

## GOLF COURSE MANAGEMENT SERVICES – LOGAN RIVER GOLF COURSE

### QUESTIONS & ANSWERS

This information is hereby attached to and made part of the Request for Proposal Documents

Q1	Are revenue and expense details available?	Yes, please see Exhibit A. These numbers can be tied into our audited financial statements. CAFRs are located at <a href="http://www.loganutah.org/government/departments/finance/financial_info/index.php#revize_document_center_rz2612">http://www.loganutah.org/government/departments/finance/financial_info/index.php#revize_document_center_rz2612</a> The income statement for the golf course is on page 30, along with balance sheet on page 28.
Q2	Do you have information regarding number of rounds played per year?	Yes, please see Exhibit B.
Q3	Is a list of equipment used for maintenance available?	Yes, please see Exhibit C.
Q4	Course size?	Logan River Golf Course includes approximately 162 acres, containing an 18-hole course, covering 6,500 yards of play, driving range, a clubhouse with snack bar and deck, parking, and maintenance facilities.
Q5	Please provide the most recent master plan.	The 2005 Master Plan is available as Exhibit D.
Q6	Please provide any/and all capital improvement plans.	Here is the capital schedule from the proposed FY 2019 budget. Current capital funding is for cart path replacement and grant matching for the replacement of a utility maintenance vehicle*. However, the schedule does not include the irrigation pump upgrade that was researched this year estimated at approximately \$135,000; irrigation software upgrade for new system estimated at \$78,000; irrigation upgrades for course to match pump upgrades estimated at approximately \$200,000, and security system installation including cameras for the pro shop and parking lot, cost to be determined.  *Logan River Golf Course is the recipient of a 2018 grant from the Utah Clean Air Partnership (UCAIR) that replaces a fossil-fueled maintenance utility vehicle with a battery-powered utility vehicle.

Fund 500 - Golf Course Capital Projects

PROJECT DESCRIPTION	ACCOUNT #	PROPOSED FY2018	PROPOSED FY2019	FY2020	FY2021	FY2022	FY2023	6-20 YEAR PLAN
Golf Course Maintenance Yard Improvements		-	-	-	-	30,000		-
Golf Course Driving Range Teaching & Range Equip. Imp.		-	-	-	-	-		45,000
Golf Cart Path Replacement		-	20,000	-	-	-		-
Relocation of Practice Green		-	-	10,000	10,000	10,000		25,000
Additional Parking Lot East of Driving Range		-	-	-	-	-		60,000
<b>TOTAL</b>		-	20,000	10,000	10,000	40,000		130,000

Q7	Is the current F&B Operation self-operated by the City of Logan or subcontracted?	We are self-operated.
Q8	Is there a current liquor license for the property? If yes, who holds this license and is it transferable?	There is a current license held by the concessionaire who is permitted to sell beer as defined by the state of Utah at the Logan River Golf Course. The City of Logan does not hold a liquor license for the course. The license held by the current concessionaire cannot be transferred to another concessionaire.
Q9	Please provide detailed end of year financials by department for the past 3 years: - Latest AP/AR Schedules - Current Year month by month budget	Please see Q1. We do not budget monthly.
Q10	Please provide round counts by player type and associated revenue for the past 3 years.	Round counts for the 2016-2017 season to date are broken down by Adult, Senior or Military, and Junior. Adult, 66%, or 86,157. Senior or Military, 28%, or 36,552. Junior, 6%, or 7,832. Associated revenue can be found on Exhibit B.

Q11	<p>Please provide an employee organizational chart with the following information;</p> <ul style="list-style-type: none"> <li>- Total employees by department classified by full time and part time</li> <li>- Current pay rates</li> </ul>	<table border="1"> <thead> <tr> <th>Position Title</th> <th>Number of Positions</th> <th>Full/Part</th> <th>Rate</th> <th>Hourly/ Salary</th> <th>Defined Benefit %</th> <th>401K Match %</th> </tr> </thead> <tbody> <tr> <td>Golf Course Superintendent</td> <td>1</td> <td>Full-time</td> <td>38.5412</td> <td>S</td> <td>10</td> <td>2.5</td> </tr> <tr> <td>Golf Pro</td> <td>1</td> <td>Full-time</td> <td>37.4917</td> <td>S</td> <td>18.47</td> <td>2.5</td> </tr> <tr> <td>Golf Course Maintenance Mechanic</td> <td>1</td> <td>Full-time</td> <td>21.6859</td> <td>H</td> <td>18.47</td> <td>2.5</td> </tr> <tr> <td>Laborer II</td> <td>6</td> <td>Part-time</td> <td>9.0000</td> <td>H</td> <td>N/A</td> <td>N/A</td> </tr> <tr> <td>Laborer III</td> <td>13</td> <td>Part-time</td> <td>9.5000</td> <td>H</td> <td>N/A</td> <td>N/A</td> </tr> <tr> <td>Laborer III</td> <td>4</td> <td>Part-time</td> <td>10.0000</td> <td>H</td> <td>N/A</td> <td>N/A</td> </tr> <tr> <td>Laborer III</td> <td>1</td> <td>Part-time</td> <td>10.7500</td> <td>H</td> <td>N/A</td> <td>N/A</td> </tr> <tr> <td>Office Aide Facility Attend II</td> <td>10</td> <td>Part-time</td> <td>8.7500</td> <td>H</td> <td>N/A</td> <td>N/A</td> </tr> <tr> <td>Office Aide Facility Attend II</td> <td>1</td> <td>Part-time</td> <td>9.0000</td> <td>H</td> <td>N/A</td> <td>N/A</td> </tr> <tr> <td>Recreation Coordinator II</td> <td>1</td> <td>Part-time</td> <td>12.0000</td> <td>H</td> <td>N/A</td> <td>N/A</td> </tr> </tbody> </table> <p>Long term disability is also offered</p>	Position Title	Number of Positions	Full/Part	Rate	Hourly/ Salary	Defined Benefit %	401K Match %	Golf Course Superintendent	1	Full-time	38.5412	S	10	2.5	Golf Pro	1	Full-time	37.4917	S	18.47	2.5	Golf Course Maintenance Mechanic	1	Full-time	21.6859	H	18.47	2.5	Laborer II	6	Part-time	9.0000	H	N/A	N/A	Laborer III	13	Part-time	9.5000	H	N/A	N/A	Laborer III	4	Part-time	10.0000	H	N/A	N/A	Laborer III	1	Part-time	10.7500	H	N/A	N/A	Office Aide Facility Attend II	10	Part-time	8.7500	H	N/A	N/A	Office Aide Facility Attend II	1	Part-time	9.0000	H	N/A	N/A	Recreation Coordinator II	1	Part-time	12.0000	H	N/A	N/A
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Q12	<p>Please provide information the current employee benefit plan</p> <ul style="list-style-type: none"> <li>- Qualifications for full time vs part time</li> <li>- Health Benefits</li> <li>- Incentive/Bonus/Gratuity Plans</li> </ul>	<p>Please see Exhibit E for benefit information. We do not offer benefits to part-time employees and we do not have any incentive/bonus/gratuity plans.</p>																																																																													
Q13	<p>Are there any volunteers working at the course? If yes, number of volunteers and work being completed.</p>	<p>No</p>																																																																													
Q14	<p>Are there any sub-contracted/Independent Contractors at the course? If yes – please provide copies of agreements.</p>	<p>Yes, the concessionaire is an independent contractor. Please see Exhibit F Concessions Agreement.</p>																																																																													

Q15	Are the current employees all employees of the City of Logan? In a management proposal, would it be preferred that these employees become employed by the management entity?	Yes, all are employees of the City. We are open to the possibility of these employees becoming employees of the management entity, if a favorable option is available. Please include all options in your proposal.
Q16	Please provide a current lease schedule for any equipment to include agronomic and golf cart leases.	Please see Exhibit G Cart Lease Agreement. This includes lease information with PNC Equipment Finance, LLC and an EZ Links Tee Times Purchase Agreement used to offset the lease expense.
Q17	Please provide a current asset list.	Please see Exhibit C Equipment List.
Q18	What is the current water source for the golf course? Please provide volume utilized annually and cost for the past three years.	Water source for course irrigation is groundwater that is fed and recharged by a pond to a wet well on the course. The wet well can feed up to 2,000 gpm, and pump 1,200 gpm in its current condition. Cost to operate pump for the past three years: 2016-17: \$11,000; 2017-18: \$11,300; 2018-19: Projected at \$12,000.
Q19	Please provide a copy of your current agronomic plan if available.	Please see Exhibit H 2017 Logan River Golf Course Report.
Q20	What capital has been spent by department over the past 24 months?	Capital spent for Logan River Golf Course: 2017-18: \$45,877 for equipment replacement; 2018-19: \$60,000 for equipment replacement; \$20,000 for cart path repairs (to be used to match state air quality grant to replace course utility maintenance vehicles).
Q21	What capital is anticipated/necessary over the next 24 months?	Please see Q6.
Q22	What is the current Point of Sale System?	ForeUP
Q23	Please provide a list of rates to include golf and membership rates with types.	Please see Exhibit I Course Fees.

Q24	Please provide details of golf outing packages if available.	Golf outing packages are currently not available.
Q25	Please provide details and number of sales for any loyalty golf card programs.	Loyalty golf card programs are currently not available.
Q26	What is the anticipated evaluation process and timeline for selection of golf management services for Logan River Golf Course?	The proposals will be reviewed by a committee to be selected by the mayor. They will be looking for a proposal that offers the best financial and operational options. The timeline for selection is dependent upon the number of proposals received.
Q27	What are the top three contributing factors which have lead the City of Logan to look at third party golf course management services?	There are two factors; the course has received increased financial pressure, and informal requests have been made to the City to put management services out to bid.
Q28	How many carts do you have and how many can you charge?	We have 60 carts and can charge 70.
Q29	What are your capital improvement priorities?	Please see Q6.
Q30	How big is the practice green?	5,500 sqf
Q31	In Exhibit B, Greens Fees for Fiscal 17-18 are \$520,968, however in the financials in Exhibit A, the total is \$368,217?	The information in Exhibit A is our audited financial record. Please use the numbers from this Exhibit.
Q32	There is a discrepancy in golf shop sales, in Exhibit B, Fiscal 17-18 revenue is \$292,406, however in the financials in Exhibit A, the total is \$223,320.	The information in Exhibit A is our audited financial record. Please use the numbers from this Exhibit.

Q33	On rounds of golf, are the rounds of 52,279 in Exhibit B for FY 2017-2018 9 hole rounds?	Yes, they are 9-hole rounds.
Q34	Where is revenue from season passes and punch passes being recorded?	In Green Fees
Q35	What was the total amount of Room Rental charges for 2017-2018?	\$17,911.72

Exhibits found at [https://www.loganutah.org/bid\\_detail\\_T11\\_R124.php](https://www.loganutah.org/bid_detail_T11_R124.php)

Exhibit A Income Statements

Exhibit B Miscellaneous Totals

Exhibit C Equipment List

Exhibit D 2005 Master Plan

Exhibit E Benefits

Exhibit F Concessionaire Agreement

Exhibit G Cart Lease Agreement

Exhibit H 2017 Logan River Golf Course Report

Exhibit I Course Fees

Updated Wednesday, January 16, 2019, 2:11 p.m., MST