



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

8:00 a.m. Tuesday, November 08, 2022
In-person and WebEx virtual meeting
Mark Poirier – Golf Manager

Committee Members

- X Gerry Sperling
- X Nick Sperling (left 8:40)
- X Bob Anderson
- X Barb Richey

Parks Staff

- Mark Poirier
- Jennifer Papich
- Jason Conley
- Garrett Jones
- Fianna Dickson
- Nick Hamad
- Kris Behr

Other Attendees

- Mark Gardner

SUMMARY

- The committee approved to recommend the Park Board accept the following agenda items:
 - 5-year contract extension for Mark Gardner, dba Mark's Golf Inc., consent agenda
 - Fisher Construction Group, Inc. Construction Change Order #3 / Downriver Golf Course Roof Renovation (\$8,243.54+tax), consent agenda
 - Lexicon DBA Heritage Links Change Order #5 / Downriver Golf Course Irrigation Renovation (\$22,960.56+tax), consent agenda
- Mark Poirier presented the golf marketing and financial reports.
- Mark Poirier provided an overview of What's Happening at the Courses.

The next regularly scheduled meeting is 8 a.m. Tuesday, Dec. 06, 2022.

MINUTES

The meeting was called to order at 8:02 a.m. by committee chair Gerry Sperling.

Public comment - None

Action items

1. [5-year contract extension for Mark Gardner, dba Mark's Golf Inc.](#) – Mark Poirier
 - a. The golf professional contract at the Creek at Qualchan with Mark Gardner is up for renewal 01/01/2023. Every ten years, a competitive bid process is required. The contract is then written for five years with a five-year extension clause. Mark Gardner has exercised his option to extend his contract for an additional, and sadly final five years. He indicates that he is excited for the coming years and feels the golf course has a great team in place with exciting prospects ahead. These include an expansion of the driving range and instruction areas; covering the patio to provide more comfort in the hot summer sun; and expanding the family and silver tees.
 - b. Mark G. has held this position at Qualchan for 30 of his 33 years with Spokane Parks and Recreation (SPR). Accomplishments in the last five years include a 10% increase in rounds, the addition of an indoor simulator league, junior golf, player development in addition to capital and amenity upgrades. Among his many professional accolades, he was inducted into the PNW PGA Hall of Fame this year, a 7-time IEPGA player of the year, and co-founder of the IEPGA Assistants Championship and Rosauers Open, one of the largest sectional PGA championships in the nation.
 - c. To summarize, the Golf Fund receives 1% of gross receipts for the driving range, rental carts and pro shop sales, 50% of SPR golf lessons, 40% facility rentals, 80% wedding rentals, 0% of food and beverage sales and 100% of greens fees until incentives are reached. The remainder is awarded to the golf pro.
 - d. Bob Anderson asked for clarification for “until incentives are reached”, referring to the greens fees. Mark G. indicated his current contract is for either 34,000 or 35,000 rounds and every 1,000 rounds (or 10% or those additional rounds) above that, up to 3,000 rounds (or 30%) are the incentives, which Mark P. indicated are non-contractually shared with their staff. Each year it adjusts based on an average of a 10-year run.

Motion #1 – Barb Richey moved to recommend the 5-year contract extension for Mark Gardner, dba Mark's Golf Inc. Bob Anderson seconded. The motion passed unanimously (4-0 vote).

The committee agreed to present this recommendation as a consent agenda item on the November 10 Park Board meeting agenda.

2. [Fisher Construction Group, Inc. Construction Change Order #3 / Downriver Golf Course Roof Renovation \(\\$8,243.54+tax\)](#) – Nick Hamad

Nick explained this is the last change order for this roof renovation, which is nearly complete. It was discovered that during the previous roof renovation in the 1980's, a cutter was used to remove the roofing, which caused significant damage to the roof sheeting by cutting it into tiny 1-foot by 1-foot squares. The bulk of the added cost was to remove, dispose and/or repair the damaged sheeting and replace the plywood with new. This was a labor-intensive process. A small amount will also be allocated to conduit to clean up coaxial cables and such on the roof.

Motion #1 – Gerry Sperling moved to recommend the Fisher Construction Group, Inc. Construction Change Order #3 / Downriver Golf Course Roof Renovation (\$8,243.54+tax). Nick Sumner seconded. The motion passed unanimously (4-0 vote).

The committee agreed to present this recommendation as a consent agenda item on the November 10 Park Board meeting agenda.

3. [Lexicon DBA Heritage Links Change Order #5 / Downriver Golf Course Irrigation Renovation \(\\$22,960.56+tax\)](#) – Nick Hamad

When the irrigation project at Downriver was completed in May, the new connection to the City water system was incomplete. The golf contractor was required to leave the site and wait for several months until another City project installed the new water stub to the golf course. The golf contractor returned in July to install the new irrigation water connection equipment, which is fairly well protected from vandals. This amount covers the need for transportation and housing for the workers and additional transportation & rental of the construction equipment.

Motion #1 – Gerry Sperling moved to recommend the Lexicon DBA Heritage Links Change Order #5 / Downriver Golf Course Irrigation Renovation (\$22,960.56+tax). Nick Sumner seconded. The motion passed unanimously (4-0 vote).

The committee agreed to present this recommendation as a consent agenda item on the November 10 Park Board meeting agenda.

Discussion item –

Golf Course closures: Indian Canyon historically closes Oct. 31. Downriver, Esmeralda and Qualchan all closed Nov. 3, which is a bit earlier than normal due to early snows. There is some clean-up remaining on the courses, such as downed limbs, etc. which will be put on hold until the snow clears.

Standing reports

1. [Golf marketing report](#) – Fianna Dickson

The year-end letter is being finalized, announcing the 2023 rates and providing the opportunity to purchase passes at this year's rate; Marketing is working with KXLY on year-end promotions; Holiday cards are going out to all the top customers. The year-end re-cap will be in January due to some delays.

2. [Golf financial report](#) – Mark Poirier

- a. A quick recap of the no-show fees charged this year: May \$24; June \$41; July \$63; August \$57; September \$64; October \$18; a total of \$267 for the season. Mark reiterated the goal is not to collect fees, but to open more tee times. It has been a tremendous success. The county has even hinted at adopting no-show fees at their courses. Additionally, singles have been able to book online for the first time this year. In terms of pass sales, last year had 53,000, this year 20,000, so it is a bit behind, but the year is not over.
- b. Regular round revenue overall is up \$ \$347,002 and passes are up 218 with Indian Canyon having a great year with an increase of about 900 rounds from last year. Thanks in part to the warm temperatures, October showed a considerable increase in revenue minus expenditures from a year ago, however, year-to-date was down slightly from 2021. In all, the remaining available cash balance in the golf fund stands at \$1,361,111. The Facility Improvement Fee cash balance stands at \$2,271,286.

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

Downriver saw a great October, picking up roughly 1,500 rounds; the roof construction is nearly complete; simulators will be running shortly. Mark shared a concern about the discovery of the Pine Beetle which has done a significant amount of damage. Prior to April 1, or before the last frost when the beetles wake up, 68 dead trees and 129 live infested trees will need to be felled and removed from the course. Nick Jeffries of the Spokane Fire Department has experience in forestry and has been tasked with mitigation of wild fire fuels in Spokane County, the risk county in the state for urban wildland interface for wildfires. He, Ben Nelson & Steve Nittolo did a very detailed

examination of the trees and has come up with a cost saving plan to remove the trees, which includes selling the logs. Once the figures have been finalized, a proposal will be presented to this committee for approval. Downriver Golf Course is surrounded by property owned by Parks. By eradicating this beetle, it could potentially save the City hundreds of thousands of dollars. Nick has been doing assessments all throughout the county, including all four golf courses and is familiar with grant funding opportunities. From the standpoint of a forester, the Spokane Municipal Code and management of conservation lands may need to be reassessed in the near future. In addition to wildfire safety, this will also beautify the course by clearing the outer perimeter of mitigating undergrowth. Gerry pointed out that this course has an old canopy which invites damage. The back to back weather events (wind, drought, extreme heat and cold, etc.) have also taken a toll of the health of the trees. There will be replanting opportunities in the future to replace the trees. Bob Anderson has requested Nick Jeffries prepare a presentation for the Park Board, perhaps when the agenda is lighter.

Esmeralda's league winter hours are Tue.–Sat. 11:00–7:00 with two simulators running; last course to have the irrigation system blown out, just before the temperatures dropped; The wind storm blew down a tree and split another but fallen leaves are still sitting under the snow whereas most are still retaining their leaves. Barb Richey asked what is being done to curtail vandalism, such as fuel tank break-ins, graffiti on bathroom walls, damage to holes, etc. Mark said they have discussed planting trees along the border of the course as well as planting ivy against the fencing to block out the course. Garret Jones has been in communication with the Chief of Police. This year Parks has seen the highest vandalism and graffiti in history. The police department is working on restructuring, with more office patrolling, hoping to be more proactive and more neighborhood engagement with the police department.

Indian Canyon had 44,500 rounds in 2022 with increased playing/on course lessons having had a direct impact on the rounds of golf; two simulators and four instructors will be available this winter.

Qualchan's shop hours will be Tue.–Sat. 10:00-4:00 starting the day after Thanksgiving for pass sales, merchandise, etc.

Adjournment: The meeting was adjourned at 9:21 a.m.

The next regularly scheduled meeting is 8 a.m. Tuesday, Dec. 06, 2022.

Spokane Park Board

Briefing Paper



Committee	Golf		
Committee meeting date	November 8th 2022		
Requester	Mark Poirier	Phone number: 625-4653	
Type of agenda item	<input type="radio"/> Consent	<input type="radio"/> Discussion	<input type="radio"/> Information <input checked="" type="radio"/> Action
Type of contract/agreement	<input type="radio"/> New	<input checked="" type="radio"/> Renewal/ext.	<input type="radio"/> Lease <input type="radio"/> Amendment/change order <input type="radio"/> Other
City Clerks file (OPR or policy #)	OPR2017-0808		
Item title: (Use exact language noted on the agenda)	5-year contract extension for Mark Gardner, dba Mark's Golf Inc.		
Begin/end dates	Begins: 01/01/2023	Ends: 12/31/2027	<input type="checkbox"/> Open ended
Background/history:	Parks and Recreation issued a request for proposal (RFP) for a private contracting golf professional, at The Creek at Qualchan, for services for the years 2018-2022 (5 years). This agreement included an optional 5-year extension. Mark Gardner, dba Mark's Golf Inc., has completed his first 5 year term, and has formally expressed his option to continue with the 5-year renewal (2023-2027).		
Motion wording:	To approve the 5-year contract extension for Mark Gardner, dba Mark's Golf Inc..		
Approvals/signatures outside Parks:	<input type="radio"/> Yes	<input checked="" type="radio"/> No	
If so, who/what department, agency or company:			
Name:	Email address:	Phone:	
Distribution:	Parks – Accounting Parks – Sarah Deatrich Requester: Mark Poirier Grant Management Department/Name:		
Fiscal impact:	<input type="radio"/> Expenditure	<input type="radio"/> Revenue	
Amount:	Budget code:		
Vendor:	<input type="radio"/> Existing vendor	<input type="radio"/> New vendor	
Supporting documents:			
<input type="checkbox"/> Quotes/solicitation (RFP, RFQ, RFB)	<input type="checkbox"/> W-9 (for new contractors/consultants/vendors)		
<input type="checkbox"/> Contractor is on the City's A&E Roster - City of Spokane	<input type="checkbox"/> ACH Forms (for new contractors/consultants/vendors)		
<input type="checkbox"/> UBI: _____	<input type="checkbox"/> Insurance Certificate (min. \$1 million in General Liability)		
Business license expiration date: _____			



***The Creek at Qualchan
Golf Professional Contract
Extension***

*Golf Committee Meeting
November 2022*





Mark Gardner, PGA – The Creek at Qualchan Contract Timeline

- The Parks and Recreation Department entered a 5-year contract, with the optional 5-year extension, with Mark Gardner in 2018 for The Creek at Qualchan Golf Course. This was competitively bid through a request for proposal (RFP).
 - Mark has been a partner with Spokane Parks and Rec for 33 years, with 30 of those years being spent as the first and only Head Professional/Director of golf, at The Creek at Qualchan.
- On December 31st of 2022, the first contract agreement will expire. Mark Gardner has exercised his option, to extend for an additional 5 years of service. (2023-2027)





Mark Gardner/City of Spokane Accomplishments (past 5 years)

- ✓ 10% increase in rounds over the last 5 years
- ✓ Indoor simulator league – customer engagement
- ✓ Junior Golf
- ✓ Player Development
- ✓ Capital Improvements
 - Painted pro-shop/clubhouse
- ✓ Amenity Upgrades
 - New restaurant furniture, new dishwasher, new carpet in pro-shop, sealed concrete, parking lot re-stripe (5 years ago)





PNW PGA Hall of Fame

- Inducted spring 2022
- Served 18 years in IEPGA Chapter governance
 - 3 terms as president
 - Chairing 4 committees
- 10 years on PNW Section board of directors
- 1988 Section Champion
 - Qualified for PGA Championship
- 10-time participant in Hudson Cup/Senior Hudson Cup
- 7-time IEPGA Chapter player of the year
- Co-founder of IEPGA Assistants Championship
- Co-founder of the Rosauers Open – Indian Canyon
- Hosted WIAA State HS championship 10 times
- Hosted USGA US Amateur Pub Links qualifier 3 times
- Co-founder of The First Tee of the Inland Northwest





Revenue to Parks and Rec (Golf Fund)

- 1% of gross receipts—driving range
 - 1% of gross receipts—rental carts
 - 1% of gross receipts—Pro Shop sales
 - 50% of P&R golf lessons
 - 40% of gross receipts—facility rentals.
 - 80% of gross receipts—course rentals (wedding)
 - 100% of green fees - until incentives are reached
-





Revenue to Golf Professional

- 99% of gross receipts—driving range
- 99% of gross receipts—cart rentals
- 99% of gross receipts—Pro Shop sales
- 50% of fee per person P&R lessons
- 20% of gross receipts, facility rentals
- 100% of food and beverage sales
- 0% of greens fees – until incentives are reached





Recommendation

Approve 5-year contract extension for Mark Gardner, dba Mark's Golf Inc; January 1st, 2023 through December 31st, 2027.



Spokane Park Board

Briefing Paper



Committee	Golf Committee		
Committee meeting date	November 8, 2022		
Requester	Nick Hamad	Phone number: 509.363.5452	
Type of agenda item	<input type="radio"/> Consent	<input type="radio"/> Discussion	<input type="radio"/> Information <input checked="" type="radio"/> Action
Type of contract/agreement	<input type="radio"/> New	<input type="radio"/> Renewal/ext.	<input type="radio"/> Lease <input type="radio"/> Amendment/change order <input checked="" type="radio"/> Other
City Clerks file (OPR or policy #)	OPR 2022-0561		
Item title: (Use exact language noted on the agenda)	Fisher Construction Group, Inc. Construction Change Order #3 / Downriver Golf Course Roof Renovation (\$8,243.54+tax)		
Begin/end dates	Begins: 11/10/2022	Ends: 01/09/2023	<input type="checkbox"/> Open ended
Background/history: Change Order #3 for the Downriver Golf Course Roof Renovation project, which: -Adds upper roof decking sheeting replacement to repair upper roof dry rot & previous damage. (items 2 & 3 of contractor PCO) -Add flood light electrical repair required to extend flood light circuit over top of new parapet wall. (item 1 of contractor PCO)			
Motion wording: Move to approve Fisher Construction Group, Inc change order #3 for the Downriver Golf Course Roof Renovation project in the amount of \$8,243.54, plus applicable tax.			
Approvals/signatures outside Parks: <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			
Distribution: Parks – Accounting Mark Poirier Parks – Pamela Clarke Thea Prince Requester: Nick Hamad Grant Management Department/Name:			
Fiscal impact: <input checked="" type="radio"/> Expenditure <input type="radio"/> Revenue Amount: \$8,243.54+tax Budget code: 4600-55100-94000-56203			
Vendor: <input checked="" type="radio"/> Existing vendor <input type="radio"/> New vendor Supporting documents: <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. 3**

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 Flood Light Electrical Repairs	\$ 2,683.53
Add Upper Roof Deck Sheeting Replacement & Repair (dry rot)	\$ 5,560.01

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TOTAL AMOUNT: \$ 8,243.54

CONTRACT SUM (EXCLUDE SALES TAX)	
ORIGINAL CONTRACT SUM (INCLUDE ALTERNATES)	\$ 403,424.59
NET AMOUNT OF PREVIOUS CHANGE ORDERS	\$ 70,472.33
CURRENT CONTRACT AMOUNT	\$ 521,028.29
CURRENT CHANGE ORDER (EXCLUDES SALES TAX)	\$ 8,243.54
REVISED CONTRACT SUM	\$ 529,271.80

CONTRACT COMPLETION DATE	
ORIGINAL CONTRACT COMPLETION DATE	October 1, 2022
CURRENT COMPLETION DATE	November 14, 2022
REVISED COMPLETION DATE	November 18, 2022

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: 3 **Date: 11/2/22**

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

Dry Rot , Electrical Repair

	Required By	Days Req	COR Amount Requested
			\$8,243.54

COR Details

Plywood Replacement , Flood Light Repair

Potential Change Order Detail

PCO: 3 **Reason**

PCO Description: Dry Rot , Electrical Repair

	PCO Amount Requested
Item Description	
1 Electrical Repair at Flood Light	2,406.00
0.92% Insurance	24.46
0.47% B&O - State	12.47
10.00% Fee	240.60
Total for PCO Item 1:	2,683.53
2 Additional Labor For Plywood Replacement 21 sheets replaced	1,520.00
0.92% Insurance	15.45
0.47% B&O - State	7.88
10.00% Fee	152.00
Total for PCO Item 2:	1,695.33
3 Dry Rot , Electrical Repair	3,465.00
0.92% Insurance	35.23
0.47% B&O - State	17.95
10.00% Fee	346.50
Total for PCO Item 3:	3,864.68
Total for PCO 3:	8,243.54



Change Order Request

Approved By:

Owner Signature: _____

Date: _____

Name: CITY OF SPOKANE PARKS AND RECREAT

Contractor Signature: _____

Date: _____

Name: Fisher Construction Group, Inc.



**Downriver Golf Course
Change Order Request**

McKinstry
P.O. Box 24567
Seattle, WA 98124
(206) 762-3311

To: Fisher Construction
ATTN: Darrell Kidwell

Subject: Re-Route of Exterior Lighting Circuit

Date: 10/24/2022

Reference: _____

McK JOB No: 123064-001

Scope:

McK CO #: 02

Re-routing of exterior flood light circuit to fit within the new roof footprint. Previous circuit was damaged during rood demo and with the addition of the roof papapet wall, the exisiting wire and conduit cannot be concealed on the roof. This cost is to etend conduit and wire to allow circuit to fit within roof footprint. New conduit and wire will be requiired in some locations.

Total Amount of This Change Proposal:

\$ 2,406

- Detailed breakdown attached
- Work performed during regular hours unless noted otherwise
- Awaiting written direction to proceed with this work
- Inclusion and Exclusions as listed in base contract (Specific Inclusion & Exclusions per above)
- Proceeding per your written direction on: _____

- Excludes all engineering costs
- Work performed on expedited basis
- Work in Progress
- Work already completed
- Proposal estimated at labor rates expected at the time of work

McKinstry

Accepted By:

Chad Murphy 10/24/2022
PM Name Date

Date

The cost of this change includes only those direct costs which can be identified at this time. McKinstry reserves the right to modify the estimate if additional work not covered by this change is required. There are no impact, ripple or delay costs included. Should it be determined at a later date that we are experiencing impact costs because of multiple changes, delays, or other causes beyond our control, we will submit those costs at that time.

McKinstry

CONSTRUCTION CHANGE ORDER COST SUMMARY

PROJECT NO. 123064-001		PROJECT NAME Downriver Golf Course	
PROJECT LOCATION 3225 N. Columbia Cir., Spokane, WA 99205			
Change Order Proposal # 02		Title Re-Route of Exterior Lighting Circuit	
DESCRIPTION OF WORK See cover sheet for description.			
LINE NO.	ITEM (A)	OMITTED WORK (CREDIT) (B)	ADDED WORK (COST) (C)
1	LABOR		\$ 1,672
2	MATERIALS		\$ 422
3	EQUIPMENT		
4	SUBS		\$ -
6	PROJECT MANAGEMENT	\$ -	\$ 93
7	TOTAL DIRECT COST ►		\$ - \$ 2,187
8	TOTAL INDIRECT COST ►		\$ - \$ -
9	NET INDIRECT COST (Line 8, Col. C - Col. B) ►		\$ -
10	NET DIRECT COST (Line 7, Col. C - Col. B) ►		\$ 2,187
11	MARK UP ON SUBCONTRACTORS 10.0%	(Line 9)	\$ -
12	PROFIT ON INTERNAL LABOR & MATERIAL 10.0%	(Line 10)	\$ 219
13	TOTAL ►		\$ - \$ 2,406
14	COST PROPOSAL (Line 13, Col. C - Col. B)		\$ 2,406
15	CREDIT PROPOSAL (Line 13, Col. B - Col. C)		\$ -
REMARKS			
Project Manager Chad Murphy			DATE 10/24/2022



**Downriver Golf Course
COP-02 - Re-Route of Exterior Lighting Circuit**

10/24/22

Electrical	Field Hours	Field Labor	Shop Hours	Shop Labor	Material	Total	Quantity
Re-route of exterior flood light circuit/conduit	18	\$ 1,672	0	\$ -	\$ 422	\$ 2,094	1
-	0	\$ -	0	\$ -	\$ -	\$ -	0
-	0	\$ -	0	\$ -	\$ -	\$ -	0
-	0	\$ -	0	\$ -	\$ -	\$ -	0
-	0	\$ -	0	\$ -	\$ -	\$ -	0
-	0	\$ -	0	\$ -	\$ -	\$ -	0
Detailing	0	\$ -	0	\$ -	\$ -	\$ -	0
Shop burden	0	\$ -	0	\$ -	\$ -	\$ -	0
Field/Shop Supervision	0	\$ -	0	\$ -	\$ -	\$ -	0
Material Handling	0	\$ -	0	\$ -	\$ -	\$ -	0

Total Electrical	18	\$ 1,672	0	\$ -	\$ 422	\$ 2,094
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Total Construction	18	\$ 1,672	0	\$ -	\$ 422	\$ 2,094
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Mechanical Engineering						\$ -
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Project Management						\$ 93
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Total Project						\$ 2,187
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Spokane Park Board

Briefing Paper



Committee	Golf Committee		
Committee meeting date	November 8, 2022		
Requester	Nick Hamad	Phone number: 363-5452	
Type of agenda item	<input type="radio"/> Consent	<input type="radio"/> Discussion	<input type="radio"/> Information <input checked="" type="radio"/> Action
Type of contract/agreement	<input type="radio"/> New	<input type="radio"/> Renewal/extension	<input checked="" type="radio"/> Amendment/change order <input type="radio"/> Other
City Clerks file (OPR or policy #)			
Item title: (Use exact language noted on the agenda)	Lexicon DBA Heritage Links Change Order #5 / Downriver Golf Course Irrigation Renovation (\$22,960.56+tax).		
Begin/end dates	Begins: June 9, 2022	Ends: August 1, 2022	<input type="checkbox"/> Open ended
Background/history: Change Order #5 for the Downriver Golf Course Irrigation Renovation construction contract. Change adds several items to the project scope of work, listed below: -Adds (2) extra contractor mobilizations, equipment rental, and lodging as required to make pipe connection to new irrigation water source. -Adds labor and equipment for point of connection drain valve.			
Motion wording: Move to approve Lexicon DBA Heritage Links change order #5 for the Downriver Golf Course Irrigation Renovation project (\$22,960.56+tax)			
Approvals/signatures outside Parks: <input checked="" type="radio"/> Yes <input type="radio"/> No If so, who/what department, agency or company: Lexicon DBA Heritage Links Name: Tim Hubbard Email address: timH@heritage-links.com Phone: 1.281.866.0909			
Distribution: Parks – Accounting Parks – Pamela Clarke Requester: Nick Hamad Grant Management Department/Name: Mark Poirier			
Fiscal impact: <input checked="" type="radio"/> Expenditure <input type="radio"/> Revenue Amount: \$22,960.56 Budget code: golf capital			
Vendor: <input checked="" type="radio"/> Existing vendor <input type="radio"/> New vendor			
Supporting documents: <input type="checkbox"/> Quotes/solicitation (RFP, RFQ, RFB) <input type="checkbox"/> W-9 (for new contractors/consultants/vendors) <input type="checkbox"/> Contractor is on the City's A&E Roster - City of Spokane <input type="checkbox"/> ACH Forms (for new contractors/consultants/vendors) <input type="checkbox"/> UBI: Business license expiration date: <input type="checkbox"/> Insurance Certificate (min. \$1 million in General Liability)			

**CITY OF SPOKANE
PARKS AND RECREATION DEPARTMENT
CHANGE ORDER NO. 5**

NAME OF CONTRACTOR: LEXICON DBA HERITAGE LINKS

PROJECT TITLE: DOWNRIVER GOLF COURSE IRRIGATION RENOVATION

CITY CLERK CONTRACT NUMBER: OPR2021-0222

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<u>DESCRIPTION OF CHANGE:</u>	<u>AMOUNT:</u>	
CO #10 - Additional mobilization to install irrigation point of connection	\$22,960.56	

=====

TOTAL AMOUNT: \$22,960.56

CONTRACT SUM (EXCLUDE SALES TAX)	
ORIGINAL CONTRACT SUM (INCLUDE ALTERNATES)	\$ 2,599,692.00
NET AMOUNT OF PREVIOUS CHANGE ORDERS	\$ 76,265.92
CURRENT CONTRACT AMOUNT	\$ 2,675,957.92
CURRENT CHANGE ORDER (EXCLUDES SALES TAX)	\$ 22,960.56
REVISED CONTRACT SUM	\$ 2,752,223.84

CONTRACT COMPLETION DATE	
ORIGINAL CONTRACT COMPLETION DATE	June 1, 2022
CURRENT COMPLETION DATE	July 1, 2022
REVISED COMPLETION DATE	August 30, 2022

Contractor's Acceptance: _____ Date: _____

City Approval: _____ Date: _____

Attest: _____ City Clerk

Approved as to form: _____ Assistant City Attorney

Change Order #8 - Mobilizations to Install Backflow Preventer



Downriver Golf Course					
Two Mobilizations to Install the Backflow Preventer		CONTRACTOR:		Heritage Links	
Drain installation on 10" Standpipe		DATE:		October 10, 2022	
ITEM	DESCRIPTION	Quantities	Units	Unit Cost	Amount
1	Materials for added Drain Valve on standpipe to backflow device	1	LS	\$ 500.00	\$ 500.00
2	Labor and Equipment for added Drain Valve	1	LF	\$ 850.00	\$ 850.00
3	Mobilization Back into the jobsite (see notes below)	2	LF	\$ 7,970.28	\$ 15,940.56
4	Equipment Rental	1	LS	\$ 3,500.00	\$ 3,500.00
5	Lodging	1	LS	\$ 1,500.00	\$ 1,500.00
6					
7					
8					
	SUB-TOTAL				\$ 22,290.56
	PROJECT TOTAL				\$ 22,290.56

Notes: The First mobilization was July 11, 2022. Our men and equipment were on site. The men left and the equipment sat for a few days until we got notification the connection would not be ready. We then came back on July 27, 2022 to complete the work.

We added a drain valve to the stand pipe on the 10" discharge side of the backflow preventer.

Approval Signature _____

Date _____

**2022
Annual YOY Golf
Comparison Report**

[Return to Minutes](#)

ROUNDS

	DOWNRIVER			ESMERALDA			INDIAN CANYON			QUALCHAN			CITY HALL			TOTALS		
	2022	2021	DIFF	2022	2021	DIFF	2022	2021	DIFF	2022	2021	DIFF	2022	2021	DIFF	2022	2021	DIFF
COUNT																		
REGULAR ROUND	18,240	18,426	(186)	15,052	15,092	(40)	18,941	17,796	1,145	16,283	15,692	591	0	0	0	68,516	67,006	1,510
DISCOUNT ROUND	23,153	25,963	(2,810)	21,938	25,222	(3,284)	18,516	20,440	(1,924)	15,604	18,441	(2,837)	0	0	0	79,211	90,066	(10,855)
MULTI-PLAY ROUND	3,032	2,601	431	2,141	1,697	444	2,135	1,613	522	4,084	3,658	426	0	0	0	11,392	9,569	1,823
OTHER ROUND	2,926	2,758	168	2,281	1,496	785	4,975	3,829	1,146	2,646	2,330	316	0	0	0	12,828	10,413	2,415
TOTAL	47,350	49,748	(2,398)	41,412	43,507	(2,095)	44,567	43,678	889	38,617	40,121	(1,504)	0	0	0	171,946	177,054	(5,108)
REVENUE																		
REGULAR ROUND	\$ 474,638	\$ 418,231	\$ 56,407	\$ 414,752	\$ 343,114	\$ 71,637	\$ 546,212	\$ 487,569	\$ 58,643	\$ 468,192	\$ 453,214	\$ 14,978	\$ -	\$ -	\$ -	\$ 1,903,793	\$ 1,702,128	\$ 201,665
DISCOUNT ROUND	\$ 478,155	\$ 473,480	\$ 4,675	\$ 479,212	\$ 443,952	\$ 35,260	\$ 429,156	\$ 448,364	\$ (19,208)	\$ 371,753	\$ 412,208	\$ (40,455)	\$ -	\$ -	\$ -	\$ 1,758,276	\$ 1,778,004	\$ (19,729)
MULTI-PLAY ROUND	\$ -	\$ -	\$ -	\$ -	\$ 0	\$ -	\$ -	\$ -	\$ -	\$ 27,243	\$ 22,990	\$ 4,253	\$ -	\$ -	\$ -	\$ 27,243	\$ 22,990	\$ 4,253
OTHER ROUND	\$ 27,922	\$ 22,104	\$ 5,818	\$ 6,383	\$ 760	\$ 5,624	\$ 93,319	\$ 59,465	\$ 33,854	\$ 30,363	\$ 23,732	\$ 6,631	\$ -	\$ -	\$ -	\$ 157,987	\$ 106,061	\$ 51,927
TOTAL	\$ 980,715	\$ 913,815	\$ 66,900	\$ 900,347	\$ 787,826	\$ 112,520	\$ 1,068,687	\$ 995,398	\$ 73,289	\$ 897,551	\$ 912,144	\$ (14,593)	\$ -	\$ -	\$ -	\$ 3,847,300	\$ 3,609,183	\$ 238,116

PASSES

	DOWNRIVER			ESMERALDA			INDIAN CANYON			QUALCHAN			CITY HALL			TOTALS		
	2022	2021	DIFF	2022	2021	DIFF	2022	2021	DIFF	2022	2021	DIFF	2022	2021	DIFF	2022	2021	DIFF
COUNT																		
DISCOUNT PASS	1,249	1,283	(34)	852	806	46	723	726	(3)	1,162	1,285	(123)	212	48	164	4,198	4,148	50
SEASON PASS	30	8	22	30	9	21	13	12	1	26	33	(7)	5	0	5	104	62	42
OTHER PASS	58	58	(0)	456	462	(6)	35	47	(12)	48	42	6	319	181	139	916	790	126
TOTAL	1,337	1,349	(12)	1,338	1,277	61	771	785	(14)	1,236	1,360	(124)	536	229	308	5,218	5,000	218
REVENUE																		
DISCOUNT PASS	\$ 72,580	\$ 66,708	\$ 5,872	\$ 51,243	\$ 41,190	\$ 10,054	\$ 42,220	\$ 35,557	\$ 6,663	\$ 63,269	\$ 64,686	\$ (1,416)	\$ 12,154	\$ 2,245	\$ 9,908	\$ 241,466	\$ 210,385	\$ 31,081
SEASON PASS	\$ 24,956	\$ 11,717	\$ 13,239	\$ 28,925	\$ 12,464	\$ 16,462	\$ 14,189	\$ 16,627	\$ (2,439)	\$ 27,303	\$ 34,538	\$ (7,235)	\$ 4,211	\$ -	\$ 4,211	\$ 99,583	\$ 75,346	\$ 24,238
OTHER PASS	\$ 8,561	\$ 9,012	\$ (451)	\$ 24,342	\$ 23,519	\$ 823	\$ 6,684	\$ 7,435	\$ (751)	\$ 8,706	\$ 6,958	\$ 1,748	\$ 16,230	\$ 8,981	\$ 7,249	\$ 64,524	\$ 55,906	\$ 8,618
TOTAL	\$ 106,098	\$ 87,438	\$ 18,660	\$ 104,511	\$ 77,173	\$ 27,338	\$ 63,093	\$ 59,619	\$ 3,474	\$ 99,278	\$ 106,181	\$ (6,903)	\$ 32,594	\$ 11,226	\$ 21,368	\$ 405,574	\$ 341,637	\$ 63,937

CART FEES

	DOWNRIVER			ESMERALDA			INDIAN CANYON			QUALCHAN			CITY HALL			TOTALS		
	2022	2021	DIFF	2022	2021	DIFF	2022	2021	DIFF	2022	2021	DIFF	2022	2021	DIFF	2022	2021	DIFF
COUNT																		
PRIVATE CART FEE & PERMIT	651	766	(115)	753	880	(127)	498	565	(67)	526	608	(82)	0	0	0	2,428	2,819	(391)
PRO CART FEE	22,107	20,041	2,066	23,436	24,438	(1,002)	26,993	25,751	1,242	21,314	21,644	(330)	0	0	0	93,850	91,874	1,976
TOTAL	22,758	20,807	1,951	24,189	25,318	(1,129)	27,491	26,316	1,175	21,840	22,252	(412)	0	0	0	96,278	94,693	1,585
REVENUE																		
PRIVATE CART FEE & PERMIT	\$ 17,586	\$ 16,306	\$ 1,281	\$ 15,068	\$ 12,534	\$ 2,534	\$ 9,467	\$ 8,846	\$ 621	\$ 16,128	\$ 15,221	\$ 907	\$ -	\$ -	\$ -	\$ 58,249	\$ 52,907	\$ 5,342
PRO CART FEE	\$ 4,196	\$ 3,852	\$ 344	\$ 7,209	\$ 6,988	\$ 222	\$ 10,275	\$ 9,388	\$ 887	\$ 3,969	\$ 3,871	\$ 98	\$ -	\$ -	\$ -	\$ 25,649	\$ 24,099	\$ 1,550
TOTAL	\$ 21,782	\$ 20,157	\$ 1,625	\$ 22,277	\$ 19,522	\$ 2,755	\$ 19,742	\$ 18,234	\$ 1,508	\$ 20,097	\$ 19,092	\$ 1,005	\$ -	\$ -	\$ -	\$ 83,898	\$ 77,006	\$ 6,893

BUCKET OF BALLS

	DOWNRIVER			ESMERALDA			INDIAN CANYON			QUALCHAN			CITY HALL			TOTALS		
	2022	2021	DIFF	2022	2021	DIFF	2022	2021	DIFF	2022	2021	DIFF	2022	2021	DIFF	2022	2021	DIFF
COUNT	12,118	13,141	(1,023)	11,035	11,945	(910)	23,964	23,245	719	11,001	12,565	(1,564)	0	0	0	58,118	60,896	(2,779)
REVENUE	\$ 1,075	\$ 1,061	\$ 14	\$ 2,041	\$ 1,991	\$ 50	\$ 4,404	\$ 4,326	\$ 78	\$ 908	\$ 1,056	\$ (148)	\$ -	\$ -	\$ -	\$ 8,428	\$ 8,434	\$ (6)

FACILITY IMPROVEMENT FEE

	DOWNRIVER			ESMERALDA			INDIAN CANYON			QUALCHAN			CITY HALL			TOTALS		
	2022	2021	DIFF	2022	2021	DIFF	2022	2021	DIFF	2022	2021	DIFF	2022	2021	DIFF	2022	2021	DIFF
COUNT	42,702	43,550	(848)	37,864	39,224	(1,360)	39,676	38,997	679	34,416	36,710	(2,294)	242	57	185	154,900	158,538	(3,639)
REVENUE	\$ 207,392	\$ 212,808	\$ (5,417)	\$ 190,204	\$ 195,239	\$ (5,034)	\$ 199,852	\$ 197,351	\$ 2,501	\$ 180,084	\$ 190,466	\$ (10,382)	\$ 3,022	\$ 705	\$ 2,317	\$ 780,554	\$ 796,569	\$ (16,015)

REVENUE SUMMARY

	DOWNRIVER			ESMERALDA			INDIAN CANYON			QUALCHAN			CITY HALL			TOTALS		
	2022	2021	DIFF	2022	2021	DIFF	2022	2021	DIFF	2022	2021	DIFF	2022	2021	DIFF	2022	2021	DIFF
Lessons	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
MISC REVENUE	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL REVENUE	\$ 1,317,061	\$ 1,235,279	\$ 81,781	\$ 1,219,380	\$ 1,081,750	\$ 137,630	\$ 1,355,778	\$ 1,274,929	\$ 80,849	\$ 1,197,918	\$ 1,228,940	\$ (31,021)	\$ 35,616	\$ 11,931	\$ 23,685	\$ 5,125,753	\$ 4,832,829	\$ 292,925

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

	ADOPTED BUDGET 2022	2022 ADOPTED BUDGET Balance	2021 October Actual	2022 October 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 %
Revenue:											
Program Revenue	3,905,000	(1,303,351)	311,879	427,318	\$ 115,440	4,854,636	5,208,351	\$ 353,715	142.7%	133.4%	-9.35%
Pre-Sale Revenue		(164,033)	-		\$ -	181,318	164,033	\$ (17,285)			
Facility Improvement Fee	-		(48,817)	(64,921)	\$ (16,105)	(805,547)	(794,974)	\$ 10,572			
Other Transfers In	-	(26,950)	-	-	\$ -	26,949	26,950	\$ 0			
TOTAL REVENUE:	\$ 3,905,000	\$ 699,359	\$ 263,062	\$ 362,397	\$ 99,335	4,257,357	\$ 4,604,359	\$ 347,002	125.2%	117.9%	-7.26%
Expenditures:											
Salaries and Wages	1,421,077	116,172	113,041	129,981	\$ (16,940)	1,042,540	1,158,209	\$ (115,669)	81.8%	90.9%	9.08%
Personnel Benefits	360,727	(37,757)	35,856	40,057	\$ (4,201)	339,707	371,627	\$ (31,920)	101.7%	111.3%	9.56%
Supplies	345,020	(68,865)	55,122	39,472	\$ 15,650	308,217	385,785	\$ (77,568)	97.3%	121.7%	24.48%
Services and Charges	1,012,176	133,136	191,951	150,447	\$ 41,504	997,350	860,940	\$ 136,410	100.3%	86.6%	-13.72%
Interfund Payments	267,587	45,554	11,963	14,585	\$ (2,621)	201,453	211,833	\$ (10,379)	78.3%	82.3%	4.03%
Subtotal Op. Exp.	\$ 3,406,587	\$ 418,193	\$ 407,934	\$ 374,541	\$ 33,392	2,889,267	\$ 2,988,394	\$ (99,127)	91.0%	87.7%	-3.23%
Capital Outlay	420,000	163,750	-	948	\$ (948)		256,250	\$ (256,250)		61.0%	61.01%
Transfers Out	80,000	53,050	-	-		35,117	26,950	\$ 8,167	27.0%	33.7%	6.67%
TOTAL EXPENDITURES:	\$ 3,906,587	\$ 634,994	\$ 407,934	\$ 375,489	\$ 32,444	2,924,384	\$ 3,271,593	\$ 347,209	79.7%	83.7%	4.03%
Total Funding: (Rev. less Exp.)	\$ (1,587)		\$ (144,871)	\$ (13,092)	\$ 131,779	\$ 1,332,973	\$ 1,332,766	\$ (207)			

* Beginning Fund Balance	\$ 338,711
Less 7% Reserve Requirement	\$ (310,366)
Beginning Year Reserves	\$ 28,345
YTD Change in Cash	\$ 1,332,766
YTD Available Cash	\$ 1,361,111

* 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
October 2022

	2021 October Actual	2022 October Actual	2020-2021 Monthly Difference	2021 YTD Actual	2022 YTD Actual	2020-2021 YTD Difference
<u>Revenue:</u>						
Revenue:	48,817	64,921	\$ 16,105	805,547	794,974	\$ (10,572)
<u>Expenditures:</u>						
Debt Service Payments	-	-	\$ -	40,977	267,918	\$ (226,941)

Beginning Fund Balance	\$ 1,744,230
YTD Revenues	\$ 794,974
YTD Debt Service Payments	\$ (267,918)
YTD Cash Balance	\$ 2,271,286