
<b>COUNT</b>																		
REGULAR ROUND	17,394	12,880	4,514	9,381	9,833	(452)	12,369	13,382	(1,013)	10,643	10,516	127	0	0	0	49,787	46,611	3,176
DISCOUNT ROUND	17,641	21,842	(4,200)	17,520	15,703	1,817	7,841	11,905	(4,064)	13,639	14,501	(862)	0	0	0	56,641	63,951	(7,309)
MULTI-PLAY ROUND	1,517	2,967	(1,450)	1,099	1,429	(330)	587	1,195	(608)	2,618	2,079	539	0	0	0	5,821	7,670	(1,849)
OTHER ROUND	2,147	2,486	(339)	1,342	1,334	8	1,865	2,690	(825)	2,117	2,452	(335)	0	0	0	7,471	8,962	(1,491)
<b>TOTAL</b>	<b>38,700</b>	<b>40,175</b>	<b>(1,475)</b>	<b>29,342</b>	<b>28,299</b>	<b>1,043</b>	<b>22,662</b>	<b>29,172</b>	<b>(6,510)</b>	<b>29,017</b>	<b>29,548</b>	<b>(531)</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>119,721</b>	<b>127,194</b>	<b>(7,473)</b>
<b>REVENUE</b>																		
REGULAR ROUND	\$ 395,257	\$ 321,590	\$ 73,667	\$ 220,149	\$ 223,722	\$ (3,573)	\$ 292,908	\$ 350,599	\$ (57,691)	\$ 313,538	\$ 301,719	\$ 11,819	\$ -	\$ -	\$ -	\$ 1,221,852	\$ 1,197,629	\$ 24,222
DISCOUNT ROUND	\$ 342,838	\$ 424,786	\$ (81,948)	\$ 311,914	\$ 286,989	\$ 24,925	\$ 166,231	\$ 255,499	\$ (89,268)	\$ 291,876	\$ 305,967	\$ (14,091)	\$ -	\$ -	\$ -	\$ 1,112,859	\$ 1,273,241	\$ (160,381)
MULTI-PLAY ROUND	\$ -	\$ 21,671	\$ (21,671)	\$ -	\$ 7,225	\$ (7,225)	\$ -	\$ 9,613	\$ (9,613)	\$ 21,265	\$ 20,108	\$ 1,157	\$ -	\$ -	\$ -	\$ 21,265	\$ 58,617	\$ (37,351)
OTHER ROUND	\$ 26,151	\$ 30,659	\$ (4,508)	\$ 1,682	\$ 2,204	\$ (522)	\$ 28,354	\$ 40,192	\$ (11,838)	\$ 25,409	\$ 29,636	\$ (4,227)	\$ -	\$ -	\$ -	\$ 81,596	\$ 102,690	\$ (21,095)
<b>TOTAL</b>	<b>\$ 764,245</b>	<b>\$ 798,705</b>	<b>\$ (34,460)</b>	<b>\$ 533,745</b>	<b>\$ 520,139</b>	<b>\$ 13,606</b>	<b>\$ 487,493</b>	<b>\$ 655,903</b>	<b>\$ (168,410)</b>	<b>\$ 652,088</b>	<b>\$ 657,430</b>	<b>\$ (5,342)</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 2,437,572</b>	<b>\$ 2,632,177</b>	<b>\$ (194,605)</b>

## PASSES

	DOWNRIVER			ESMERALDA			INDIAN CANYON			QUALCHAN			CITY HALL			TOTALS		
	2019	2018	DIFF	2019	2018	DIFF	2019	2018	DIFF	2019	2018	DIFF	2019	2018	DIFF	2019	2018	DIFF
<b>COUNT</b>																		
DISCOUNT PASS	1,443	1,507	(64)	824	1,179	(355)	217	622	(405)	1,093	959	134	20	216	(196)	3,597	4,483	(886)
SEASON PASS	12	8	4	5	3	2	3	6	(3)	10	8	2	1	0	1	31	25	6
OTHER PASS	39	42	(3)	322	22	300	38	35	3	66	39	27	570	611	(41)	1,034	749	285
<b>TOTAL</b>	<b>1,494</b>	<b>1,557</b>	<b>(63)</b>	<b>1,151</b>	<b>1,204</b>	<b>(53)</b>	<b>258</b>	<b>663</b>	<b>(405)</b>	<b>1,169</b>	<b>1,006</b>	<b>163</b>	<b>591</b>	<b>827</b>	<b>(236)</b>	<b>4,662</b>	<b>5,257</b>	<b>(595)</b>
<b>REVENUE</b>																		
DISCOUNT PASS	\$ 74,152	\$ 77,004	\$ (2,852)	\$ 41,357	\$ 52,905	\$ (11,548)	\$ 9,418	\$ 27,718	\$ (18,299)	\$ 49,466	\$ 46,694	\$ 2,772	\$ 2,231	\$ 10,456	\$ (8,225)	\$ 176,624	\$ 214,776	\$ (38,152)
SEASON PASS	\$ 17,922	\$ 11,687	\$ 6,235	\$ 6,677	\$ 3,427	\$ 3,250	\$ 3,687	\$ 6,503	\$ (2,815)	\$ 11,158	\$ 9,666	\$ 1,492	\$ 176	\$ -	\$ 176	\$ 39,620	\$ 31,283	\$ 8,337
OTHER PASS	\$ 6,005	\$ 8,117	\$ (2,112)	\$ 15,458	\$ 4,298	\$ 11,160	\$ 5,529	\$ 7,855	\$ (2,326)	\$ 10,192	\$ 7,630	\$ 2,561	\$ 14,345	\$ 25,492	\$ (11,147)	\$ 51,529	\$ 53,392	\$ (1,863)
<b>TOTAL</b>	<b>\$ 98,079</b>	<b>\$ 96,808</b>	<b>\$ 1,271</b>	<b>\$ 63,492</b>	<b>\$ 60,630</b>	<b>\$ 2,862</b>	<b>\$ 18,635</b>	<b>\$ 42,075</b>	<b>\$ (23,440)</b>	<b>\$ 70,816</b>	<b>\$ 63,990</b>	<b>\$ 6,826</b>	<b>\$ 16,752</b>	<b>\$ 35,948</b>	<b>\$ (19,197)</b>	<b>\$ 267,773</b>	<b>\$ 299,451</b>	<b>\$ (31,678)</b>

## CART FEES

	DOWNRIVER			ESMERALDA			INDIAN CANYON			QUALCHAN			CITY HALL			TOTALS		
	2019	2018	DIFF	2019	2018	DIFF	2019	2018	DIFF	2019	2018	DIFF	2019	2018	DIFF	2019	2018	DIFF
<b>COUNT</b>																		
PRIVATE CART FEE & PERMIT	685	686	(1)	456	581	(125)	292	387	(95)	426	493	(67)	0	0	0	1,859	2,147	(288)
PRO CART FEE	15,053	14,556	497	15,062	14,205	857	14,640	16,938	(2,298)	14,989	14,522	467	0	0	0	59,744	60,221	(477)
<b>TOTAL</b>	<b>15,738</b>	<b>15,241</b>	<b>497</b>	<b>15,518</b>	<b>14,786</b>	<b>732</b>	<b>14,932</b>	<b>17,325</b>	<b>(2,393)</b>	<b>15,415</b>	<b>15,015</b>	<b>400</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>61,603</b>	<b>62,367</b>	<b>(764)</b>
<b>REVENUE</b>																		
PRIVATE CART FEE & PERMIT	\$ 15,638	\$ 17,842	\$ (2,204)	\$ 8,304	\$ 10,127	\$ (1,823)	\$ 3,873	\$ 5,800	\$ (1,926)	\$ 11,691	\$ 11,782	\$ (90)	\$ -	\$ -	\$ -	\$ 39,507	\$ 45,551	\$ (6,043)
PRO CART FEE	\$ 2,605	\$ 2,565	\$ 40	\$ 3,793	\$ 3,667	\$ 125	\$ 4,404	\$ 5,659	\$ (1,255)	\$ 2,379	\$ 2,387	\$ (8)	\$ -	\$ -	\$ -	\$ 13,180	\$ 14,278	\$ (1,098)
<b>TOTAL</b>	<b>\$ 18,243</b>	<b>\$ 20,407</b>	<b>\$ (2,164)</b>	<b>\$ 12,097</b>	<b>\$ 13,794</b>	<b>\$ (1,698)</b>	<b>\$ 8,277</b>	<b>\$ 11,459</b>	<b>\$ (3,182)</b>	<b>\$ 14,070</b>	<b>\$ 14,168</b>	<b>\$ (98)</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 52,688</b>	<b>\$ 59,829</b>	<b>\$ (7,141)</b>

## BUCKET OF BALLS

	DOWNRIVER			ESMERALDA			INDIAN CANYON			QUALCHAN			CITY HALL			TOTALS		
	2019	2018	DIFF	2019	2018	DIFF	2019	2018	DIFF	2019	2018	DIFF	2019	2018	DIFF	2019	2018	DIFF
<b>COUNT</b>	9,033	8,555	478	7,133	7,982	(849)	12,887	14,324	(1,437)	9,238	9,025	213	0	0	0	38,291	39,886	(1,595)
<b>REVENUE</b>	\$ 622	\$ 566	\$ 56	\$ 1,039	\$ 1,059	\$ (20)	\$ 2,059	\$ 2,255	\$ (196)	\$ 723	\$ 626	\$ 98	\$ -	\$ -	\$ -	\$ 4,444	\$ 4,506	\$ (63)

## FACILITY IMPROVEMENT FEE

	DOWNRIVER			ESMERALDA			INDIAN CANYON			QUALCHAN			CITY HALL			TOTALS		
	2019	2018	DIFF	2019	2018	DIFF	2019	2018	DIFF	2019	2018	DIFF	2019	2018	DIFF	2019	2018	DIFF
<b>COUNT</b>	34,249	21,360	12,888	26,897	16,229	10,668	19,430	15,809	3,621	26,580	17,183	9,397	36	23	13	107,191	70,604	36,587
<b>REVENUE</b>	\$ 171,368	\$ 35,571	\$ 135,797	\$ 134,450	\$ 28,193	\$ 106,257	\$ 88,834	\$ 31,925	\$ 56,910	\$ 136,797	\$ 32,058	\$ 104,739	\$ 641	\$ 246	\$ 395	\$ 532,091	\$ 127,993	\$ 404,097

## REVENUE SUMMARY

	DOWNRIVER			ESMERALDA			INDIAN CANYON			QUALCHAN			CITY HALL			TOTALS		
	2019	2018	DIFF	2019	2018	DIFF	2019	2018	DIFF	2019	2018	DIFF	2019	2018	DIFF	2019	2018	DIFF
Lessons																		
MISC REVENUE	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 10,360	\$ 14,810	\$ (4,450)	\$ 10,360	\$ 14,810	\$ (4,450)
<b>TOTAL REVENUE</b>	<b>\$ 1,052,558</b>	<b>\$ 952,058</b>	<b>\$ 100,500</b>	<b>\$ 744,822</b>	<b>\$ 623,815</b>	<b>\$ 121,007</b>	<b>\$ 605,299</b>	<b>\$ 743,617</b>	<b>\$ (138,318)</b>	<b>\$ 874,494</b>	<b>\$ 768,272</b>	<b>\$ 106,223</b>	<b>\$ 27,753</b>	<b>\$ 51,005</b>	<b>\$ (23,252)</b>	<b>\$ 3,304,927</b>	<b>\$ 3,138,767</b>	<b>\$ 166,160</b>