



City Council Meeting Schedule January 2021

City Council passed Resolution 20-08 on June 23, 2020, which temporarily designates the location for regular, special and study session meetings to the virtual location until Benton County enters into Phase Three of the Governor's Safe Start Reopening Plan. The City broadcasts City Council meetings on the City's website <https://www.go2kennewick.com/CouncilMeetingBroadcasts>.

January 5, 2021

Tuesday, 6:30 p.m.

REGULAR COUNCIL MEETING

January 12, 2021

Tuesday, 6:30 p.m.

WORKSHOP MEETING (the workshop meeting will be done via Zoom and broadcast on the City's website <https://www.go2kennewick.com/CouncilMeetingBroadcasts>)

1. Criminal Code Batch Amendments
2. State and Local Authority Regarding Business Reopening
3. Fire Station Process Update
4. Executive Session – RCW 42.30.110(g) City Manager's Pay for Performance Review (15 minutes)
5. Closed Session – RCW 42.30.140(4)(b) Collective Bargaining beginning immediately at the conclusion of the workshop

January 19, 2021

Tuesday, 6:30 p.m.

REGULAR COUNCIL MEETING

January 26, 2021

Tuesday, 6:30 p.m.

WORKSHOP MEETING (the workshop meeting will be done via Zoom and broadcast on the City's website <https://www.go2kennewick.com/CouncilMeetingBroadcasts>)

1. Columbia Park Golf Tri-Plex Update
2. Workplace Safety Update

To assure disabled persons the opportunity to participate in or benefit from City services, please provide twenty-four (24) hour advance notice for additional arrangements to reasonably accommodate special needs.

Please be advised that all Kennewick City Council Meetings are Audio and Video Taped

Council Workshop Coversheet



Agenda Item Number	1.	Meeting Date	01/26/2021
Agenda Item Type	Presentation		
Subject	Columbia Park Golf Tri-Plex Update		
Ordinance/Reso #		Contract #	
Project #		Permit #	
Department	Parks & Recreation		

Info Only	☒
Policy Review	☐
Policy DevMnt	☐
Other	☐

Summary

CourseCo President and CEO Mike Sharp and Senior Operations Manager Sean Silva, the management/operators of the Columbia Park Golf Tri-Plex, will provide a 2020 year-end review and 2021 Annual Plan. A summary financial report, impacts of COVID-19, marketing, and calendar of events will be outlined.

Through

Brandon Lange
Jan 19, 16:34:49 GMT-0800 2021

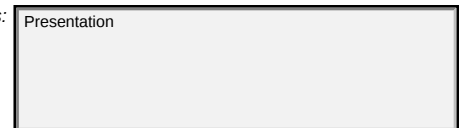
Dept Head Approval

Emily Estes-Cross
Jan 21, 07:56:27 GMT-0800 2021

City Mgr Approval

Marie Mosley
Jan 21, 09:39:41 GMT-0800 2021

Attachments: Presentation



Columbia Park Golf Tri-Plex 2020 Year-End Review & 2021 Annual Plan



2020 vs. 2019 Financial Review – High Level Summary

	2020 Actuals	2020 Budget	Variance to Budget	2019	YOY Variance
Total Rounds	11,002	14,000	(2,998)	10,910	92
Total Revenue	\$ 217,413	\$ 275,256	\$ (57,843)	\$ 222,065	\$ (4,652)
Total Expenses (inclusive of COGS)	\$ 334,989	\$ 391,288	\$ (56,299) savings	\$ 327,650	\$ 7,340
NOI	\$ (117,577)	\$ (116,032)	\$ (1,545)	\$ (105,585)	\$ (11,991)



2020 vs. 2019 Financial Review – Detailed Summary

Columbia Park GC 2020 vs. 2019 Financial Analysis

	2019					2020					Full Year FY20	
	Q1	Q2	Q3	Q4	FY19 Total	Q1	Q2	Q3	Q4	FY20 Total	Δ	% YOY
Rounds												
Public	420	3,963	3,918	965	9,266	1,093	2,615	4,471	1,898	10,077	811	9%
Tournament	0	50	74	0	124	0	0	0	0	0	(124)	-100%
Member	90	410	718	302	1,520	150	228	355	192	925	(595)	-39%
Total Rounds	510	4,423	4,710	1,267	10,910	1,243	2,843	4,826	2,090	11,002	92	1%
Golf Revenue \$												
Green Fees	\$4,359	\$50,284	\$47,827	\$9,988	\$112,458	\$12,101	\$38,148	\$61,802	\$21,028	\$133,079	\$20,621	18%
Membership	\$2,110	\$8,102	\$10,802	\$8,156	\$29,170	\$2,368	\$4,789	\$7,799	\$6,056	\$21,012	(\$8,158)	-28%
Cart Fees	\$617	\$7,625	\$9,934	\$1,794	\$19,970	\$2,020	\$5,439	\$9,921	\$3,141	\$20,521	\$551	3%
Merchandise	\$1,112	\$4,191	\$4,317	\$815	\$10,435	\$1,717	\$1,892	\$2,700	\$1,246	\$7,555	(\$2,880)	-28%
Range	\$1,049	\$9,837	\$8,752	\$1,611	\$21,249	\$3,260	\$6,220	\$11,750	\$3,114	\$24,344	\$3,095	15%
Lesson	\$0	\$800	\$950	\$290	\$2,040	\$215	\$0	\$471	\$0	\$686	(\$1,354)	-66%
Other	\$650	\$1,445	\$4,809	\$460	\$7,364	\$426	\$39	\$2,615	\$540	\$3,620	(\$3,744)	-51%
Golf Rev Total	\$9,897	\$82,284	\$87,391	\$23,114	\$202,686	\$22,107	\$56,527	\$97,058	\$35,125	\$210,817	\$8,131	4%
F&B Revenue	\$602	\$8,502	\$9,260	\$1,016	\$19,380	\$928	\$1,934	\$2,993	\$741	\$6,596	(\$12,784)	-66%
Total Revenue	\$10,499	\$90,786	\$96,651	\$24,130	\$222,066	\$23,035	\$58,461	\$100,051	\$35,866	\$217,413	(\$4,653)	-2%



2020 Year-End Review

- Covid 19 – Mandatory Golf Course Closure (3/26/20 – 5/4/20)
- Hazardous Air Quality - Course Closed (09/11/20- 09/15/20)
- Extreme 100-degree heat: Last week of July
- All 2020 Community Events Cancelled
- Total Revenue \$217K vs. budget of \$275K (\$58K) vs. prior year of \$222K (\$5K)
 - Revenue Shortfall to budget attributed to the above stated external contingencies resulting in 45 total days of mandatory course closure vs. prior year
- Reduced F&B revenue YOY understood due to “Bite” taking over F&B operations
- Total Expenses: \$341K vs. budget of \$391K
- NOI at approximately \$(117K) vs. budget of \$(116K) – speaks to expense controls and operational efficiencies



2020 Year-End Review contd.

- Re-opening with strict Protocols :
 - 2-somes only
 - No Touch Course
 - Disc Golf 07/11/2020
 - Rental Equipment Not Permitted

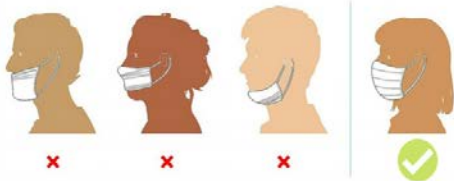


2020 Year End Review contd: Safety Planning in Action



MASKS ARE REQUIRED

And they must be worn properly



DON'TS

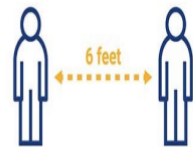
- Don't wear your mask below your nose or leave your chin uncovered
- Don't rest your mask on your chin
- Don't take off your mask to talk
- Don't wear a mask that is damaged
- Don't place a mask on a child under the age 2

DO'S

- Wash your hands before putting your mask on & after touching or removing it
- Wear a mask that fits snugly against your face and covers your mouth, nose & chin
- Wash your mask daily
- Avoid touching your mask while wearing it

HELP KEEP OUR GOLF COURSE **SAFE**

AND FLATTEN THE COVID-19 CURVE



Stay 6 feet away from others at all times



Do not congregate in groups



Warn others of your presence when passing by on greens, tees and fairways



Please adhere to the **one person per golf cart** policy



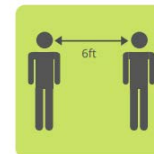
Wash & sanitize your hands before and during visiting the golf course



Stay home if you are not feeling well



MAINTENANCE SANITIZING REQUIREMENTS



Maintain social distance at all times



Masks are required in or near buildings



Gloves are required when using cleaning or bleach solutions



All equipment must be sanitized after usage by operator
Steering wheel, seat & controls



Equipment to be marked with "sanitized sticker" upon completion



Wash your hands at least 4 - 6 times per shift

2021 Annual Plan

Total Paid Rounds	12,500
Total Revenue	\$ 252,551
Total Expenses (inclusive of COGS)	\$ 377,376
NOI	\$(124,825)





2021 Marketing

- **Advertising and Promotions** – Ads in local newspapers to promote specials or promotions.
- **Internal Communications** – Counter displays, promotional signage throughout facility and golf carts.
- **Community Outreach** – Host a wide and diverse calendar of community events and support programs.
- **Local Schools** – Continue to support local school teams by providing playing and practice opportunities at a low cost.
- **Social Media Engagement**



Leveraging Technology and Social Media

- Focus on paid digital/social marketing due to a cheaper Cost Per Acquisition (CPA) and potential for higher Return on Investment (ROI)
- Internal Email Database
- City Wide Email Database
- City Parks and Rec Activities Guide
- Chamber and Visit Tri-Cities Eblasts
- Facebook/Twitter Announcements
- Digital Advertising/PPC/SEM
- Facebook Advertising/Push Ads



Leveraging Social Media

<https://www.playcolumbiapark.com>

[COURSE](#)[TEE TIMES](#)[SHOP ONLINE](#)[FOOTGOLF](#)[DISC GOLF](#)[LESSONS](#)[EVENTS](#)[CONTACT](#)

News & Specials

FOOTGOLF IS NOW AT
COLUMBIA PARK!

What is FootGolf?

FootGolf is a combination of the popular sports of soccer and golf. To play FootGolf, athletes use soccer balls on a traditional golf course with 21-inch diameter cups.

[Read more](#)

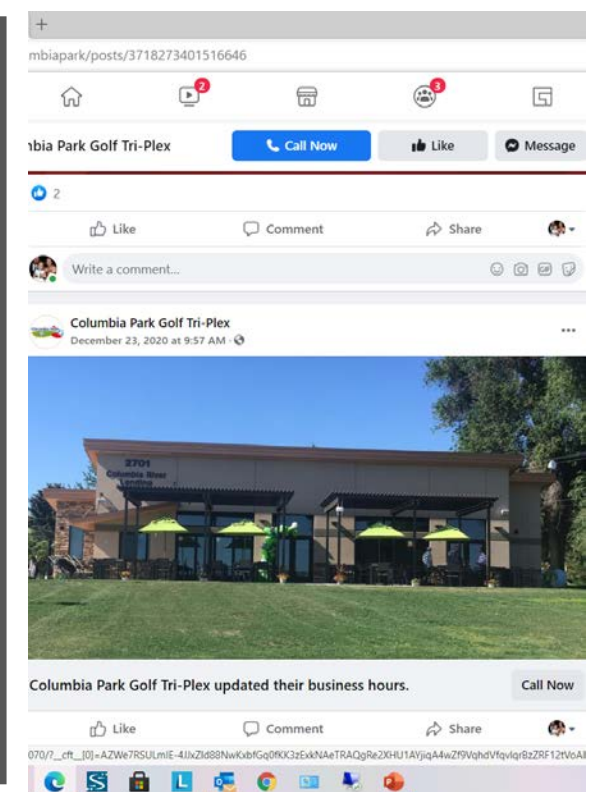
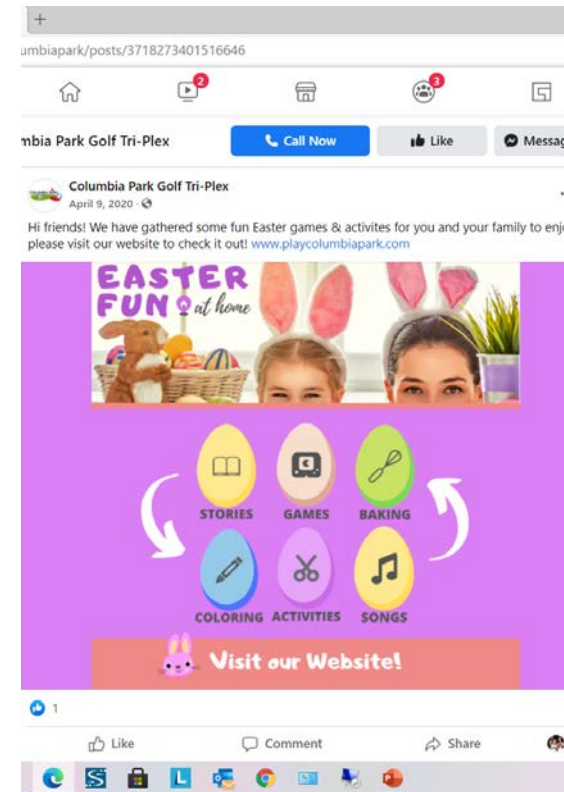
Like us on Facebook



Join Our E-Club

 Da Month Year

SUBSCRIBE



Leveraging Social Media contd.

Continued Partnership with Bite at the Landing

- Bundling F&B with Golf Packages
- League Play Dining
- Tournaments
- Dollar Days
- Events
- Junior Camps – lunch
- Holiday Golf Packages, ie., St Patrick's Day
- Night Golf Dinners
- Marketing the Bite's events



2021 Calendar of Events

<u>Date</u>	<u>January</u>	
3rd - 4th week	SuperTwilight all day	
<u>Date</u>	<u>February</u>	
14th	2 for 1; Sweetheart Deal: Golf\FG\DG	
<u>Date</u>	<u>March</u>	
All month	Twilight Rates	
17th	St Patrick special all Golf \$5.00	
All month	25% off memberships	
<u>Date</u>	<u>April</u>	
4th	Easter Egg Special - prizes\candy	
16th	Night Golf begins	
All month	Second Harvest Donations - med bucket	
<u>Date</u>	<u>May</u>	
9th	Mom plays free w\paid child	
21st	Night Golf	
<u>Date</u>	<u>June</u>	
1 ST – 4th	50% off Traditional Golf Memberships	
12th	Parent Child Tournament	
18th	Night Golf	
20th	Dad plays free with paid child	

<u>Date</u>	<u>July</u>
5 th -9th	50% off Disc Golf Memberships
2nd	FootGolf Friday \$5.00
4th	Fire on the River Tournament
5th - 9th	50% off Disc Golf Memberships
16th	Night Golf
<u>Date</u>	<u>August</u>
-	-
1st week	National Night Out
6th & 13th	Foot Golf Friday \$5.00
20th	Night Golf
27th	Disc Golf Friday \$5.00
All Month	KSD School Drive - med. Bucket
<u>Date</u>	<u>September</u>
1st - 9th	Parents 50% off with \$5.00 Jr after 3:00pm
7th	Customer Appreciation \$3.00
10th	Blood Drive\2nd Harvest Food Donation
17th	Night Golf
TBD	Disc Golf Tournament
TBD	Movie on the River
<u>Date</u>	<u>October</u>
All Month	Spooky Savings \$5.00 play
2nd	Oktoberfest Tournament
<u>Date</u>	<u>November</u>
All month	Twilight Rates
1st - 19th	Come play enter for Turkey
28th	Black Friday 30% off Merchandise
<u>Date</u>	<u>December</u>
All Month	Super Twilight
1st- 24th	Christmas Gift Bag specials
25th	Closed for Christmas

2021 Community Events

- JBGA Jr Camp Tues, Thurs, Sat (June- Aug)
- KSD High School - Practice & Play Facility
- Special Olympics Range and Golf (June-Aug)
- SkyHawks Camp (June – Aug)
- Movie on the River
- Blood Drive



Questions?



Council Workshop Coversheet



Agenda Item Number	2.	Meeting Date	01/26/2021
Agenda Item Type	Presentation		
Subject	Workplace Safety Update		
Ordinance/Reso #		Contract #	
Project #		Permit #	
Department	Finance		

Info Only	☒
Policy Review	☐
Policy DevMnt	☐
Other	☐

Summary

Safety Coordinator Dan Lemieux and Human Resources Director Corey Osborn will provide an update on the City's workplace safety program. This report will include information regarding:

The number and nature of workplace injuries;
The amount of lost and restricted time due to workplace injuries;
2020 safety accomplishments;
2021 safety goals and objectives;
The City's internal management of COVID-19.

Through

Corey Osborn
Jan 20, 12:52:14 GMT-0800 2021

Attachments: Presentation

Dept Head Approval

Dan Legard
Jan 20, 14:01:34 GMT-0800 2021

City Mgr Approval

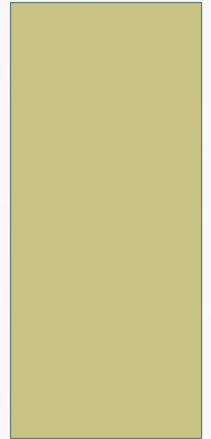
Marie Mosley
Jan 21, 09:42:55 GMT-0800 2021

CITY OF KENNEWICK

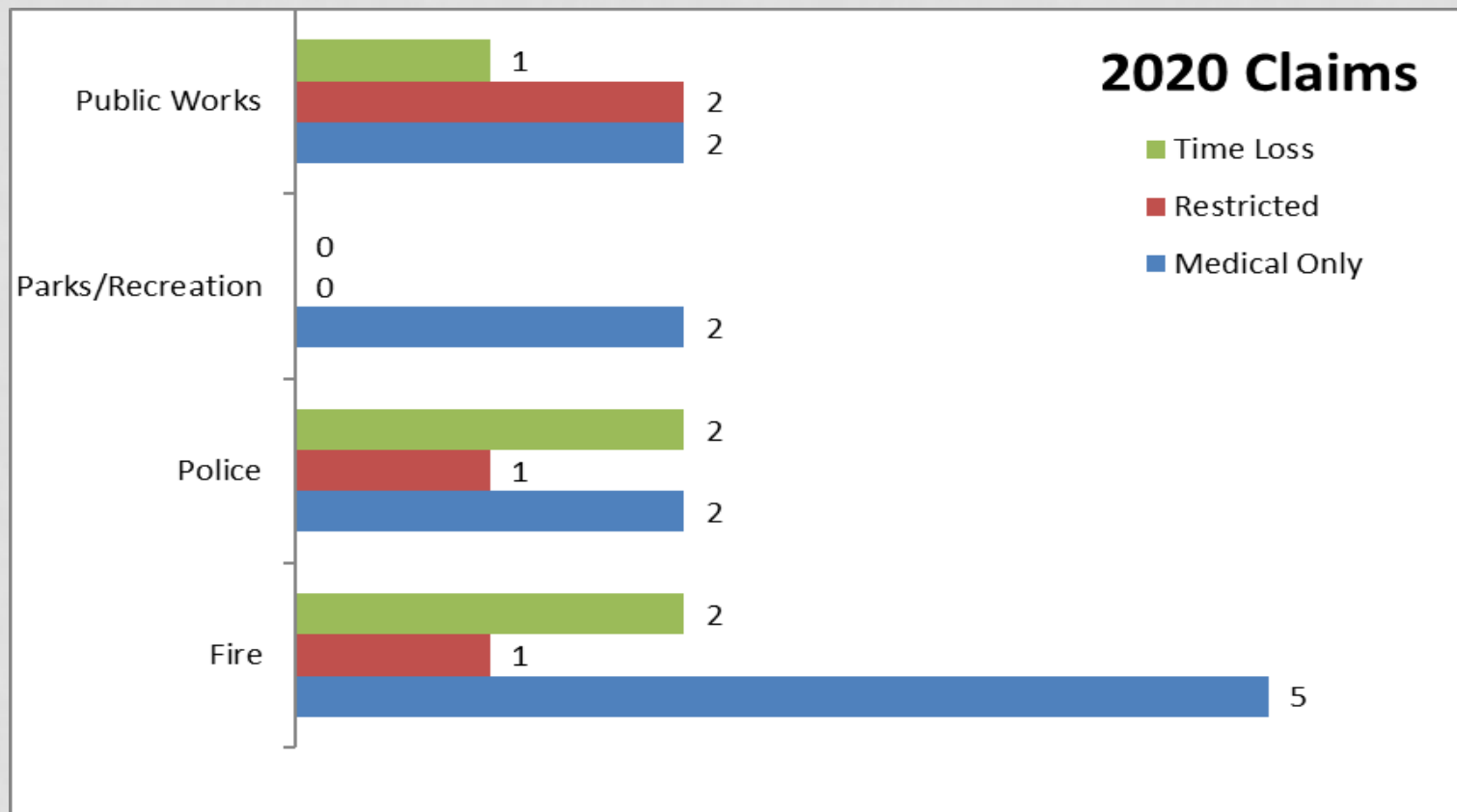
COUNCIL WORKSHOP

JANUARY 26, 2021

SAFETY & OCCUPATIONAL HEALTH

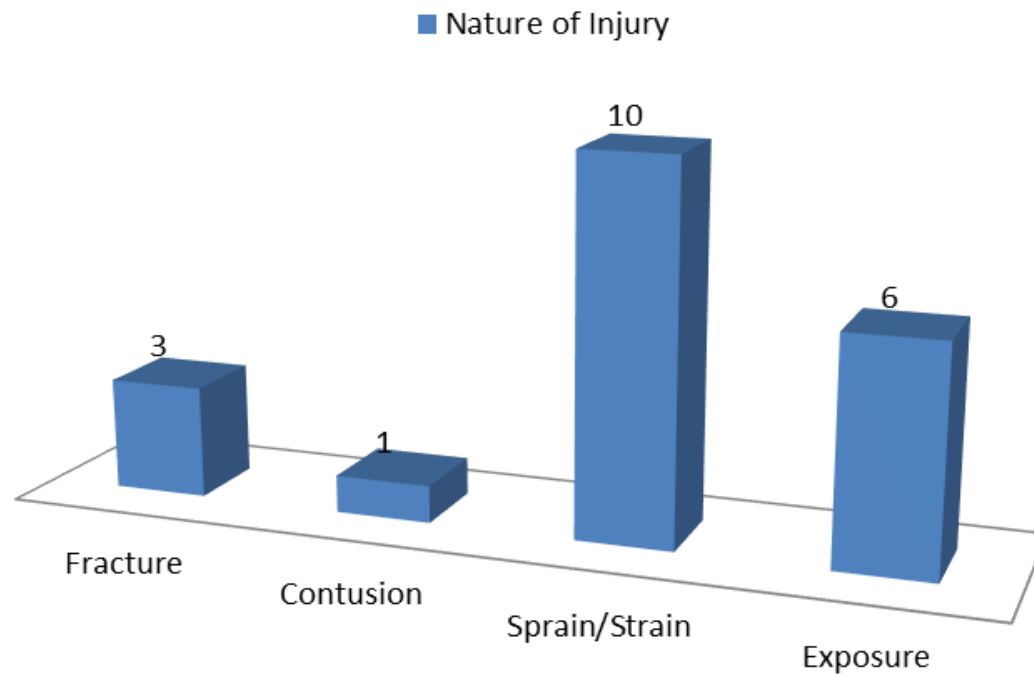


2020 SUMMARY OF CLAIMS

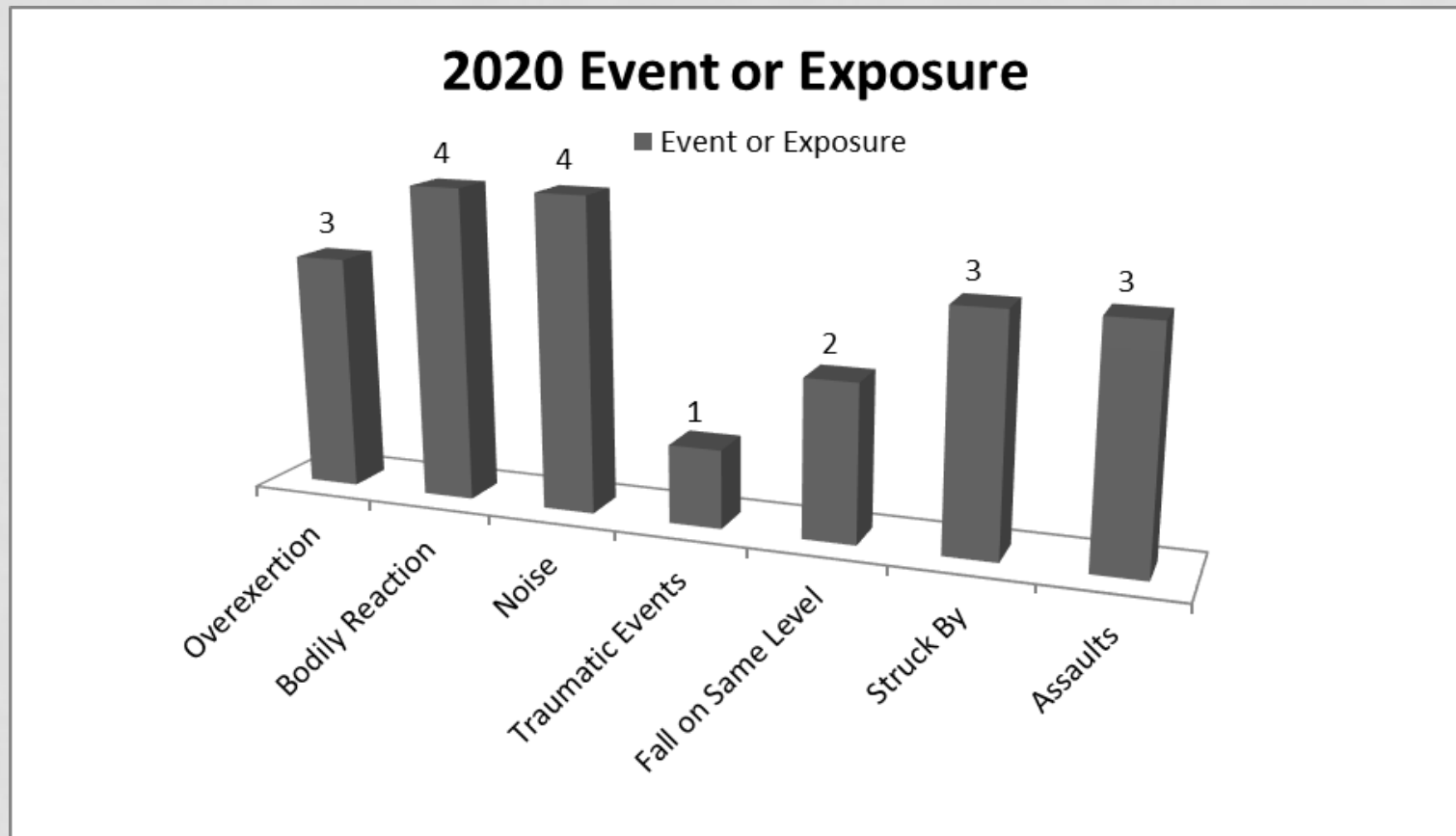


2020 SUMMARY OF CLAIMS

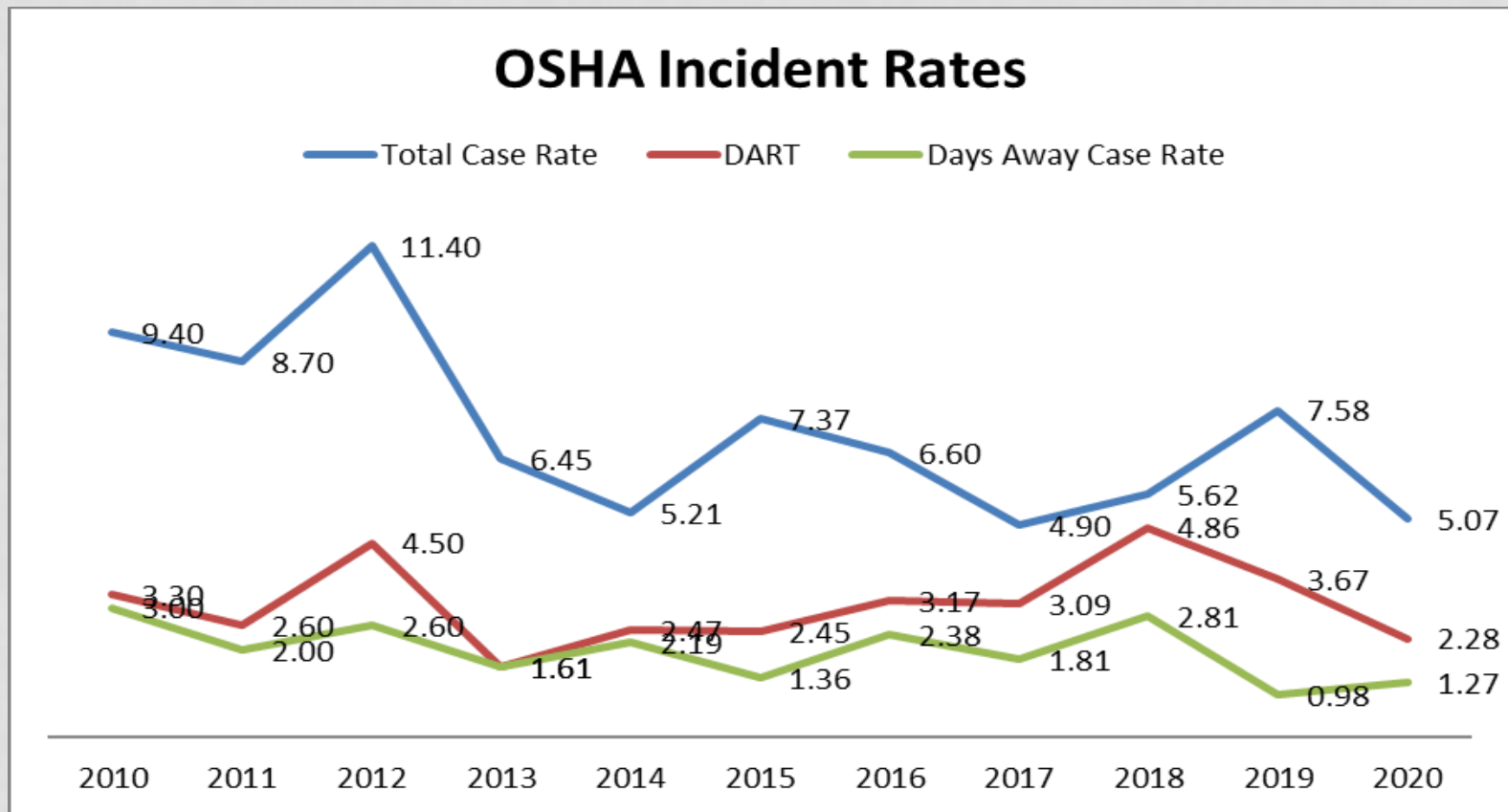
2020 Nature of Injury



2020 SUMMARY OF CLAIMS



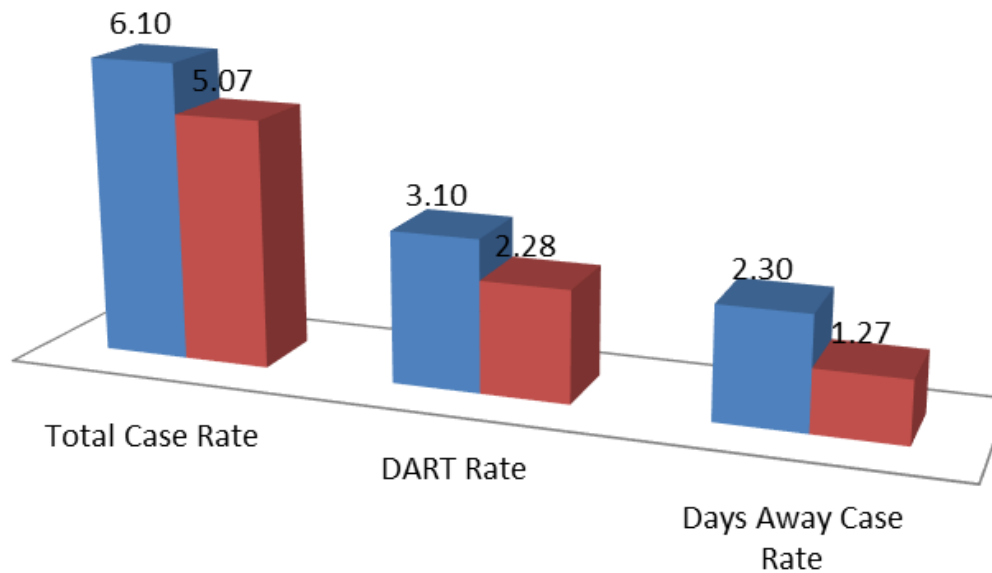
OSHA INCIDENT RATES 2010 THROUGH 2020



OSHA INCIDENT RATES LOCAL GOVERNMENT VS. KENNEWICK

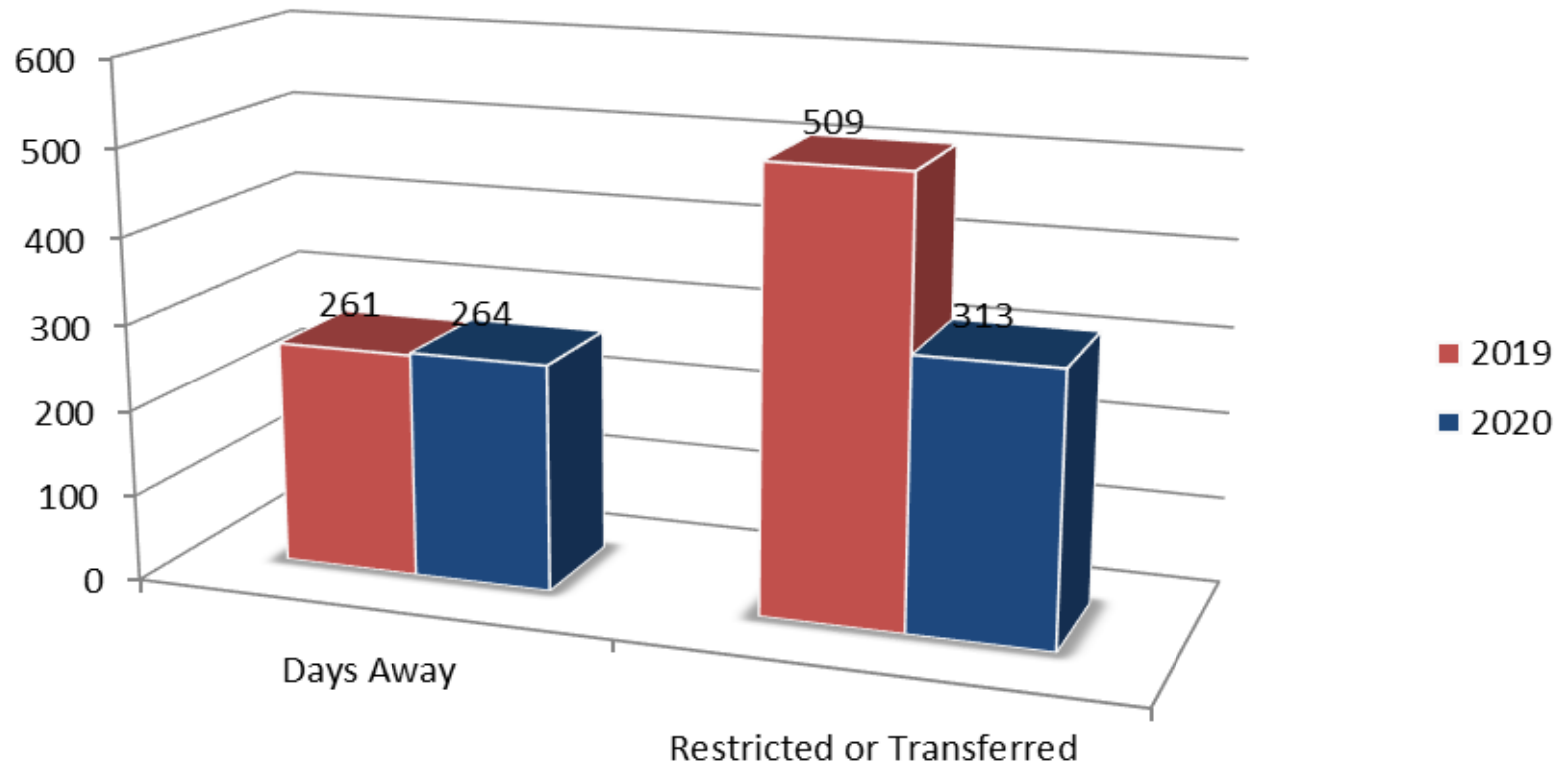
OSHA Incident Rate Comparison

■ Washington Average (Local Government 2018) ■ City of Kennewick 2020



DAYS AWAY, RESTRICTED, TRANSFERRED

2019-2020 DART Comparison



2020 YEAR END PERFORMANCE MEASURES

2020 Leading Indicators of Safety Performance

Logged Safety Training Hours	782
Safety Inspections	30
Hazards Recognized and Mitigated	4
Safety Meetings Held	86

2020 SUCCESS STORIES

- Received an \$87,000 refund from AWC for exceptional performance in the 2017 calendar year
- Received approximately \$15,000 through L&I's Stay at Work Program
- 35% decrease in recordable cases from 2019
- 63% decrease in restricted-time cases from 2019
- Updated Several Critical Programs
 - Fall Protection
 - Confined Space
- Earned AWC's WorkSafe Employer Award (3rd Consecutive Year)

2020 OPPORTUNITIES

- **Pursue Job-Specific Functional Fitness to Reduce Strain/Sprain and Overexertion Injuries**
- **Perform Additional Equipment Specific Training**
 - Large Mobile Equipment
 - Smaller and Handheld Equipment
- **Continue to Minimize Time-Loss Injuries**
 - Engage Injured Employees Early
 - Identify Appropriate Light Duty Assignments
- **Provide L&I Process and Return-to-Work Education**

INTERNAL COVID-19 MANAGEMENT

- **Developed a Continuity of Operations Plan**
- **Developed a Return to Work/Reopening Plan**
- **Modified facilities to meet L&I standards and promote social distancing**
- **Performed workplace contract tracing for City staff**
- **Identified and prescribed quarantine and isolation procedures for City staff**
- **Developed a vaccination procedure for fire fighters and police officers**
- **Helped to minimize employee exposure**
 - 10 quarantine cases accepted by L&I
 - 7 positive cases accepted by L&I



City Council Meeting Schedule February 2021

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February 2, 2021

Tuesday, 6:30 p.m.

REGULAR COUNCIL MEETING

February 9, 2021

Tuesday, 6:30 p.m.

WORKSHOP MEETING (the workshop meeting will be done via Zoom and broadcast on the City's website <https://www.go2kennewick.com/CouncilMeetingBroadcasts>)

1. KFD Peak Hours Schedule Pilot Program
2. Fire Arms Code Amendment

February 16, 2021

Tuesday, 6:30 p.m.

REGULAR COUNCIL MEETING

February 23, 2021

Tuesday, 6:30 p.m.

WORKSHOP MEETING (the workshop meeting will be done via Zoom and broadcast on the City's website <https://www.go2kennewick.com/CouncilMeetingBroadcasts>)

1. KPD/Mental Health Professional Update
2. Committee Updates

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February 2021
Updated 01/12/20