



**City of Spokane Park Board  
Golf Committee Meeting**

8:00 a.m. Tuesday, October 11, 2022  
Hybrid in-person and WebEx virtual meeting  
Mark Poirier – Golf Manager

**Committee Members**

- X Gerry Sperling
- X Nick Sumner
- X Bob Anderson (arrived 8:04; left 8:17)
- Barb Richey (absent-excused)

**Parks Staff**

- Jason Conley
- Mark Poirier
- Megan Qureshi
- Nick Hamad
- Fianna Dickson
- Kris Behr

**SUMMARY**

- The committee approved to recommend the Park Board accept the following agenda items:
  - 2023 golf fee increases – Regular agenda
  - Fisher Construction Group, Inc. construction change order #2 / Downriver Golf Course roof renovation (\$47,131.37+tax) – Consent agenda
- The 2023 budget and fee increase was reviewed.
- A Golf Special Budget Ordinance (SBO) #2 was discussed
- Nick Hamad gave a brief update on the Downriver roof project.
- Mark Poirier conveyed the Indian Canyon Eagles Invite golf tournament.
- Fianna Dickson presented the golf marketing report.
- Mark Poirier discussed the financial reports.
- An overview of What's Happening at the Courses was presented.

The next regularly scheduled meeting is 8 a.m. Tuesday, Nov. 8, 2022.

# MINUTES

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

**Public comment** - None

## Action items

### 1. [2023 golf fee increases](#) – Mark Poirier

Mark pointed out nothing has changed in the proposed 2023 rates since the September Golf Committee discussion. In summary, the recommended regular golf rates will increase by \$1.00 across the board. Exceptions include the Junior and Sunset rate, daily and annual cart rate, Players, Loyalty, Junior Unlimited and 10 Play passes which all remain the same. The adult and senior unlimited pass will each be raised \$100. The spouse add on will be raised \$50. Based on an average of 100 rounds, the rate increase should garner approximately \$150,000 in increased revenue. The County normally announces their rates after the City rates are posted and are typically \$2.00 less. The City courses, however, are in better condition.

**Motion #1** – Gerry Sperling moved to recommend the 2023 golf fee increases.

Nick Sumner seconded. The motion passed unanimously (3-0 vote).

The committee agreed to present this recommendation as a regular agenda item on the Oct. 13 Park Board meeting agenda.

### 2. [Fisher Construction Group, Inc. construction change order #2 / Downriver Golf Course roof renovation \(\\$47,131.37+tax\)](#) – Nick Hamad

Although not entirely unexpected, the roof demolition and reconstruction project revealed three additional, critical repairs: Removal and replacement of a deteriorating heavy interior stucco ceiling, formerly an outer soffit with the potential of falling, causing bodily injury; Sheeting and framing of the lower roof deck due to substantial dry rot, requiring the replacement of nearly all the decking; Replacement of soffit light fixtures after a determination the existing wiring and light fixtures were 20-30 years old with no LED capabilities.

**Motion #1** – Gerry Sperling moved to recommend the Fisher Construction Group, Inc. construction change order #2 / Downriver Golf Course roof renovation (\$47,131.37+tax).

Nick Sumner seconded. The motion passed unanimously (3-0 vote).

The committee agreed to present this recommendation as a consent agenda item on the Oct. 13 Park Board meeting agenda.

## Discussion item

### 1. [2023 budget and fee increase](#) – Mark Poirier

Although the proposed budget and supporting document is identical to what was presented to the committee in September, the “2022 Thru August” column now runs through September at approximately \$4.2 million. The committee has no objections the proposed budget. Jason Conley elaborated the largest portion of the budget is salaries and benefits, which continues to rise competitively with the cost of living.

### 2. Golf Special Budget Ordinance (SBO) #2 – Mark Poirier

The Golf fund is available for use with no budget authority to spend, and thereby requesting the authority for the use of \$300,000 to finish up the 2022 season, which will be divided among three area: supplies, as costs continue to rise, especially petroleum based products; project change orders, such as the downriver roof project; smaller maintenance projects typically under \$2,000. Jason Conley explained there are currently several unpaid invoices, which should not have to wait for budget approval.

### 3. Downriver roof update – Nick Hamad

The lower roof is complete, and they are working on the upper roof with the intent of completing in the next couple of weeks. With the irrigation complete, the actual course is back to normal.

### 4. Eagles Invite golf tournament– Mark Poirier

For the first time since 2009, the Eastern Washington University Women's Golf played at home at Indian Canyon golf course. They hosted the Eagles Invitational Sept. 26-28 with over 60 players spanning ten universities. It was very well received by both players and spectators. They have already scheduled their 2023 invitational and Indian Canyon is excited to help grow this event in the future.

## Standing reports

### 1. Golf marketing report – Fianna Dickson

Marketing is preparing the annual year-end letter for the golfers regarding new rates, allowing them the opportunity to lock in pass prices. The TV commercials wrap up in October with the exception of the KXLY ads, which will phase out slowly to the end of the year featuring the Holiday Pass. The Google search feature continues year-round as people are now preparing for golf vacations. Marketing is preparing the year end recap to be presented in December and already brainstorming for 2023 campaigns. The new TV ad is near completion and will be rolled out in 2023.

### 2. Golf financial report – Mark Poirier

There was a total of 250 no-show fees collected garnering \$7,500 in revenue, but more exciting is the 40-50% decline in no-show players. Per Gerry's inquiry, there was little push-back to the no-show fee. The overall round revenue is up 5% from 2021, whereas the round count was down 5%. Due to the current price increases across the nation, once again the expenditures exceed the revenue both monthly and year-to-date, however, compared to 2021, there was a 6% year-to-date revenue increase. The year-to-date available cash balance of the golf fund is over \$1.3 million and over \$2.2 million in the Facility Improvement Fee fund. Jason Conley went on record to say how impressed he is with Mark's efforts in turning Golf around in the last few years. Mark stated this could not have been done without the support of great superintendents and pros at the courses.

### 3. Superintendents' reports - What's Happening at the Courses – Mark Poirier

- a. Downriver the course is in great shape and play continues to be strong; the roof construction is moving along and Fisher Construction has been very accommodating to work with; new equipment is needed; there are 89 downed pine trees which Urban Forestry will be looking at, along with broken fences due to fallen trees; the course is still packed with golfers.
- b. Qualchan parking lot resurfacing and restriping is almost finished; business is back to normal; a simulator will be added for practice throughout the winter;
- c. Indian Canyon ahead of last year's rounds of golf; the course is in great shape; they will have two hitting bays open for instruction and play Dec. through Feb.
- d. Esmerelda reports the dump piles were cleaned out thanks to Dave Randolph and the Park Ops crew; the golf course has been aerified wall-to-wall, helping with draining and compaction throughout the winter; pump station and blow-out will begin at the end of the month; they are continuing to have difficulty with the rough mower and will need to be repaired; the course is in great shape with two simulators going up at the end of the month.

**Adjournment:** The meeting was adjourned at 9:06 a.m.

The next regularly scheduled meeting is 8 a.m. Tuesday, Nov. 8, 2022.

# Spokane Park Board

## Briefing Paper



<b>Committee</b>	Golf		
<b>Committee meeting date</b>	October 11, 2022		
<b>Requester</b>	Mark Poirier	<b>Phone number:</b> 625-4653	
<b>Type of agenda item</b>	<input type="radio"/> Consent	<input type="radio"/> Discussion	<input type="radio"/> Information <input checked="" type="radio"/> Action
<b>Type of contract/agreement</b>	<input type="radio"/> New	<input type="radio"/> Renewal/ext.	<input type="radio"/> Lease <input type="radio"/> Amendment/change order <input checked="" type="radio"/> Other
<b>City Clerks file</b> (OPR or policy #)			
<b>Item title:</b> (Use exact language noted on the agenda)	2023 golf fee increases		
<b>Begin/end dates</b>	Begins: 01/01/2023	Ends:	<input checked="" type="checkbox"/> Open ended
<b>Background/history:</b> A \$1 fee increase, is recommended, accross all daily greens fee options. There will be no increase in sunset rate, daily private cart rate, annual private cart rate, 10 play pass, or the junior rate. There will also be no change for the Players and Loyatly passes, however, the Unlimited Pass will increase by \$100 for 2023. This fee increase is needed to combat unforeseen inflation costs to the golf fund.  A detailed breakdown of the golf rate changes are attached in your packet.			
<b>Motion wording:</b> Motion to approve the 2023 golf fee increases.			
<b>Approvals/signatures outside Parks:</b> <input type="radio"/> Yes <input checked="" type="radio"/> No If so, who/what department, agency or company: Name: _____ Email address: _____ Phone: _____			
<b>Distribution:</b> Parks – Accounting Parks – Sarah Deatrich Requester: Mark Poirier Grant Management Department/Name: _____			
<b>Fiscal impact:</b> <input type="radio"/> Expenditure <input type="radio"/> Revenue Amount: _____ Budget code: _____			
<b>Vendor:</b> <input type="radio"/> Existing vendor <input type="radio"/> New vendor <b>Supporting documents:</b> <input type="checkbox"/> Quotes/solicitation (RFP, RFQ, RFB) <input type="checkbox"/> W-9 (for new contractors/consultants/vendors) <input type="checkbox"/> Contractor is on the City's A&E Roster - City of Spokane <input type="checkbox"/> ACH Forms (for new contractors/consultants/vendors) <input type="checkbox"/> UBI: _____ Business license expiration date: _____ <input type="checkbox"/> Insurance Certificate (min. \$1 million in General Liability)			

# 2023 RECOMMENDED RATES

## REGULAR GOLF RATES

18 hole pre-book - \$50 → **\$51**

18 hole Mon-Sun - \$46 → **\$47**

9 hole Mon-Sun - \$30 → **\$31**

Junior rate - \$15 → **No change**

Sunset rate - \$25 → **No change**

Daily private cart - \$15 → **No change**

Annual private cart - \$300 → **No change**

## PLAYERS PASS AND RATES

Players pass - \$60 → **No change**

18 hole Mon-Sun - \$36 → **\$37**

9 hole Mon-Sun - \$27 → **\$28**

Senior 18 hole Mon-Sun - \$34 → **\$35**

## LOYALTY PASS AND RATES

Loyalty Pass - \$300 → **No change**

Adult round - \$27 → **\$28**

Senior round - \$26 → **\$27**

## UNLIMITED PASS

Junior unlimited - \$250 → **No change**

Adult unlimited - \$2200 → **\$2300**

Senior unlimited - \$2100 → **\$2200**

## MISC RATES

10 play pass - \$400 → **No change**

Spouse add on - \$750 → **\$800**

# Spokane Park Board

## Briefing Paper



<b>Committee</b>	Golf Committee		
<b>Committee meeting date</b>	October 11, 2022		
<b>Requester</b>	Nick Hamad	<b>Phone number:</b> 509.363.5452	
<b>Type of agenda item</b>	<input type="radio"/> Consent	<input type="radio"/> Discussion	<input type="radio"/> Information <input checked="" type="radio"/> Action
<b>Type of contract/agreement</b>	<input type="radio"/> New	<input type="radio"/> Renewal/ext.	<input type="radio"/> Lease <input type="radio"/> Amendment/change order <input checked="" type="radio"/> Other
<b>City Clerks file</b> (OPR or policy #)	OPR 2022-0561		
<b>Item title:</b> (Use exact language noted on the agenda)	Fisher Construction Group, Inc. Construction Change Order #2 / Downriver Golf Course Roof Renovation (\$47,131.37+tax)		
<b>Begin/end dates</b>	Begins: 10/13/2022	Ends: 12/08/2022	<input checked="" type="checkbox"/> Open ended
<b>Background/history:</b> Changer Order #1 for the Downriver Golf Course Roof Renovation project, which: -Adds demolition & replacement of interior stucco ceiling to fully remove all old stucco soffit (items 1,3,8&9 of contractor PCO) -Adds lower roof decking sheeting & framing replacement to repair lower roof dry rot (items 4,5,6&7 of contractor PCO) -Adds soffit light fixture replacement to ensure new soffit is trimmed out to new receptacles			
<b>Motion wording:</b> Move to approve Fisher Construction Group, Inc change order #2 for the Downriver Golf Course Roof Renovation project in the amount of \$47,131.37, plus applicable tax.			
<b>Approvals/signatures outside Parks:</b> <input type="radio"/> Yes <input checked="" type="radio"/> No If so, who/what department, agency or company: Name: Darrell Kidwell Email address: ddk@fishercgi.com Phone: 360.757.4094			
<b>Distribution:</b> Parks – Accounting Mark Poirier Parks – Sarah Deatrich Thea Prince Requester: Nick Hamad Grant Management Department/Name:			
<b>Fiscal impact:</b> <input checked="" type="radio"/> Expenditure <input type="radio"/> Revenue Amount: \$47,131.37+tax Budget code: 4600-55100-94000-56203			
<b>Vendor:</b> <input checked="" type="radio"/> Existing vendor <input type="radio"/> New vendor			
<b>Supporting documents:</b> <input checked="" type="checkbox"/> Quotes/solicitation (RFP, RFQ, RFB) <input type="checkbox"/> W-9 (for new contractors/consultants/vendors) <input checked="" type="checkbox"/> Contractor is on the City's A&E Roster - City of Spokane <input type="checkbox"/> ACH Forms (for new contractors/consultants/vendors) <input checked="" type="checkbox"/> UBI: 600170606 Business license expiration date: 7/31/23 <input type="checkbox"/> Insurance Certificate (min. \$1 million in General Liability)			

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

NAME OF CONTRACTOR: FISHER CONSTRUCTION GROUP

PROJECT TITLE: DOWNRIVER GOLF COURSE ROOF RENOVATION

CITY CLERK CONTRACT NUMBER: OPR2022-0561

<u>DESCRIPTION OF CHANGE:</u>	<u>AMOUNT:</u>
Add Demo & Replace Interior Stucco Ceiling (old exterior soffit)	\$27,994.15
Add Lower Roof Deck Sheeting & Framing Replacement (dry rot)	\$14,885.46
Add Soffit Light Fixture Replacement	\$ 4,251.76

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**TOTAL AMOUNT: \$ 47,131.37**

<b>CONTRACT SUM (EXCLUDE SALES TAX)</b>	
ORIGINAL CONTRACT SUM (INCLUDE ALTERNATES)	\$ 403,424.59
NET AMOUNT OF PREVIOUS CHANGE ORDERS	\$ 70,472.33
CURRENT CONTRACT AMOUNT	\$ 473,896.92
CURRENT CHANGE ORDER (EXCLUDES SALES TAX)	\$ 47,131.37
<b>REVISED CONTRACT SUM</b>	<b>\$ 521,028.29</b>

<b>CONTRACT COMPLETION DATE</b>	
ORIGINAL CONTRACT COMPLETION DATE	October 1, 2022
CURRENT COMPLETION DATE	October 14, 2022
<b>REVISED COMPLETION DATE</b>	<b>November 14, 2022</b>

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

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

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

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



**Change Order Request**

**SPOKANE DOWNRIVER GOLF COURSE ROOF - OPR 2022-**  
3225 N COLUMBIA CIR

**Project #: 22F129-**  
Tel: Fax:

**Change Order Request: 2** **Date: 10/5/22**

**To:** CITY OF SPOKANE PARKS AND RECREATION  
808 WEST SPOKANE FALLS BLVD, FIFTH FLOOR  
SPOKANE, WA 99201

**From:** DARRELL KIDWELL  
Fisher Construction Group, Inc.  
625 Fisher Lane  
Burlington, WA 98233

**COR Description**

Required By	Days Req	COR Amount Requested
		\$47,131.37

**COR Details**

**Potential Change Order Detail**

**PCO: 2** **Reason**

PCO Description:

Item Description	PCO Amount Requested
1 Demo of Existing Ceiling at Interior	16,932.75
0.92% Insurance	171.36
10.00% Fee	1,693.28
<b>Total for PCO Item 1:</b>	<b>18,797.39</b>
2 Lighting	3,830.00
0.92% Insurance	38.76
10.00% Fee	383.00
<b>Total for PCO Item 2:</b>	<b>4,251.76</b>
3 Drywall Repair at Interior Ceiling Steel Stud Structures	5,000.00
0.92% Insurance	50.60
10.00% Fee	500.00
<b>Total for PCO Item 3:</b>	<b>5,550.60</b>
4 Additional Dry Rot Lower Roof Plywood	5,775.00
0.92% Insurance	53.13
<b>Total for PCO Item 4:</b>	<b>5,828.13</b>
5 Fascia Replace beyond 10% =24 lineal feet	558.87
0.92% Insurance	5.66
10.00% Fee	55.89





**Change Order Request**

SPOKANE DOWNRIVER GOLF COURSE ROOF - OPR 2022-1  
3225 N COLUMBIA CIR

Project #: 22F129-  
Tel: Fax:

**Change Order Request: 2** **Date: 10/5/22**

**Potential Change Order Detail**

**PCO: 2** **Reason**

PCO Description:

Item Description		<u>PCO Amount Requested</u>
	<b>Total for PCO Item 5:</b>	620.42
6 Labor For Fascia Replacement		4,560.00
0.92% Insurance		46.15
10.00% Fee		456.00
	<b>Total for PCO Item 6:</b>	5,062.15
7 Rafter Replacemnt Labor		3,040.00
0.92% Insurance		30.76
10.00% Fee		304.00
	<b>Total for PCO Item 7:</b>	3,374.76
8 Paint Ceiling at Interior		1,500.00
0.92% Insurance		13.80
	<b>Total for PCO Item 8:</b>	1,513.80
9 Labor to Paint Ceiling		1,920.84
0.92% Insurance		19.44
10.00% Fee		192.08
	<b>Total for PCO Item 9:</b>	2,132.36
	<b>Total for PCO 2:</b>	<b>47,131.37</b>

**Approved By:**

**Owner Signature:** \_\_\_\_\_

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

**Name:** CITY OF SPOKANE PARKS AND RECREAT

**Contractor Signature:** \_\_\_\_\_

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

**Name:** Fisher Construction Group, Inc.

<b>City of Spokane - Parks &amp; Recreation</b>					
<b>Fund 4600 - Golf Fund w/o Debt Service</b>					
<b>2023 Initial Budget</b>					
	2021 Actual	2022 Adopted Budget	2022 Thru August	2023 Recommended Budget	Difference from 2022 Adopted Budget
<b>Revenues</b>	4,317,883	3,905,000	3,443,697	4,300,901	395,901
<u>Expenditure Categories:</u>					
Salaries & Wages	1,271,116	1,421,077	865,051	1,585,901	164,824
Personnel Benefits	394,656	358,806	282,836	313,593	(45,213)
Supplies	323,246	345,020	313,909	410,750	65,730
Svcs. & Charges	1,338,500	1,012,176	482,860	1,053,068	40,892
Interfund Services	262,120	265,787	176,344	283,068	17,281
Operating Transfers	53,760	80,000	26,950		(80,000)
Reserve for Budget Adj.		-		186,990	186,990
Debt Service		-	-		
Capital Outlay	-	420,000	60,810	420,000	-
<b>Total Expenditures</b>	3,643,398	3,902,866	2,208,760	4,253,370	
<b>Net Revenues minus Expenditures</b>	674,485	2,134	1,234,937	47,531	



**City of Spokane - Parks & Recreation**  
**Golf Fund -- 4600 (w/o Facility Improvement Fee)**  
**Financial Report**  
**September 2022**

	ADOPTED BUDGET 2022	2022 ADOPTED BUDGET Balance	2021 September Actual	2022 September Actual	2021-2022 Monthly Difference	2021 YTD Actual	2022 YTD Actual	2021-2022 YTD Difference	2021 YTD % OF BUDGET	2022 YTD % OF BUDGET	Change in %
<b>Revenue:</b>											
Program Revenue	3,905,000	(876,032)	576,668	695,155	\$ 118,487	4,542,757	4,781,032	\$ 238,275	133.6%	122.4%	-11.12%
Pre-Sale Revenue		(164,033)	-		\$ -	181,318	164,033	\$ (17,285)			
Facility Improvement Fee	-		(94,802)	(104,219)	\$ (9,417)	(756,730)	(730,053)	\$ 26,677			
Other Transfers In	-	(26,950)	-	-	\$ -	26,949	26,950	\$ 0			
<b>TOTAL REVENUE:</b>	<b>\$ 3,905,000</b>	<b>\$ 336,961</b>	<b>\$ 481,867</b>	<b>\$ 590,936</b>	<b>\$ 109,069</b>	<b>3,994,294</b>	<b>\$ 4,241,961</b>	<b>\$ 247,667</b>	<b>117.4%</b>	<b>108.6%</b>	<b>-8.80%</b>
<b>Expenditures:</b>											
Salaries and Wages	1,421,077	246,153	116,421	163,177	\$ (46,756)	929,499	1,028,228	\$ (98,729)	72.9%	80.7%	7.75%
Personnel Benefits	360,727	2,300	37,651	48,734	\$ (11,083)	303,851	331,570	\$ (27,720)	91.0%	99.3%	8.30%
Supplies	345,020	(29,393)	33,354	18,693	\$ 14,661	253,095	346,313	\$ (93,218)	79.9%	109.3%	29.41%
Services and Charges	1,012,176	283,583	180,141	164,826	\$ 15,315	805,398	710,493	\$ 94,905	81.0%	71.5%	-9.55%
Interfund Payments	267,587	60,139	20,388	20,904	\$ (516)	189,490	197,248	\$ (7,758)	73.6%	76.6%	3.01%
<b>Subtotal Op. Exp.</b>	<b>\$ 3,406,587</b>	<b>\$ 792,735</b>	<b>\$ 387,956</b>	<b>\$ 416,335</b>	<b>\$ (28,378)</b>	<b>2,481,333</b>	<b>\$ 2,613,852</b>	<b>\$ (132,519)</b>	<b>78.1%</b>	<b>76.7%</b>	<b>-1.38%</b>
Capital Outlay	420,000	164,698	-	194,492	\$ (194,492)		255,302	\$ (255,302)		60.8%	60.79%
Transfers Out	80,000	53,050	-	-		35,117	26,950	\$ 8,167	27.0%	33.7%	6.67%
<b>TOTAL EXPENDITURES:</b>	<b>\$ 3,906,587</b>	<b>\$ 1,010,483</b>	<b>\$ 387,956</b>	<b>\$ 610,827</b>	<b>\$ (222,870)</b>	<b>2,516,450</b>	<b>\$ 2,896,104</b>	<b>\$ 379,654</b>	<b>68.6%</b>	<b>74.1%</b>	<b>5.54%</b>
<b>Total Funding:</b> (Rev. less Exp.)	<b>\$ (1,587)</b>		<b>\$ 93,910</b>	<b>\$ (19,891)</b>	<b>\$ (113,801)</b>	<b>\$ 1,477,844</b>	<b>\$ 1,345,858</b>	<b>\$ (131,986)</b>			

<b>* Beginning Fund Balance</b>	<b>\$ 338,711</b>
Less 7% Reserve Requirement	\$ (310,366)
<b>Beginning Year Reserves</b>	<b>\$ 28,345</b>
YTD Change in Cash	\$ 1,345,858
<b>YTD Available Cash</b>	<b>\$ 1,374,203</b>

\* 2022 Beginning Fund Balance does not include the FIF reserve of \$1,744,230

**City of Spokane - Parks & Recreation**  
**Facility Improvement Fee -- Subset of the Golf Fund**  
**Financial Report**  
**September 2022**

	2021 September Actual	2022 September Actual	2020-2021 Monthly Difference	2021 YTD Actual	2022 YTD Actual	2020-2021 YTD Difference
<b>Revenue:</b>						
Revenue:	94,802	104,219	\$ 9,417	756,730	730,053	\$ (26,677)
<b>Expenditures:</b>						
Debt Service Payments	-	-	\$ -	40,977	267,918	\$ (226,941)

<b>Beginning Fund Balance</b>	<b>\$ 1,744,230</b>
<b>YTD Revenues</b>	<b>\$ 730,053</b>
<b>YTD Debt Service Payments</b>	<b>\$ (267,918)</b>
<b>YTD Cash Balance</b>	<b>\$ 2,206,365</b>