

November 10, 2009

TO: All Prospective Bidders

FROM: The City of Troy Purchasing Department

RE: Request for Qualifications/ Proposal  
RFQ / RFP 09-44 Golf Course Management Services

The City of Troy Purchasing Department invites firms to review the attached Request for Qualifications (RFQ) and Request for Proposal (RFP) documents for the management and operation of the City's two municipal Golf Courses, Sylvan Glen and Sanctuary Lakes. The attached documents will be used to determine the most qualified firm with the ability to provide these services.

The effective date of the resulting contract will be upon City Council approval. A Committee consisting of the three (3) City representatives will make the decision as to the selection of the most qualified firm. Their decision will be deemed in the City of Troy's best interest and will be final. The City of Troy urges all interested parties to submit the enclosed Request for Qualifications and Request for Proposal documents.

Sincerely,

Susan Leirstein, CPPB  
Purchasing Director



## SECTION 1: Request for Qualifications / Request for Proposal – Section Guide

### GOLF COURSE MANAGEMENT SERVICES

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## SECTION 2: REQUEST FOR QUALIFICATIONS / REQUEST FOR PROPOSAL CONTENT

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The City of Troy is requesting that all bidders complete the Request for Qualifications and Proposal documents attached for Golf course management and operation services. Bidders must pass the Request for Qualifications Phase of the process in order to have their proposal considered. Please read the entire Request for Proposal documents and familiarize yourself with the Scope of Services.

### 1. **QUALIFYING CONDITIONS OF THE GOLF COURSE MANAGEMENT SERVICE FIRM:**

#### **A. YEARS IN BUSINESS**

The firm will be required to be an established business for a minimum of five (5) years.

#### **B. GOLF COURSE MANAGEMENT EXPERIENCE AND KNOWLEDGE**

The firm submitting a Request for Proposal is required to have verifiable experience managing at a minimum two (2) golf courses. Each firm will be required to provide at least two (2) comparable contracts detailing the type of services provided along with the facility sizes and complexities. Firms should include any experience / qualifications they have in managing municipal golf courses. Comparable examples must be for contracts in which the firm provided continuous management services for three (3) or more years. Experience must include operating a golf course with respect to the following factors:

- Grounds maintenance – the technical expertise to manage turf effectively, especially on golf course greens and fairways, is essential.
- Public relations and marketing – as a public facility, the City is committed to maintaining excellent relationships with its patrons and the general public. The successful firm must be able to provide superior services and effective promotions to satisfy the public and increase revenues.
- Pro Shop Operations – the technical expertise to operate all golf operations including Pro Shop, tee times, etc.

#### **C. POSITIVE REFERENCES FOR THE FIRM**

The firm will be required to have verifiable positive references, which may include but are not limited to ability, performance of previous contracts and services, integrity, character, reputation, judgment, experience, efficiency, delivery, and professionalism of service. Each firm submitting a RFQ / RFP will be required to submit a complete list of similar contracts held for the last ten years which shall include a minimum of two (2) similar contracts. References of successful experience in golf course management and operations of a similar scope are required.

#### **D. QUALIFICATIONS OF FIRM TO PERFORM PROJECT AS SPECIFIED**

Each firm submitting a RFQ / RFP will be required to submit a list of personnel, including course manager and course maintenance superintendent to be assigned to the account including resumes, experience and responsibilities. Firms must include joint venture and/or subcontractor information including a list of the team members that may partner/participate with the firm. Each firm will be required to describe capabilities specific to the scope of services as specified including the following items.

- 1) The desire of the City to have its Municipal Golf Course maintained and operated in a top quality manner.
- 2) Experience and qualifications of proposed personnel.
- 3) Qualifications to operate the facilities and to provide services based on previous experience, management capability, technical resources and financial strength.
- 4) Performance of facilities currently under operator's management. Visits to sites and/or contact with facilities / municipalities presently being serviced will be made if thought to be necessary to complete the evaluation.

SECTION 2: REQUEST FOR QUALIFICATION / REQUEST FOR PROPOSAL CONTENT - continued

**E. OPERATIONAL PLAN AND METHODOLOGY PROPOSED**

Each firm will be required to provide an operational plan and methodology that outlines how the firm intends to provide top quality services and operation of the facilities. Firm must include their methodology to deal appropriately with the transition from City operations to contractor operations, the method of staffing the golf course and the firm's approach to employees. The following areas must be addressed in the proposed operational plan:

- Grounds maintenance – Firm's approach to turf management, especially on golf course greens and fairways.
- Public relations and marketing – The Firm's approach to marketing the golf course and provide effective promotions to satisfy the public and increase revenues.
- Pro Shop Operations – the Firm's approach for successful golf operations including Pro Shop, tee times, etc.
- Capital Improvements – Improvements proposed to be made by the Firm including the extent and caliber of the proposed improvements, method of construction and City involvement.

**F. SAMPLE BUSINESS PLAN**

Firms submitting a request for proposal must include at the time of proposal submission a sample business plan developed and utilized by your firm in other operations similar in project scope to the City of Troy's which provides information about revenue, expenses and rounds.

**G. RESPONSE TO ATTACHED QUESTIONNAIRE**

The firm will be required to provide detailed responses to questions asked in the enclosed vendor questionnaire.

**2. FINANCIAL INFORMATION**

The City of Troy reserves the right to require a bidder to show to the complete satisfaction of City staff that it has the necessary facilities, abilities, and financial resources to provide the services specified herein. The bidder may also be required to give a past history in order to satisfy the City of Troy in regard to the bidder's qualifications. The City of Troy may make a reasonable investigation deemed necessary and proper to determine the ability of the bidder to perform the work, and the bidder shall furnish to the City of Troy all information for this purpose that may be requested.

Proposers must demonstrate the financial capability to operate and maintain the courses properly and make needed improvements. The availability of operational capital will be an important factor in determining financial capability. The City will perform a financial analysis on the firm that receives the highest rating from the evaluation committee. The analysis will utilize Dunn & Bradstreet reports in determining the firm's financial capability. The firm will be eliminated from the process if the analysis shows the firm is financially unable to perform the contract as proposed. In this situation, the City will proceed to the next highest rated firm(s) until a financially responsible firm is discovered.

**PROCEDURAL INFORMATION**

**PUBLIC INFORMATION**

All submitted RFQ / RFP documents and information submitted as part of this proposal will become a public record upon their delivery to the City Clerk.

**RESPONSES TO QUESTIONS**

A firm may submit written questions in order to clarify any matters relating to this RFP. The firms question(s) and the City's answer(s) will become part of the public record and will be shared with all other firms to whom the RFQ / RFP has been provided. *Questions will only be accepted until seven (7) business days prior to opening the proposals.*

## SELECTION PROCESS

RFP-COT 09-44 – Golf Course Management  
Page 1 of 1

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### SECTION 3: CRITERIA FOR SELECTION

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#### CRITERIA FOR SELECTION

The identified Committee will review the proposals. The City of Troy reserves the right to award this proposal to the firm considered the most qualified based upon a combination of factors including but not limited to the following:

- A. Compliance with qualifications criteria
- B. Completeness of the proposal
- C. Financial strength and capacity of the firm
- D. Correlation of the proposals submitted to the needs of the City of Troy
- E. Any other factors which may be deemed to be in the City's best interest
- F. Evaluation Process

#### Phase 1: Minimum Qualifications Evaluation

Firms will be required to meet minimum established criteria in order to go to the second phase of the process.

#### Phase 2: Evaluation of Proposals

Each Committee member will independently use a weighted score sheet to evaluate the proposals; each Committee Member will calculate a weighted score. The scores of the Committee Members will be averaged into one score for each firm for this phase of the process.

#### Phase 3: Interview Score

The City will invite at least the top three (3) rated firms to participate in an interview. If less than three (3) candidates remain in the process, all will be interviewed. Each Committee Member will independently use a weighted score sheet to evaluate the Interview; each Committee Member will calculate a weighted score. The scores of the Committee Members will be averaged into one score for each firm for this phase of the process. Those being interviewed may be supplied with further instructions and requests prior to the interview. Persons representing the firm at the interview must be the personnel who will be assigned to this contract.

#### Phase 4: Site Visit – Optional

The City, at their option, may choose to visit a site presently being serviced by the firms. The Committee will use a weighted score sheet to evaluate the Facilities at the time of the site visit. Each Committee Member will calculate a weighted score. The scores of all the Committee Members will be averaged into one score for each firm for this phase of the process.

#### Phase 5: Price (Return Rate)

Points for price will be calculated as follows:

$$[1 - (\text{Highest Return} - \text{Proposal Return}) / \text{highest return}] \times \text{available points}$$

#### Phase 6: Other (Optional)

Proposals may be assessed "Other" points for items not specified, but for which the Evaluation Committee deems as outstanding including, but not limited to, experience managing a municipal golf course.

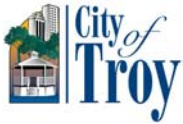
#### Phase 7: Final Scoring and Selection

The firm with the highest final weighted score will be recommended to the Troy City Council for Award.

30% Proposal Score (100 point base)  
30% Price Score (100 point base)  
20% Interview Score (100 point base)  
10% Site Visit Score (100 point base)  
10% Other Score (100 point base)  
100%

Note: **The City of Troy reserves the right to change the order or eliminate an evaluation phase if deemed in the City's best interest to do so.**

**IMPORTANT:** The City's Purchasing department will first compare the annual return(s) for each proposal submitted to the debt schedule to determine whether it's in the City's best interest to begin the evaluation process or not for that proposal.



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#### SECTION 4: INSTRUCTIONS TO BIDDERS

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1. The following pages include a questionnaire and proposal pricing section to be completed by each vendor submitting a proposal. Each item must be completed with a response. Vendors not responding to the questions may be classified as unresponsive. The bidder must initial any corrections. The questionnaire and proposal are to be completed in legible form, preferably typewritten.
2. The response must follow this format. Supplemental information should be provided in additional sections following the same numbering scheme. The response should be concise and complete.
3. Completed forms may be duplicated as required. **Four (4) copies of the complete package shall be submitted at the time of proposal submission.**
4. Any additional written material such as professional records, certifications, etc. your firm may think important should be attached and submitted to augment the data included in the questionnaire and proposal. It is not necessary to include expensive custom binders, displays, or other materials unless the firm believes such materials are necessary to the proposal. All costs incurred in the preparation and presentation of the proposal shall be wholly borne by the prospective bidder.
5. Sealed proposals for **GOLF COURSE MANAGEMENT SERVICES** will be received by the City of Troy at the office of the City Clerk, 500 W. Big Beaver Road, Troy, MI 48084 until **THURSDAY, DECEMBER 3, 2009 at 10:00 AM E.S.T.**, after which time they will be publicly opened and read in the Troy City Offices.
6. PLEASE MARK YOUR ENVELOPES: **RFQ/ RFP-COT 09-44 GOLF COURSE MANAGEMENT** on the lower left-hand corner.
7. A mandatory pre-proposal meeting is scheduled for **TUESDAY, NOVEMBER 17, 2009 – starting at 11:30AM E.S.T.** The meeting will begin at Sylvan Glen Golf Course Pro Shop, 5725 Rochester Road, Troy, Michigan. This will be the only opportunity for bidders to examine the premises with City staff.
8. **NO FAXED DOCUMENTS WILL BE ACCEPTED EXCEPT AS NOTED** (Insurance Certificate)
9. **TIMELY SUBMITTALS:** Late submittals will not be accepted.
10. All information requested herein shall be submitted with the Request for Qualifications (RFQ) and Request for Proposal (RFP); failure to do so may result in rejection of the RFQ and/ or RFP as non-responsive and/or incomplete.
11. The City of Troy reserves the right to reject any and all RFQ/ RFP's, to waive any informality in any RFQ/ RFP received, and to accept any RFQ/RFP or part thereof, which shall be deemed to be most favorable to the interests of the City of Troy.
12. Any and all proposals submitted must be on the City of Troy request for proposal forms. If more than one proposal is submitted, a separate proposal form must be used for each. Forms are enclosed or obtainable at the City of Troy Purchasing Department or on the Michigan Intergovernmental Trade Network website at [www.mitn.info](http://www.mitn.info).
13. Municipalities are exempt from Michigan State Sales and Federal Excise taxes. Do not include such taxes in the proposal figure. The City will furnish the successful bidder with tax exemption certificates when requested.

SECTION 4: INSTRUCTIONS TO BIDDERS - continued

14. If further information regarding this proposal is required, please contact the Purchasing Department at (248) 680-7291 or (248) 524-3338.
15. VENDOR CHANGES OR ALTERATIONS TO RFP DOCUMENTS INCLUDING SPECIFICATIONS MAY RESULT IN A RFP BEING CONSIDERED NON-RESPONSIVE. The only authorized vendor changes to a RFP document will be in the areas provided for a bidder's response, including the "Exceptions" section of the proposal. If a change or alteration to the documents is undetected and the bidder is awarded a contract, the original terms, conditions, and specifications in the Authorized Version of the RFP document will be applicable during the term of the contract. The City of Troy shall accept NO CHANGES to the RFP document made by the Vendor unless those changes are set out in the "Exceptions" provision of the Authorized Version of the RFP document. It is the Vendor's responsibility to acquire knowledge of any changes, modifications or additions to the Authorized Version of the RFP document. Any Vendor who submits a proposal and later claims it had no knowledge of any changes, modifications or additions made by the City of Troy to the Authorized Version of the RFP document, shall be bound by the proposal, including any changes, modifications or additions to the Authorized Version.

If a proposal is awarded to a Vendor who claims that it had no knowledge of any changes, modifications or additions made by the City of Troy to the Authorized Version of the RFP, and that Vendor fails to accept the award, the City of Troy may pursue costs and expenses to re-bid the item from that Vendor. The Authorized Version of the RFP document shall be that document appearing on the MITN System with any amendments and updates.

The City of Troy officially distributes RFP documents from the Purchasing Department or through the Michigan Intergovernmental Trade Network (MITN). Copies of RFP documents obtained from any other source are not considered official copies. Only those vendors who obtain RFP documents from either the Purchasing Department or the MITN system are guaranteed access to receive addendum information, if such information is issued. If you obtained this document from a source other than the sources indicated, it is recommended that you register on the MITN site, [www.mitn.info](http://www.mitn.info), and obtain an official copy.
16. A successful bidder furnishing labor on City/public premises does agree to have his workers covered by Worker's Compensation, and furnish a certificate of insurance showing coverage for bodily injury and property damage and worker's compensation to Mr. Stephen Cooperrider, Risk Manager within 5 days of a verbal request. The "Company Representative" does warrant that by signing the RFP document, the "additional insured endorsement" will be included in the Insurance Coverage supplied to the City as part of the specified requirements.
17. To the fullest extent permitted by law, the successful bidder agrees to defend, pay on behalf of, indemnify, and hold harmless the City of Troy, its elected and appointed officials, employees and volunteers and others working on behalf of the City of Troy against any and all claims, demands, suits, or loss, including all costs connected therewith, and for any damages which may be asserted, claimed or recovered against or from the City of Troy, its elected and appointed officials, employees, volunteers or others working on behalf of the City of Troy, by reason of personal injury, including bodily injury or death and/ or property damage, including loss of use thereof, which arises out of or is in any way connected or associated with this contract.
18. To the extent permitted by law, the City of Troy and the successful bidder waive all rights against each other and any of their subcontractors, sub-subcontractors, agents and employees, and the architect, architect's consultants, separate contractors, if any, and any of their subcontracts, subcontractors, sub-subcontractors, agents and employees, for damages caused by fire or other perils to the extent covered by property insurance obtained pursuant to this agreement or other property insurance applicable to the work. The policies shall provide such waivers of subrogation by endorsement or otherwise. A waiver of subrogation shall be effective as to a person or entity even though that person or entity would otherwise have a duty of indemnification, contractual or otherwise, did not pay the insurance premium directly or indirectly, and whether or not the person or entity had an insurable interest in the property damaged for this contract.

SECTION 4: INSTRUCTIONS TO BIDDERS - continued

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**SPECIAL INSTRUCTIONS**

- All bidders are held to the return amount stated, as accepted by the City, for 90 days or proposal award, whichever comes first, except the successful firm whose prices shall remain firm for the duration of the contract.
- Final bid results will be posted on the MITN website after award. Please register to see results – [www.mitn.info](http://www.mitn.info).



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SECTION 5: VENDOR QUESTIONNAIRE

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DATE: \_\_\_\_\_  
Month/Date/Year

FIRM NAME: \_\_\_\_\_

ESTABLISHED: \_\_\_\_\_ 19\_\_\_\_ / 200\_\_ STATE: \_\_\_\_\_ YEARS in BUSINESS \_\_\_\_\_

TYPE OF ORGANIZATION: (Circle One)

- a. Individual
- b. Partnership
- c. Corporation
- d. Joint Venture
- e. Other \_\_\_\_\_

If applicable:

FORMER FIRM NAME(S)

\_\_\_\_\_

\_\_\_\_\_

Have you, your organization or affiliates ever filed for bankruptcy protection? YES \_\_\_\_\_ / NO \_\_\_\_\_  
If so, please explain.

\_\_\_\_\_

\_\_\_\_\_

**NOTE:** If additional space is needed throughout the questionnaire, please attach additional sheets numbered appropriately for identification.

1. Describe your firm's experience relative to golf course management and operation services. Provide your firm's background and its organizational structure including a brief history of the firm. Provide specific examples of your firm's golf course management experience. A minimum of two (2) comparable examples must be provided. The examples must be contracts in which your firm provided continuous management services for three years or more. Include experience / qualifications your firm has in managing municipal golf courses. The examples can be for contracts that are still active or have been completed within the last ten (10) years.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

2. Positive References.

Provide a complete list of similar contracts for golf course management and operations held for the last ten years, including facility name, contact person, phone number, email address and years of service.

Facility Name	Contact Name	Phone Number	E-Mail	Years of Service
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_____	_____	_____	_____	_____
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_____	_____	_____	_____	_____
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Attached to the proposal and marked \_\_\_\_\_ for identification.

## SECTION 5: VENDOR QUESTIONNAIRE – continued

3. Provide a listing of the specific individuals that will be assigned to operate and manage the golf course tickets, rangers and starters. Provide the background and experience of these individuals. Firms must identify the Course Manager and Course Maintenance Superintendent that will be assigned to the City of Troy's account. Include resumes, experience and responsibilities for each individual listed in this section.

TITLE	NAME	DEGREE/ CERTIFICATION	EXPERIENCE/ YEARS	ROLE

4. Provide your firm's proposed overall statement of operational plans for the golf courses and other responsibilities that indicates how your firm will provide operations and management services. The firm must state fully the proposed operational concepts, detailed concept and plans in regard to the following:

- a. **Course Maintenance and capital improvement including extent and caliber of proposed improvements, method of constructing and City involvement.**
- b. **Golf Cart Rental Program**
- c. **Food and Beverage Service**
- d. **Pro Shop Operation**
- e. **Golf Professional and Instructions**
- f. **Junior Golf Program**
- g. **Special Events**
- h. **Driving Range**
- i. **Leagues**
- j. **Grounds Maintenance**
- k. **Public Relations and Marketing**
- l. **Others**

**As part of the operational plan, firms must include what will be done with City equipment (including golf carts) provided in this proposal. The City will consider a leasing arrangement, an outright buy and/or no use of City equipment. Include usage, disposal, replacement and proposed equipment return at end of contract.**

[illegible]

FIRM NAME: \_\_\_\_\_

## SECTION 5: VENDOR QUESTIONNAIRE – continued

## 5. Staffing Plan.

Provide a detailed staffing plan indicating the type and quantity of the various positions your firm feels is necessary to provide the services required.

POSITION TITLE	POSITION DESCRIPTION	NUMBER OF PERSONNEL
<b>Total Number of full-time</b>		<b>Total Number of part-time</b>

6. If a joint venture or association of firms is proposed, how will the work on this contract be handled? Please be specific. Include a list of team members that may partner/participate on this contract including their resumes, stating experience and qualifications. Please also indicate your firm's experience working with these professionals.

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7. What services are provided in-house and what services are subcontracted to outside firms as it relates to these services. If outside firms will be used, include their resumes, stating experience and qualifications. Please also indicate your firm's experience working with these subcontractors.

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8. Provide your firm's policy / plan for conducting golf clinics and providing lessons. Will your firm consider working in conjunction with the Parks and Recreation Department to provide these services or to contract this work to Paul Toski, teaching golf pro or approved other(s).

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- 9. Provide your firm's procedures for conducting evaluations and reviews that result in implementation of improvements in operations and improved financial performance.**

[illegible]

FIRM NAME: \_\_\_\_\_

## SECTION 5: VENDOR QUESTIONNAIRE – continued

- 10. Provide detail explanation of your firm's experience with reference to labor relations, contractual and legal issues, personnel benefits, employee orientation and training.**

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- 11. Provide a brief description of any litigation brought against your firm over worker health and safety, labor laws, or affirmative action, as related to performance of duties.**

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12. If applicable, describe the circumstances under which your firm was terminated from a contract for cause.

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- 13. Provide firm's approach to sharing information with municipal clients relative to operational, budgetary, and financial matters. Examples of reports should be included with the proposal.**

( ) Example reports attached to the proposal and marked \_\_\_\_\_ for identification.

[illegible]

- 14. Provide the proposed transition plan of operation from the City of Troy to your firm.**

[illegible]

FIRM NAME: \_\_\_\_\_

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SECTION 5: VENDOR QUESTIONNAIRE – continued

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- 15. Describe your firm's grounds maintenance experience including technical expertise to manage turf effectively, especially on golf course greens and fairways. Attach sample of maintenance conditions report which you would submit to the city weekly, monthly and/or annually.**

( ) Report attached to the proposal and marked \_\_\_\_\_ for identification.

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- 16. Describe your firm's public relations and marketing policy. Explain how it helps to ensure superior service and effective promotions for public satisfaction and increased revenues.**

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- 17. Describe your firm's Pro Shop operations experience including technical expertise on managing all golf operations including pro shop, tee times, etc.**

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- 18. SAMPLE DOCUMENT – a sample Business Plan document must be included with your submitted proposal. This document needs to be an operations contract held by your firm with a similar project scope and must include information about revenue, expenses and rounds. This document will be reviewed as part of the evaluation process and will become the property of the City of Troy.**

Attached and Marked \_\_\_\_\_ for Identification.

FIRM NAME: \_\_\_\_\_

SECTION 5: VENDOR QUESTIONNAIRE – continued

**19. List all golf course management and operation contract commitments your firm is currently engaged to perform. Give facility address, owners contact information, size and type of facility, contract start and completion dates, and gross annual amount of each contract.**

Facility Name / Address	Contact Information	Facility Size	Facility Type	Start	Date Completion	Gross Annual Contract Amount
	Phone: Fax: Email:					\$
	Phone: Fax: Email:					\$
	Phone: Fax: Email:					\$
	Phone: Fax: Email:					\$
	Phone: Fax: Email:					\$

THE FOREGOING QUESTIONNAIRE IS A TRUE STATEMENT OF FACTS:

Signature of Authorized Firm Representative: \_\_\_\_\_

Representative's Name: \_\_\_\_\_  
(print)

Firm Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Fax Number: \_\_\_\_\_

E-mail: \_\_\_\_\_

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

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## SECTION 6: INSURANCE REQUIREMENTS

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Insurance Requirements shall be in accordance with the attached **SAMPLE INSURANCE CERTIFICATE**. At time of award, the required Insurance Certificate must be submitted to Mr. Stephen Cooperrider, Risk Manager, within 5 days of the verbal/ electronic request. The RFP cannot be completely awarded without this Insurance Certificate. The Insurance Certificate may be faxed **(248) 526-5129** to the City Offices, and is the only document accepted in this format.

***In addition, proposals must include a letter or insurance certificate from the proposers insurance agent or carrier that the insurance to be supplied will meet specifications. See paragraph titled IMPORTANT below.***

- ( ) We can meet the specified insurance requirements.
- ( ) We cannot meet the specified insurance requirements.
- ( ) We do not carry the specified limits but can obtain the additional insurance coverage of \$ \_\_\_\_\_ at the cost of \$ \_\_\_\_\_ .  
**Note:** Please note the amendments on a sample insurance certificate and attach it to your proposal.
- ( ) Our proposal is reduced by \$ \_\_\_\_\_ if we lower the requirements to \$ \_\_\_\_\_ .  
**Note:** Please note the amendments on a sample insurance certificate and attach it to your proposal.

**NOTE:** Failure on the part of any bidder to contact his/her insurance carrier to verify that the insurance carried by the bidder meets City of Troy specifications shall result in this proposal being completed incorrectly.

**OTHER:** Sole proprietors must execute a certificate of exemption from Worker's Compensation requirements or provide proof of Worker's Compensation Insurance. All coverage shall be with insurance carriers licensed and admitted to do business in Michigan and acceptable to the City of Troy.

**INSURANCE VERIFICATION:** A bidder shall complete the above portion that details additional costs that may be incurred for specified coverage without purchasing the additional coverage prior to proposal submission.

**IMPORTANT:** A bidder **must** submit with their proposal on the designated opening date and time a letter or insurance certificate from their insurance agent or carrier that the insurance to be supplied will meet specifications. A bidder will be considered non-qualified if an acceptable letter or certificate is not received with the proposal documents.

**FINAL INSURANCE CERTIFICATE SUBMISSION:**

**Prior to Troy City Council approval of a final Agreement, the City of Troy will provide verbal / electronic notification to submit within five (5) days a fully executed insurance certificate(s) in accordance with specifications. The firm will be considered non-responsive and the proposal un-awardable if an acceptable insurance certificate is not received within the specified timeframe.**

\_\_\_\_\_ being duly authorized to execute contracts for \_\_\_\_\_  
(Print Full Name) (Company Name)

hereby acknowledges that once accepted by the Risk Manager, the specified insurance certificate for RFP-COT 09-44 shall remain in full force and effect during the life of the contract.

**SIGNATURE OF AUTHORIZED COMPANY REPRESENTATIVE:** \_\_\_\_\_

**FIRM NAME:** \_\_\_\_\_



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## SECTION 7: PROPOSAL FORM

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The undersigned proposes TO PROVIDE EIGHT (8) YEAR REQUIREMENTS OF GOLF COURSE MANAGEMENT SERVICES FOR BOTH MUNICIPAL CITY OF TROY GOLF COURSES WITH AN OPTION TO RENEW FOR TWO (2) ADDITIONAL FOUR (4) YEAR PERIODS, in accordance with the specifications attached hereto and to be considered an integral part hereof as follows:

**FIRM NAME:** \_\_\_\_\_

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RETURN SCHEDULE:

PROPOSAL A: Annual Return for Sylvan Glen and Sanctuary Lakes Golf Courses

**Operator agrees to pay the City of Troy for the use of the premises the amount listed below. The annual amount of return is to be received by the City as net, free and clear of all costs and charges arising from or relating to said premises, payable in twelve (12) equal payments by the end of each month of operation.**

\$ \_\_\_\_\_ / Annual Return

NOTE: As part of the operational plan, firms must indicate what will be done with the City equipment provided. The City will consider a leasing arrangement, an outright buy and/or no use of City equipment.

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OPTIONAL

PROPOSAL B: Operation of Sanctuary Lakes Golf Course ONLY, for thirty (30) years

The undersigned proposes TO PROVIDE THIRTY (30) YEAR REQUIREMENTS OF GOLF COURSE MANAGEMENT SERVICES FOR SANCTUARY LAKE GOLF COURSE, in accordance with the specifications attached hereto and to be considered an integral part hereof as follows:

**Operator agrees to pay the City of Troy for the use of the premises the amount listed below for the next twenty-one (21) years. The annual amount of return is to be received by the City as net, free and clear of all costs and charges arising from or relating to said premises, payable in twelve (12) equal payments by the end of each month of operation. The Operator will continue to operate the course starting the 22<sup>nd</sup> through 30<sup>th</sup> year with no payment to the City.**

\$ \_\_\_\_\_ / Annual Return for years 1 – 21

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**FEE SCHEDULE – YEAR 1:**

In addition, a copy of your firm's complete fee schedule listing green fees, cart fees, and all other charges for the first year must be provided. The rate schedule must include resident and non-residents rates. **NOTE:** Rates must be approved by the City prior to the start of each new season.

Fee schedule attached and labeled \_\_\_\_\_ for identification purposes.

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## SECTION 8: PROPOSAL TERMS AND CONDITIONS

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### **MANDATORY PRE-PROPOSAL MEETING – SITE INSPECTION:**

All bidders **are required to** attend the mandatory pre-proposal meeting in order to examine each location to determine the set-up and facilities that exist. The **pre-proposal meeting is scheduled for TUESDAY, NOVEMBER 17, 2009 starting at 11:30 AM E.S.T. The meeting will begin at Sylvan Glen Golf Course Pro Shop and will proceed to Sanctuary Lakes Golf Course.** This will be the only opportunity for bidders to examine the sites with City staff. If a bidder does not attend the pre-proposal meeting, that bidder will be considered non-responsive and no longer eligible for award.

( ) Our Firm attended the Mandatory Pre-proposal Meeting on November 17, 2009.

### **SIGNATURE:**

Each authorized representative of the firm must sign the proposal with their usual signature and shall give their full business address. Proposals submitted by partnerships shall be signed with the partnership name by one of the members or by an authorized representative. Proposals by corporations shall be signed with the name of the corporation followed by the signature and designation of the President, Secretary, or other person authorized to bind it in the matter.

### **RETAIN PROPOSALS:**

The City reserves the right to retain all proposals submitted and to use any ideas in the proposals regardless of whether that proposal is selected. Submission of a proposal indicates acceptance by the firm of the conditions contained in this RFQ/RFP, unless clearly and specifically noted in the proposal submitted and confirmed between the City of Troy and the firm selected.

### **LAWS:**

All applicable State of Michigan and Federal laws, City and County ordinances, licenses and regulations of all agencies having jurisdiction shall apply to the award throughout and incorporated herein by reference.

### **ADDITIONAL INFORMATION:**

For additional information or questions concerning this project, please contact Ms. Carol Anderson, Parks and Recreation Director, at (248) 524-3488.

### **AWARD OF CONTRACT:**

The evaluation and award of this proposal shall be a combination of factors including, but not limited to: the completion of all information requested and detailed in the RFQ / RFP, evaluation of the return schedule, professional competence, positive references that include evidence of successful operation of at least two (2) similar sized golf courses, understanding of the project, sample business plan included, insurance requirements met, and the correlation of the proposal submitted to the needs of the City of Troy and any other factors considered to be in the best interest of the City of Troy. The intent is to award the contract to one firm.

The City of Troy reserves the right to award to the firm providing the best value proposal, in whatever manner is deemed to be in the City's best interest; to award the proposal to the most effective total package which matches the City's needs; to reject a proposal which contains major deviations from specifications; to accept a proposal which has only minor deviations from specifications; to accept Proposal A and reject optional Proposal B; to accept optional Proposal B and reject Proposal A.

In addition, the City reserves the right to continue the management of golf course operations with City forces and not award a contract, if determined to be in the City's best interest, as it relates to the proposed revenues and debt obligations of the City (see Exhibit F – Debt Schedule).

FIRM NAME: \_\_\_\_\_



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SECTION 8: PROPOSAL TERMS AND CONDITIONS – continued

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**RIGHT TO REQUEST ADDITIONAL INFORMATION:**

The City reserves the right to request any additional information it deems necessary from any firm responding to this RFQ / RFP after the documents have been received.

**RIGHT TO NEGOTIATE FINAL AGREEMENT:**

The City of Troy reserves the right to negotiate a final written agreement with the highest rated firm. Even though bonds have not been explicitly specified for this contract, the City at its option may require the successful firm to issue performance, labor and materials payment, and maintenance bonds as part of the final Agreement.

**CONTRACT DOCUMENT:**

After the Troy City Council has approved the award, the City of Troy Purchasing Department will notify the successful firm. The successful firm once notified, will be required to sign the final Agreement form. The proposal documents in conjunction with the Agreement form from the City of Troy will create a bilateral contract between the parties, and the successful firm shall commit to perform the contract in accordance with specifications.

**COMMENCEMENT DATE:**

The successful firm should assume all operations within ninety (90) days of award unless otherwise agreed upon.

- ( ) Our firm can meet this commencement schedule
- ( ) Our firm cannot meet this commencement schedule but offers:

\_\_\_\_\_

The City of Troy is the only party to this contract that may authorize amendment of this schedule.

**ORDINANCES AND REGULATIONS:**

The Operator shall be required to comply with all ordinances, regulations and requirements of the City of Troy and all other laws, regulations, etc. pertinent to the construction and maintenance of all buildings and grounds.

**PERMITS:**

The Operator will be required to obtain all necessary permits, as required, for construction or maintenance work performed at both facilities. Any fees associated with the permits will be the responsibility of the Operator.

**TAXES:**

The successful firm will be responsible for all personal property taxes for both City and Operator owned equipment that is utilized under this contract.

FIRM NAME: \_\_\_\_\_



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SECTION 8: PROPOSAL TERMS AND CONDITIONS – continued

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SIGNATURE PAGE

**ANNUAL RETURN**

Amounts quoted shall remain firm for 90 days or contract award, whichever comes first, except the successful firm whose return to the City shall remain the same for the duration of the contract.

**SIGNATURE OF AUTHORIZED COMPANY REPRESENTATIVE:** \_\_\_\_\_

**NOTE:** The undersigned has checked carefully the figures bid and understands that he/she shall be responsible for any error or omission in this offer and is in receipt of all addenda as issued.

TAX ID \_\_\_\_\_

COMPANY \_\_\_\_\_

ADDRESS \_\_\_\_\_ CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

TELEPHONE NUMBER (\_\_\_\_) \_\_\_\_\_ FAX NUMBER (\_\_\_\_) \_\_\_\_\_

REPRESENTATIVE'S NAME \_\_\_\_\_  
(Print)

**SIGNATURE OF AUTHORIZED COMPANY REPRESENTATIVE:** \_\_\_\_\_

PAYMENT TERMS: \_\_\_\_\_ EMAIL: \_\_\_\_\_

COMMENCEMENT DATE: AS SPECIFIED

**EXCEPTIONS:**

Any exceptions, substitutions, deviations, etc. from City specifications and this proposal must be stated below. The reason(s) for the exception, substitution, and/or deviation are an integral part of this proposal offer:

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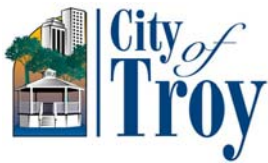
**ACKNOWLEDGEMENT:** I, \_\_\_\_\_, certify that I have read the **Instructions to Bidders** (3 Pages) and that the proposal documents contained herein were obtained directly from the City's Purchasing Department or MITN website, [www.mitn.info](http://www.mitn.info) and is an official copy of the Authorized Version.

**SIGNATURE OF AUTHORIZED COMPANY REPRESENTATIVE:** \_\_\_\_\_

**IMPORTANT:** All City of Troy purchases require a **MATERIAL SAFETY DATA SHEET**, where applicable, in compliance with the MIOSHA "Right to Know" Law.

**NOTE:** The City of Troy, at their discretion, may require the bidder(s) to supply a Financial Report from an impartial Financial Credit Reporting Service before award of contract.

**U.S. FUNDS:** PRICES QUOTED SHALL BE IN U.S. CURRENCY.



**CITY OF TROY  
REQUEST FOR PROPOSAL  
GOLF COURSE MANAGEMENT SERVICES**

**I. OBJECTIVE**

The City of Troy is soliciting proposals from experienced and qualified firms to provide management and operation services for the City's two municipal Golf Courses. The following framework and scope are provided only to describe the extent to which the City currently maintains golf operations. Firms may continue the same pattern, or adopt different methods to achieve the same results. This contract will be performance based and the City expects the same level of customer service, maintenance, and appearance of the City's two golf courses as currently achieved by City forces throughout the life of the contract.

**II. BACKGROUND**

The City of Troy currently owns and operates two (2) Golf Courses, Sylvan Glen and Sanctuary Lakes. The Sylvan Glen Golf Course is an 18 hole course with pro-shop, maintenance and storage buildings. Sanctuary Lake Golf Course is an 18 hole course with pro-shop, driving range, grill and patio, maintenance and storage buildings.

**A. Sylvan Glen – 5725 Rochester Road**

Built in 1922, Sylvan Glen Golf Course has been owned and operated by the City of Troy-Parks and Recreation Department since 1970. Sylvan Glen is an 18-hole park style golf course with 3-4 sets of tees and tree lined fairways set on approximately 160 acres. The golf course measures 6,686 yards with a course rating of 73.5 and a slope rating of 123.

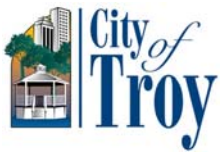
Greens, tees and fairways are push-up Poa Annua/Bentgrass mix. Greens are 4.8 acres, averaging approximately 10,500 square feet. Tees are approximately 4 acres and fairways are 21 acres.

The Irrigation System's age is unknown but is estimated that the piping was installed sometime in the mid to late 1960's. All lines are PVC with Spears or Lasco swing joints; conversion from the old quick coupling system to an automated system was installed in 1988. The main line is asbestos-cement which runs from the pump station to the west end of the course. Automation is a single row Toro Varitime II Controller and 16 Satellites. Irrigation heads are Toro 650 and 670. Because the current system is over twenty years old, replacement of worn heads with Toro 855 Series heads has been initiated.

A Watertronix Pump Station was installed in 2006 consisting of a 5 HP Franklin Motor and Gould's submersible sustain pump, including Two 50 HP Variable Speed U.S. Motors and Hydroflo turbine pumps with a design of 1,100 GPM @ 110 PSI pumping from a 20 acre lake.

The golf course underwent an extensive streambank stabilization project in 2006 improving the infrastructure of bridges and the installation of weirs for controlling storm waters. Seven acres of wetlands were created and over 200 native trees and shrubs, along with native wetland plants were planted to enhance the beauty of the project. This work helped to improve the playability of the front nine holes making the course more challenging.

Located on the property is Camp Ticonderoga which leases the building from the City of Troy. Camp Ticonderoga is a full-service restaurant which serves the needs of the golf course cliental as well as the public.



## **II. BACKGROUND (continued)**

### **B. Sanctuary Lakes Golf Course – 1450 E. South Blvd**

Sanctuary Lakes Golf Course, built on an old land-fill, is a full service operation that opened in 2004 and features an 18-hole links style golf course, practice facility, clubhouse with pro-shop and grill-room. Located on approximately 180 acres with a par of 71, a course rating of 71.9 and a slope rating of 133 the course ranges from 4,700 to 6,500 yards.

The undulating sand-based greens are L-93 Bentgrass averaging 7,500 square feet. Tees and fairways are an L-93/Southshore blend. There are 4 sets of tees per hole totaling 5 acres. Fairways are a total of 25 acres.

A 10 acre lake, high in bi-carbonates and extremely high in sodium and chlorides, provides irrigation water to a Flotronix pump station. The Flotronix pump station consists of a 5 HP Balor motor and G&L pump, two (2) 65 HP Balor variable speed motors and Ingersoll-Dresser centrifugal pumps, with a design of 1,250 GPM @ 135 PSI. The infrastructure of the irrigation system consists of HDPE main lines, laterals and Spears swing joints.

The automatic irrigation system is a Toro Network LTC with a TouchNet Central Controller, 855-S heads on greens, tees and fairways. Green surrounds are part-circle 880-S heads. Also included is a Toro Hand Held Radio Interface.

Because the golf course was built in part on a former landfill, all maintenance practices must be in compliance with all state and federal requirements. All subsurface and surface water must be kept on site and run through the designated seasonal wetlands and water bodies before exiting out the south end of the course. Methane gas and water monitoring has to be done twice per year at the various well locations scattered throughout the course according to NTH Consultants LLC specifications.

The practice facility at Sanctuary Lakes offers 70 hitting stations with both natural and artificial hitting surfaces. In addition to the range, there are two practice greens; one that has a practice bunker.

## **III. PROJECT DESCRIPTION**

The City of Troy is interested in proposals that will assume all operations of the golf courses including pro-shop and food operations (Sanctuary Lakes only). Under Proposal A, the successful firm should be ready to assume the day-to-day operations of both golf courses which include:

1. Establishing prices and policies for greens fees, pro-shop items/inventory, restaurant goods, lessons, tournaments, advertising, driving range fees, league operations, hours of operation and all items sold retail to the public.
2. Hiring and firing of adequate, trained, professional, appropriate staff that will implement the policies established within the framework of the contract with the City of Troy.
3. Maintaining all buildings and property/equipment owned by the City of Troy and used by the Operator, except Camp Ticonderoga. Any replacement of equipment is the responsibility of the Operator.



### **III. PROJECT DESCRIPTION (continued)**

4. Maintaining all required licenses for operation including a liquor license and any other required licenses.
5. Marketing the courses, the food operation at Sanctuary Lake, and all activities and facilities to the public.
6. Keeping records of the operation of the golf course in such a fashion that the City can, at any time, audit records to determine that the terms of the contract are being met.
7. Produce daily, monthly and annual reports as required by the City to measure the efficiency and productivity of the Operator that shall include at a minimum the number of rounds played, net receipts and other items as agreed.
8. Assuming existing agreements for leagues, outings, range membership etc., and honoring legitimate existing passes, and coupons to the fullest extent possible. The City will provide the best information available on all such agreements, passes, and coupons.
9. The City will reimburse the Operator at the time of redemption for all gift certificates that were issued prior to the commencement date of the term of this Agreement.
10. The Operator will collect all revenues received at the golf courses (except cell tower lease and Camp Ticonderoga rent).
11. Provide and sell golf merchandise and services, and operate the food and beverage concession at Sanctuary Lakes.
12. Must provide, at his/her own expense, all merchandise, rental clubs, club repair equipment, pull carts, concession supplies, equipment, food and beverages.
13. Janitorial services at all clubhouses and maintenance buildings.

### **IV. SCOPE OF SERVICES:**

#### **A. Managerial Services and Operations**

It is the intent of these specifications to grant to the Proposer the right to manage, operate and maintain the Sylvan Glen and Sanctuary Lakes Golf Courses in the City of Troy. The golf courses are located at 5725 Rochester Road, Troy, MI 48085 and 1450 South Boulevard, Troy, MI 48085 respectively.

The successful firm should assume all operations within ninety (90) days of award unless otherwise agreed upon.

The Operator shall have an experienced manager or managers on the premises at all times. Should any vacancy occur in the position of course manager or course maintenance superintendent, Operator will advise the City in writing fifteen (15) days in advance of hiring as to the identity and the qualifications of any person whom the operator intends to place in such vacant position. The City reserves the right, at its sole discretion, to disapprove any such selection.



#### **IV. SCOPE OF SERVICES:**

##### **A. Managerial Services and Operations (continued)**

Conduct of the employees of the Operator shall be subject to reasonable regulation by the City. All employees shall observe all the rules of personal grooming.

Operator shall observe and comply with all of the City's existing policies concerning advance registrations, outings, leagues, discounts, use of the City's golf courses by juniors, high school and college students and seniors, and starter services. Operator shall not change any of said policies nor institute new policies without first obtaining the written consent of the City.

###### **1. Professional Shop Operations and Revenue**

The Operator shall display and maintain a professional shop inventory comparable to other 18-hole golf courses of golfing equipment and apparel which shall be offered for sale to the public and, in particular, to patrons of the golf courses at prices reasonable and comparable to prices being paid for equipment, supplies and apparel in other golf courses in this locality.

The Operator agrees to refrain from the sale or rental of any item identified as prohibited by the City and to sell or rent only those categories of merchandise and equipment recommended by the City. The Operator agrees to maintain an adequate supply of any merchandise which is deemed necessary to accommodate golf patrons. The Operator will ensure that all merchandise and services offered to the public are of acceptable quality and are safe and clean.

Revenue from current professional shop operations is shown in Exhibits A-1 and A-2.

###### **2. Food and Beverage Operations and Revenue**

The City currently has existing contracts with a vendor at Sylvan Glen (Camp Ticonderoga) and is not a part of this proposal. All food and beverage services at Sanctuary Lake are part of this proposal.

Revenue from current food operations is shown in Exhibit E.

###### **3. Green Fees and Related Charges**

All prices charged including, but not limited to, green fees, driving range fees, merchandise, cart rentals and food and beverage sales will be posted on the premises at those locations where such fees are normally paid.

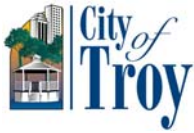
Proposal should state the proposed green fees, cart fees, and all other charges for the first year.

All fees and charges shall be comparable with those charged by comparable public golf courses in Michigan.

###### **4. Inspections/Review Procedures**

For the purpose of inspection, the City reserves the right to enter upon any part of the premises at any time during the period that part of the golf course is open.

Scheduled inspections will be conducted by authorized City personnel.



#### **IV. SCOPE OF SERVICES:**

##### **A. Managerial Services and Operations (continued)**

5. Utilities

Operator shall pay, before delinquency, all charges for utilities, including electricity, gas, heating, cooling, refuse, water/sewer, cable TV and telephone.

6. Other City Policies

- a. The City does permit alcohol sales on both golf courses. Sales at Sylvan Glen are the responsibility of the Camp Ticonderoga operator.
- b. The City does not permit players to bring their own beer to the course for consumption during play.
- c. The City permits players electing to do so to use pull carts or carry their clubs while playing the course at Sylvan Glen. Golf carts are required at Sanctuary Lakes.
- d. Current rate schedules are included in Exhibit B.

7. Reports

Monthly reports of activities shall be submitted to the Parks and Recreation Director by the 15<sup>th</sup> of each month. Reports can be in the form developed by the Operator and approved by the Parks and Recreation Director. Reports to be submitted include but are not limited to the following:

- a. Gross Revenue Statement
- b. Sales Tax Report
- c. Staff Vacancies
- d. Maintenance Conditions Report

Within 90 days after each fiscal year an annual report of the golf course activities, revenues, improvements and conditions must be prepared by the Operator for review by the City and will include but are not limited to the following:

- a. Revenue Report
- b. Capital Improvement Status
- c. Equipment Inventory
- d. Organizational Chart
- e. Rounds of Golf Report

Said statement shall be certified as true, accurate and complete by the Operator, by and through a duly authorized independent Certified Public Accountant.



#### **IV. SCOPE OF SERVICES:**

##### **A. Managerial Services and Operations (continued)**

8. Records, Accounts and Audits

The Operator shall keep on the Premises, or such other place within Oakland County, Michigan approved by the City, true, accurate and complete records and accounts of all sales, rentals and business being transacted upon or from the Premises and shall give the City access during reasonable business hours and upon three (3) business days' notice to examine and audit such records and accounts. Such records shall be maintained as an independent certified public accountant would need to examine in order to certify a statement of Operator's gross receipts pursuant to generally accepted auditing standards. The City's Auditor or his designee shall have the right, during regular business hours and upon three (3) business days' notice and upon the City's written request to the Operator, to audit, inspect, examine and copy the Operator's fiscal and financial records, books, ledgers, statements, reports, tax returns and documents relating to this agreement and the Operator's revenues there under throughout the term of this agreement and for three (3) years following its expiration or cancellation. The Operator agrees to have such audit(s) conducted at such locations within Oakland County, Michigan as are mutually convenient to the parties.

9. Closing of Facilities

If closure of the facilities is due to fire damage, flood, civil disorder, acts of God, etc., to some, but not all, of the facilities, the City will allow prorated adjustment of monthly payments up to the time the damage is repaired.

Payment shall be continuous and uninterrupted and any adjustment shall be made by a credit applied to the monthly payment. No prorated adjustment will be made for closings of three (3) consecutive days or fewer or those closings where there is not agreement by the City to close.

##### **B. Maintenance and Repairs**

The Operator shall, to the satisfaction of the City, provide normal and routine maintenance of the courses and facilities, designed to keep the premises and equipment in a good state of repair, free from hazardous conditions and deterioration, thus providing for the comfort and safety of visitors and patrons. The standard to be used shall be consistent with the current conditions and Municipal Golf Course operations.

The City may retain a golf course consultant to evaluate the course. Course deficiencies, will be reported in writing to the operator. Operator will respond within 15 days and must take action to correct the deficiencies within 10 days of the response or the City may take action to correct the deficiencies at the Operator's expense.

1. Trash, Rubbish and Garbage Removal

The Operator shall provide, at his expense, all garbage, trash and rubbish receptacles within the confines of his area, and shall provide a sufficient number of these receptacles for his own use and for the use of the public. Dumping of receptacles and removal of trash, rubbish and garbage shall be the responsibility of the Operator. The City will provide dumpster service for the receptacles which will be included in the monthly utility bill.



#### **IV. SCOPE OF SERVICES:**

##### **C. Equipment**

The Operator must provide, install and maintain at his/her own cost and expense, all equipment required to operate the golf courses, including any City equipment utilized by him/her upon execution of the Agreement. The Operator shall maintain all equipment, furnishings and fixtures during the term of this Agreement at his/her sole cost and expense.

###### **1. Furniture, Fixtures and Equipment**

The Operator will be required to repair and maintain, at his own cost and expense, all equipment and furnishings according to reasonable standards acceptable to the City. Further, the Operator will furnish, at his own cost and expense, all expendable equipment necessary for the successful operation of the course and shall replace at his/her own expense any equipment provided under the Agreement, which has been destroyed or damaged, with like equipment. Operator will submit to the City an annual inventory of F/F/E.

###### **2. Other Equipment**

The successful bidder will be required to provide, at his own expense, such equipment as may be necessary to provide services consistent with the policies established by the City. Any additional equipment and facilities deemed necessary by the Operator for the conduct of his operation shall be provided by him/her at his/her own expense and shall be subject to approval by the City.

##### **D. Facilities**

Operator acknowledges it is receiving management control of the premises and personal property in good order and sanitary condition. Operator assumes sole responsibility for maintenance and repair of all buildings and other improvements on the premises (with the exception of those items listed under Item D.2. Parking Lots) and the Operator will maintain the premises in good order and in sanitary and safe condition. The City will require the operator to make necessary repairs to meet all code requirements and correct any obvious defects.

###### **1. Service Time and Area of Service**

Services shall be offered to the public at all times when a reasonable demand for such services exists, at least between sunrise and sunset. It is expected that the course and food service will be closed from mid-November to mid-March, although at the operator's discretion, the course can remain open.

A list of charges to be made for all services by the Operator shall be prominently displayed. Personnel must be available to rent carts during the same time period the course is considered to be in operation. The Operator shall be responsible to the City for satisfactory and courteous operation. Rental fees for 2008-2009 are shown in Exhibit B.



#### **IV. SCOPE OF SERVICES:**

##### **D. Facilities (continued)**

###### **2. Parking Lots**

###### **City Responsibilities:**

- Both Sylvan Glen and Sanctuary Lakes parking lot infrastructure
- Sylvan Glen snow removal services.

###### **Operator Responsibilities:**

- Sanctuary Lakes snow removal services.
- Daily maintenance of both facilities parking lots with the exception of snow removal at Sylvan Glen.

###### **3. Golf Carts – Usage Regulations, Storage and Maintenance:**

The following shall apply to golf cart rentals: The carts at Sanctuary Lakes are owned by the City. The carts at Sylvan Glen are on a lease to own payment plan and will be fully owned December 2011. Replacement and repair of carts during the contract period shall be the responsibility of the contractor. Firms must include in their operational plan their intent to keep or return the golf carts to the City at the end of the contract.

Carts will not be permitted to operate on the golf courses at such times the Operator decides the golf traffic might be injurious to the playing surfaces.

Carts shall not be permitted on tees, greens, mounds, or other posted areas. Notice to this effect must be posted in all carts; this is the responsibility of the Operator. Carts will not be used outside the premises of the golf courses. Storage of carts shall be accommodated in the cart areas.

The carts shall, at all times, be maintained in top operating condition and appearance. Each golf cart shall undergo a major overhaul, yearly, which may include painting, reworking upholstery and replacement of those parts necessary to insure proper operation as needed, including batteries.

##### **E. Capital Improvement Plan**

The City expects the operator to make capital improvements to improve course conditions, safety, speed of play and aesthetics during the contract period. All capital improvement designs shall be subject to prior approval by the City and shall be subject to City standards and specifications. Proposer is to provide a capital improvement plan for the course.

During the term of this Agreement, the Operator will finance and construct capital improvements as provided for and agreed upon as part of the agreement. In planning and making capital improvements, the operator will seek to attain standards comparable to those achieved at other public municipal golf courses.

###### **1. Ownership of Capital Improvements**

All capital improvements, alterations or additions shall be made at the Operator's sole expense and shall become the property of the City upon termination of his/her Agreement. The Operator will provide the City with as-built plans for any structural capital improvements or for any underground irrigation system that may be installed.



#### **IV. SCOPE OF SERVICES:**

##### **E. Capital Improvement Plan (continued)**

2. Plan Approval

The Operator shall submit to the City an annual program, with estimated worth stated, identifying what capital improvements the Operator proposes to implement during the next succeeding Operational Year. The City shall have thirty (30) days in which to accept or reject the Operator's proposed annual implementation program.

3. Alterations of Premises

No alterations or additions shall be made to the premises, or any part thereof, without first having obtained the written consent of the City or its authorized representative. Authorized alterations or additions shall be made at the Operator's expense and shall become the property of the City of Troy at the termination of the Agreement.

4. Liens

The Operator shall not have the right to create or permit the creation of any lien(s), which attach to the interest in the premises as a result of any construction of capital improvements, alterations or additions.

5. Course Closure

In implementing the capital improvements the Operator will make every effort to avoid closing portions of the golf course. Closure of the course for the purpose of performing capital improvements or for any other purpose will require the City's advance written approval, except in those instances when unanticipated emergency improvements must be made immediately in order to protect life or property or if such closure should result from acts of force majeure.

##### **F. Golf Course Maintenance – Sylvan Glen Golf Course**

The following are the procedures currently practiced by the City for maintaining Sylvan Glen Golf Course. The successful Firm is responsible for providing their own maintenance plan/ policy that will provide the same or improved level of appearance and play as is currently provided by the City.

1. Greens, Practice Putting Greens and Nurseries

Fungicide

The City currently utilizes a preventative fungicide program for all greens, tees and fairways for the prevention of all applicable diseases associated with Poa annua/Bentgrass combinations.

Mowing

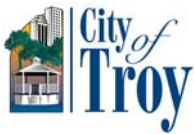
Daily except during cold periods then two to four times per week. Mowing height .125 to .145.

Cup Locations

Change cup locations on all greens and practice putting greens every other day during the active season. Cup locations are moved at least twenty feet from the previous placement. Must use hole target rings to help maintain a clean cup edge.

Repair

Repair Ball marks daily. Divots or any other damaged turf on all greens and practice Greens must be repaired immediately.



#### **IV. SCOPE OF SERVICES:**

##### **F. Golf Course Maintenance – Sylvan Glen Golf Course**

###### **1. Greens, Practice Putting Greens and Nurseries (continued)**

###### **Aerification**

The City core aerifies all greens, practice putting green and nursery three times per year during the growing season. Removes cores; applies heavy topdressing with straight TDS-60 sand, sand is dragged into holes until completely filled. The City deep tine aerifies twice per year with Soil Reliever using ½" tines, 2x2 spacing to an 8" to 10" depth in June and November.

###### **Topdressing**

The City topdresses all greens, practice putting green and nursery bi-weekly to combat organic matter and provide a smooth putting surface. TDS-60, topdress material is currently purchased through Sand Sales Inc. The City verticuts all greens prior to topdressing, then drags sand in with a mat or brush.

###### **Fertilizing**

Greens are fertilized ½ lb. N/1,000 sq.ft. per month with a quick release granular fertilizer through the months of April to October. Foliar applications of 0.1 lb. N/1,000 sq.ft. sprayed bi-weekly (March-April-May-Sept.- Oct.). Weekly Foliar applications of 0.1 lb. N/1,000 sq. ft. June, July and August. Applications of micronutrients are based on soil test results and recommendations. Applications of potassium are 7-8 pounds annually.

###### **Soil Samples**

Taken on an annual basis on three greens, three tees and three fairways on a rotating schedule.

###### **Weed Control**

All greens, practice putting green and nursery are maintained free of foreign grasses and weeds. In the Spring of each year applications of Primo-Proxy are applied for the prevention of Poa annua seed head formation.

###### **Insecticides**

All greens, practice putting green and nursery are treated on a preventative basis. Curative only if necessary.

###### **2. Tees – All Areas Used for Teeing Surface**

###### **Mowing**

Every other day during the growing season. All tees are mowed at ½".

###### **Set-Up**

Tee markers and all tee equipment are moved daily for proper teeing and turf wear. Ball washers and trash containers are serviced daily.



#### **IV. SCOPE OF SERVICES:**

##### **F. Golf Course Maintenance – Sylvan Glen Golf Course**

###### **2. Tees – All Areas Used for Teeing Surface (continued)**

###### Weed Control

Tees are kept 100% free of weeds and undesirable grasses by the proper application of herbicides.

###### Aerification

All tees are aerified three times per year using 5/8" hollow tines at 2x2 spacing.

###### Fertilization

All tees are fertilized three times per year using a 1 to 1 N to K ratio. Micro-nutrients to be applied as dictated by soil analysis results and recommendations.

###### Divots

Divots on all tees are filled by hand weekly with a 70-30 soil mix and Alpha Bentgrass seed. All tee and fairway yardage markers and GAM markers are trimmed monthly.

###### Topdressing

Tees are verticut and topdressed monthly with a 70-30 mix.

###### **3. Fairways – All Areas of Play Except Greens, Tees and Roughs:**

###### Mowing

Every other day during the growing season. All fairways are maintained at a height of ½" during the growing season.

###### Aerification

All fairways are aerified a minimum of three times per year using ¾" hollow tines. Cores chopped, drug and tufts blown.

###### Fertilization

All fairways are fertilized a minimum of three times per year with each application being a 4-1-4 applied at 1 ¼ LB. Nitrogen per 1,000 sq. ft.

###### Weed Control

Fairways are kept 100% weed free by the proper application of herbicides.

###### **4. Bunkers**

###### Maintenance

Raked daily, edged and trimmed monthly, sand added as needed, keep free of weeds, grasses and debris.



#### **IV. SCOPE OF SERVICES:**

##### **F. Golf Course Maintenance – Sylvan Glen Golf Course (continued)**

###### **5. Planters, Flower Beds and Landscapes**

###### *Clean-Up*

All planters, flower beds and landscapes are maintained free of trash and debris such as paper, drinking cans, bottles, fallen limbs and leaves.

###### *Weed Control*

All planters, flower beds and landscapes are maintained free of weeds and grasses whether by mechanical or chemical means. Adequate amounts of woodchips should be maintained in beds at all times to prevent weed and grass infestation and maintain aesthetics.

###### *Trimming*

The plant material (trees, shrubbery, flowers and ground covers) in planters, flower beds and landscapes are trimmed for protection from wind, insect damage, and for appearance.

###### *Flower Planting and Fertilization*

All designated flower bed areas on and around the course are planted with annual, bi-annual or perennial flowers at the discretion of the City. Fertilization is done at the time of planting and monthly thereafter during the growing season.

###### **6. Trees – All Trees Within the Property Lines of the Course**

###### *Staking*

All trees are staked as necessary to protect and establish sufficient size to stand unassisted.

###### *Pruning*

All trees are pruned for protection from wind and pests as well as for appearance.

###### *Irrigation*

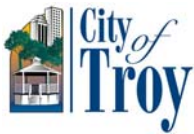
All trees are watered as necessary to provide adequate moisture for proper growth.

###### *Mowing*

Large area mowers should not be used within one foot of the trunk. Girdling from string-line trimmers will not be tolerated.

###### *Removal and Replacement*

All damaged trees, for whatever cause, should be removed immediately and replaced within thirty days.



#### **IV. SCOPE OF SERVICES:**

##### **F. Golf Course Maintenance – Sylvan Glen Golf Course (continued)**

###### **7. Irrigation – All Equipment Required to Irrigate All Areas of the Golf Course**

Repair or replace all heads, valve controller, wiring, and pipe as needed to maintain the proper operation of the entire golf course irrigation system (including greens, tees, fairways, roughs, planters, flower beds, etc.) on an on-going basis.

The golf course shall be irrigated as necessary to support proper growth of the turf. Bi-monthly edging and trimming takes place on all irrigation heads, isolation valves, splice boxes, and quick couplers.

###### *Drainage Systems*

All existing drain lines and fixtures should be maintained in working order at all times. Drain line risers are edged and trimmed monthly.

###### **8. Miscellaneous Items**

###### *Wetlands*

All designated wetlands on property are and must be maintained according to the permitting process as established by the Michigan Department of Environmental Quality.

###### *Certification*

Status of Certification in the Michigan Environmental Stewardship Program must be maintained and all requirements for recertification must be met.

###### *Winter Activities*

The golf course is used as a site for winter activities. Cross Country ski trails and a sled hill are maintained during the winter months, weather permitting.

###### *Golf Course Infrastructures*

All appurtenances are maintained in good working order at all times, examples include all bridges, tee consoles, restrooms, drinking fountains, etc.

###### *Cart Paths*

All cart paths are maintained, asphalt paths are free of debris, cracks or potholes repaired, etc. Gravel paths are graded monthly, and free of potholes. Traffic rope and stakes as needed on worn areas to maintain turf quality.

###### *Non-Play Areas*

Weekly mowing and trimming throughout the course, club house, parking lot, outside fence lines along Rochester and Square Lake Roads. Edging of all sidewalks and curbs monthly.



#### **IV. SCOPE OF SERVICES (continued)**

##### **G. Golf Course Maintenance – Sanctuary Lakes Golf Course**

The following are the procedures currently practiced by the City for maintaining Sanctuary Lakes Golf Course. The successful Firm is responsible for providing their own maintenance plan/ policy that will provide the same or improved level of appearance and play as is currently provided by the City.

##### **1. Golf Course Maintenance: Greens, Practice Putting Greens and Nurseries**

###### Fungicides:

A pre-approved preventative fungicide program is currently used for greens, tees, fairways, driving range and driving range tee for the prevention of all applicable diseases associated with bentgrass surfaces. Exception to above prescribed program:

###### **SHADE PROGRAM:**

For Greens- #10-#14-#15:

For Tees- #3-#11-#15-#16:

For Fairways- #14-#15:

For Approaches- #10-#14-#15:

Bi-monthly Applications of:

Alliette Signature: #11/Acre

Iprodione: 4oz./1,000 sq. ft.

Floradox Pro: 5oz./1,000 sq. ft.

Perk-up: 3oz./1,000 sq. ft.

ProteSyn: 5oz./1,000 sq. ft.

###### Mowing

Daily except during cold periods then two to four times per week. Mowing height .130.

###### Cup Locations

Change cup locations on all greens and practice putting greens every other day during the active season. Cup locations are moved at least twenty feet from the previous placement. Must use hole target rings to help maintain a clean cup edge.

###### Repair

Repair ball marks daily. Divots or any other damaged turf on all greens and practice Greens to be repair immediately.

###### Aerification

The City core aerifies all greens, practice putting green and nursery two times per year during the growing season. Removes cores; applies heavy topdressing with straight TDS-60 sand. Drags sand into holes until completely filled. The City solid tine aerifies the months of June thru August. Due to the poor quality of the irrigation water, follows up aerification with:

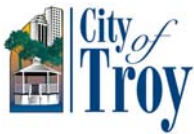
###### **GREENS FLUSHING & AMENDMENTS:**

Calcitic Lime: #10/1,000 sq. ft.

Calphlex: 10oz./1,000 sq.ft.

Pervade: 2oz./1,000 sq. ft.

Flush greens for 45 minutes, follow-up one week later with Solu-Cal.



#### **IV. SCOPE OF SERVICES:**

##### **G. Golf Course Maintenance – Sanctuary Lakes Golf Course**

###### **1. Greens, Practice Putting Greens and Nurseries (continued)**

###### Topdressing

Topdress all greens, practice putting green and nursery bi-weekly to combat organic matter and a smooth putting surface. TDS-60 topdress material is currently purchased through Sand Sales Inc. The City verticuts all greens prior to topdressing, then drags sand in with a mat or brush.

###### Fertilizing

Greens are fertilized monthly with #3/4 Lb. of N&K/1,000 sq.ft. (May thru Sept.). Foliar applications bi-monthly of #0.1 N&K/1,000 sq. ft. (March thru May). Weekly foliar applications of #0.1 N&K/1,000 sq. ft. (June thru Sept.).

###### Soil Samples

Taken on an annual basis on three greens, three tees and three fairways on a rotating schedule.

###### Weed Control

All greens, practice putting green and nursery are maintained free of foreign grasses and weeds. The City continues Poa annua eradication program, and at no time does infestation exceed 10% on all greens, tees and fairways.

###### Insecticides

All greens, practice putting green and nursery are treated on a preventative basis. Curative only if necessary.

###### **2. Tees Including Driving Range Tee – All Areas Used for Teeing Surface**

###### Mowing

Every other day during the growing season. All tees are mowed at 1/2".

###### Set-up

Tee markers and all tee equipment are moved daily for proper teeing and turf wear. Ball washers and trash containers are serviced daily.

###### Weed Control

Tees and driving range tee are kept 100% free of weeds and undesirable grasses by the proper application of herbicides.

###### Aerification

All tees are aerified three times per year using 5/8" hollow tines at 2x2 spacing. Solid tine aerification is done once per month in June thru August, followed up with monthly applications of:

Foliar applications of - Calphlex: 3oz./1,000 sq.ft.  
Pervade: 2oz./1,000 sq. ft.  
Calcitic Lime: #15/1,000 sq.ft.



#### **IV. SCOPE OF SERVICES:**

##### **G. Golf Course Maintenance – Sanctuary Lakes Golf Course**

###### **2. Tees Including Driving Range Tee – All Areas Used for Teeing Surface (continued)**

###### Fertilization

All tees are fertilized three times per year using a 1 to 1 N to K ratio. Micro-nutrients to be applied as dictated by soil analysis results and recommendations. Driving range tee are fertilized bi-monthly using a starter fertilizer in addition to regular fertilizations.

###### Divots

Divots on all tees are filled by hand weekly with a 70-30 soil mix and Alpha Bentgrass seed. Driving range tee divots are filled and seeded daily. All tee and fairway yardage markers and GAM markers are trimmed monthly.

###### Topdressing

Tees and driving range tee are verticut and topdressed monthly with a 70-30 mix.

###### **3. Fairways & Driving Range – All Areas of Play Except Greens, Tees and Roughs**

###### Mowing

Every other day during the growing season. All fairways are maintained at a height of ½" during the growing season. Driving Range mowed twice per week, height 2 inches.

###### Aerification

All fairways and range are aerified a minimum of two times per year using ¾" hollow tines. Cores chopped, drug and tufts blown. Solid tined or sliced June, July and August, followed up with:

Foliar Applications:    Calphlex- 3oz./1,000 sq. ft.  
                                  Pervade- 2oz./1,000 sq. ft.  
                                  Calcitic Lime: #10/1,000 sq. ft.

Driving Range: #25 Hi Cal Lime/1,000 sq. ft. mid-season

###### Fertilization

All fairways, driving range and roughs are fertilized a minimum of three times per year with a 1 to 1 N to K fertilizer # 1.25 N&K/1,000 sq. ft. Minor nutrients to be dictated by soil analysis results and recommendations.

###### Weed Control

Fairways, driving range and roughs are kept 100% weed free by the proper application of herbicides.

###### Insecticides

For fairways and driving range as needed.



#### **IV. SCOPE OF SERVICES:**

##### **G. Golf Course Maintenance – Sanctuary Lakes Golf Course (continued)**

###### **4. Planters, Flower Beds and Landscapes**

###### *Clean-Up*

All planters, flower beds and landscapes are maintained free of trash and debris such as paper, drinking cans, bottles, fallen limbs and leaves.

###### *Weed Control*

All planters, flower beds and landscapes are maintained free of weeds and grasses whether by mechanical or chemical means. Adequate amounts of woodchips should be maintained in beds at all times to prevent weed and grass infestation and maintain aesthetics.

###### *Trimming*

The plant material (trees, shrubbery, flowers and ground covers) in planters, flower beds and landscapes are trimmed for protection from wind, insect damage, and for appearance.

###### *Flower Planting and Fertilization*

All designated flower bed areas on and around the course are planted with annual, bi-annual or perennial flowers at the discretion of the City. Fertilization is done at the time of planting and monthly thereafter during the growing season.

###### **5. Trees – All Trees Within the Property Lines of the Course**

###### *Staking*

All trees are staked as necessary to protect and establish sufficient size to stand unassisted.

###### *Pruning*

All trees are pruned for protection from wind and pests as well as for appearance.

###### *Irrigation*

All trees are watered as necessary to provide adequate moisture for proper growth.

###### *Mowing*

Large area mowers should not be used within one foot of the trunk. Girdling from string-line trimmers will not be tolerated.

###### *Removal and Replacement*

All damaged trees, for whatever cause, should be removed immediately and replaced within thirty days.



#### **IV. SCOPE OF SERVICES:**

##### **G. Golf Course Maintenance – Sanctuary Lakes Golf Course (continued)**

###### **6. Irrigation – All Equipment Required to Irrigate All Areas of the Golf Course**

Repair or replace all heads, valve controller, wiring, and pipe as needed to maintain the proper operation of the entire golf course irrigation system (including greens, tees, fairways, roughs, planters, flower beds, etc.) on an on-going basis.

The golf course shall be irrigated as necessary to support proper growth of the turf. Bi-monthly edging and trimming takes place on all irrigation heads, isolation valves, splice boxes, and quick couplers.

###### *Drainage Systems*

All existing drain lines and fixtures should be maintained in working order at all times. Drain line risers are edged and trimmed monthly.

###### **7. Driving Range Target Greens**

###### *Mowing*

Mow twice per week at ½ inch.

###### *Weed Control*

Driving range target greens are kept 100% weed free by the proper application of herbicides.

###### *Insecticides*

As needed to maintain quality turf.

###### *Fungicides*

Fungicide applications as needed to maintain quality turf and a visual target green.

###### **8. Driving Range Attendants**

*See Attachment A.*

###### **9. Miscellaneous Items**

###### *Special Conditions*

Sanctuary Lakes having been built on a former landfill, all maintenance practices on the course must be in compliance with all State and Federal Rules and Regulations.

###### *Wet Lands*

Phragmites shall be maintained no higher than three foot at all times between the tees and fairways on Holes #3 & #16 for safety purposes. Must keep clean all surface drains and culverts in wetland areas and throughout the course.

###### *Lake and Water Bodies on Course*

Maintain water bodies free of aquatic weeds and algae throughout the course. This includes Sanctuary Lakes, #9 pond, and the ponds on Holes #3 and #16. Operator shall maintain and trim hazard stakes around water bodies.



#### **IV. SCOPE OF SERVICES:**

##### **G. Golf Course Maintenance – Sanctuary Lakes Golf Course**

###### **9. Miscellaneous Items (continued)**

###### *Non-Play Areas*

The City mows and trims weekly throughout the course, club house, parking lot, outside fence lines along South Boulevard, Ravenna and behind houses on Shoreline Drive. Edging of all sidewalks and curbs is done monthly.

###### *Fescue (Heather)*

Fertilize once per year using an agriculture grade 1-1-1 ration fertilizer. Spot treat with herbicide in spring, mow Phragmites monthly.

###### *Cart Paths*

All cart paths are maintained, asphalt paths are free of debris, cracks or potholes repaired, etc. Gravel paths are graded monthly, and free of potholes. Traffic rope and stakes as needed on worn areas to maintain turf quality.

###### *Golf Course Infrastructures*

All appurtenances are maintained in good working order at all times, examples include all bridges, tee consoles, restrooms, drinking fountains, etc.

###### *Certification*

Status of Certification in the Michigan Environmental Stewardship Program must be maintained and all requirements for recertification must be met.

###### *Bunker Maintenance (including Waste Bunkers)*

The City rakes daily, edges and trims monthly, and adds sand as needed to keep free of weeds, grasses and debris. Fly-mow and weedy banks are done monthly. Waste Bunkers on #4 & #14 raked every other day.

###### *Methane Vent Pipes*

The City repairs or replaces turbine vents on top of stacks, repair or replace lattice as needed. Operator must ensure vents are functioning at all times.

###### *Methane Gas and Water Well Monitoring*

Operator must follow NTH Consultants, Ltd. specifications and recommendations on bi-annual methane gas and water monitoring. Should mow and trim maintenance trails to and around well ports located throughout the course.

##### **H. Fences – All fence block or chain link, on or within the boundaries of the golf courses**

Repair all broken or damaged fencing. Necessary repairs or replacement of all fences, gates and locking devices needed for the protection of the golf courses or equipment should be done immediately.

## **ATTACHMENT - A SANCTUARY LAKES DRIVING RANGE ATTENDANT**

The condition and playability of the practice range is extremely important to our customers. In order to attract golfers to the practice facility, the facility must offer the golfer an experience while at the same time hopefully improving his/her game. Therefore, a Driving Range Attendant has been provided throughout the daylight hours of the facilities operations. The proposal should include a range maintenance plan/ policy that will provide the same or improved level of appearance and play as is currently provided by the City.

### **Daily Range Tee Set-up:**

- Set-up Stations
- Wipe down and realign chairs and bag racks
- Police area
- Check and fill ball machine
- Collect and stack baskets

### **Agronomic Duties:**

- Mow range tee
- Top-dress and seed worn areas
- Apply fertilizer
- Hand water or set-up sprinkler stands on newly seeded areas
- Assist in other cultural practices

### **Other Duties:**

- Police range
- Pick range balls
- Wash range balls
- Keep ball machine filled
- Assist clients
- All balls on range must be picked clean nightly



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SECTION 11: FORMS

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## ***Legal Status of Bidder:***

**The Bidder shall fill out the appropriate form and strike out the other two:**

\_\_\_\_\_

A **corporation** duly organized and doing business under the laws of the State of \_\_\_\_\_ for whom  
\_\_\_\_\_, bearing the office title of \_\_\_\_\_, whose  
signature is affixed to this proposal, is duly authorized to execute contracts.

\_\_\_\_\_

A **partnership**, all members of which, with addresses, is:

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

\_\_\_\_\_

AN **INDIVIDUAL**, WHOSE SIGNATURE IS AFFIXED TO THE PROPOSAL:

_____	_____
-------	-------



SECTION 11: FORMS - continued

**CITY OF TROY  
OAKLAND COUNTY, MICHIGAN  
NON-COLLUSION AFFIDAVIT**

TO WHOM IT MAY CONCERN:

\_\_\_\_\_, being duly sworn deposed, says that he  
(Print Full Name)

is \_\_\_\_\_. The party making the foregoing proposal or bid,  
(State Official Capacity in Company)

that such bid is genuine and not collusion or sham; that said bidder has not colluded, conspired, connived, or agree, directly or indirectly, with any bidder or person, to put in a sham bid or to refrain from bidding and has not in any manner directly or indirectly sought by agreement or collusion, or communication or conference, with any person to fix the bid price or affiant or any other bidder, or to fix any overhead, profit, or cost element of said bid price, or that of any other bidder, or to secure the advantage against the City of Troy or any person interested in the proposed contract; and that all statements contained in said proposal or bid are true.

\_\_\_\_\_  
SIGNATURE OF PERSON SUBMITTING PROPOSAL

\_\_\_\_\_  
NOTARY'S SIGNATURE

Subscribed and sworn to before me this  
\_\_\_\_\_ day of \_\_\_\_\_, 20\_\_ in  
and for \_\_\_\_\_ County.

My commission expires:

\_\_\_\_\_



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## SECTION 12: ATTACHMENTS

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### **GOLF COURSE MANAGEMENT SERVICES**

#### Section 12: Attachments

Attachment 1:	Exhibit A-1	Budget Performance Report – Sanctuary Lakes– 8 Pages
Attachment 2:	Exhibit A-2	Budget Performance Report – Sylvan Glen – 8 Pages
Attachment 3:	Exhibit A-3	2009 / 2010 Budget – 8 Pages
Attachment 4:	Exhibit B	2009 Fees – 1 page
Attachment 5:	Exhibit C	Operations Summary – 1 Page
Attachment 6:	Exhibit D-1.1	Equipment Inventory – Sanctuary Lakes – 1 Page
Attachment 7:	Exhibit D-1.2	Hand Tool Inventory – Sanctuary Lakes – 1 Page
Attachment 8:	Exhibit D-1.3	Accessories Inventory – Sanctuary Lakes – 1 Page
Attachment 9:	Exhibit D-1.4	Building Inventory – Sanctuary Lakes – 1 Page
Attachment 10:	Exhibit D-1.5	Assets – Sanctuary Lakes – 3 Pages
Attachment 11:	Exhibit D-2.1	Equipment Inventory – Sylvan Glen – 2 Pages
Attachment 12:	Exhibit D-2.2	Hand Tool Inventory – Sylvan Glen – 2 Pages
Attachment 13:	Exhibit D-2.3	Accessories Inventory – Sylvan Glen – 1 Page
Attachment 14:	Exhibit D-2.4	Building Inventory – Sylvan Glen – 1 Page
Attachment 15:	Exhibit D-2.5	Assets – Sylvan Glen – 2 Pages
Attachment 16:	Exhibit E	Food and Beverage Sales at Sanctuary Lakes – 1 Page
Attachment 17:	Exhibit F	Debt Schedule
Attachment 18:	Sample Insurance Certificate – 1 Page	
Attachment 19:	Statement of No Interest – 1 Page	

CITY OF TROY - LIVE

# Budget Performance Report

From Date: 7/1/2008 To Date:6/30/2009

	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year Total
Fund: 583 Sanctuary Lake Golf Course									
Revenue									
Department: 000 Revenue									
4642 Sales	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$0.00
4642-065 Sales - Merchandise	\$38,500.00	\$0.00	\$38,500.00	\$5,192.14	\$0.00	\$24,300.46	\$14,199.54	63%	\$0.00
4642-070 Sales - Miscellaneous	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$0.00
Rollup Account 4642 Sales totals:	\$38,500.00	\$0.00	\$38,500.00	\$5,192.14	\$0.00	\$24,300.46	\$14,199.54	63%	\$0.00
4651 Use and Administration	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$0.00
4651-020 Use and Administration - Cart Rentals	\$420,000.00	\$0.00	\$420,000.00	\$57,479.00	\$0.00	\$313,062.00	\$106,938.00	75%	\$0.00
4651-030 Use and Administration - Golf Fees	\$800,000.00	\$0.00	\$800,000.00	\$90,886.00	\$0.00	\$474,132.00	\$325,868.00	59%	\$0.00
4651-060 Use and Administration - Driving Range	\$106,000.00	\$0.00	\$106,000.00	\$19,671.00	\$0.00	\$78,049.31	\$27,950.69	74%	\$0.00
4651-070 Use and Administration - Lessons	\$37,000.00	\$0.00	\$37,000.00	\$3,289.00	\$0.00	\$28,708.00	\$8,292.00	78%	\$0.00
Rollup Account 4651 Use and Administration totals:	\$1,363,000.00	\$0.00	\$1,363,000.00	\$171,325.00	\$0.00	\$893,951.31	\$469,048.69	66%	\$0.00
4667 Rent Income	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$0.00
4667-090 Rent Income - Restaurant	\$10,000.00	\$0.00	\$10,000.00	\$0.00	\$0.00	\$5,441.00	\$4,559.00	54%	\$0.00
Rollup Account 4667 Rent Income totals:	\$10,000.00	\$0.00	\$10,000.00	\$0.00	\$0.00	\$5,441.00	\$4,559.00	54%	\$0.00
4669 Investment Income	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$0.00
4669-020 Investment Income - Investment Income	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$0.00
Rollup Account 4669 Investment Income totals:	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$0.00
4676 Reimbursements	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$0.00
4676-010 Reimbursements - Reimbursements	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$0.00
Rollup Account 4676 Reimbursements totals:	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$0.00

CITY OF TROY - LIVE

# Budget Performance Report

From Date: 7/1/2008 To Date:6/30/2009

	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year Total
4693 Gain on Sale-Dep Capital Assets	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$0.00
4693-100 Gain on Sale-Dep Capital Assets - Cash/Clearing	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$0.00
4693-200 Gain on Sale-Dep Capital Assets - Proceeds from Disposition	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$0.00
Rollup Account 4693 Gain on Sale-Dep Capital Assets totals:	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$0.00
4694 Cash Over or Short	\$0.00	\$0.00	\$0.00	\$83.88	\$0.00	\$216.16	(\$216.16)	+++	\$0.00
Department: 000 Revenue totals:	\$1,411,500.00	\$0.00	\$1,411,500.00	\$176,601.02	\$0.00	\$923,908.93	\$487,591.07	65%	\$0.00
Revenue Totals	\$1,411,500.00	\$0.00	\$1,411,500.00	\$176,601.02	\$0.00	\$923,908.93	\$487,591.07	65%	\$0.00
Revenue Totals:	\$1,411,500.00	\$0.00	\$1,411,500.00	\$176,601.02	\$0.00	\$923,908.93	\$487,591.07	65%	\$0.00
<b>Fund Totals: Sanctuary Lake Golf Course</b>	<b>\$1,411,500.00</b>	<b>\$0.00</b>	<b>\$1,411,500.00</b>	<b>\$176,601.02</b>	<b>\$0.00</b>	<b>\$923,908.93</b>	<b>\$487,591.07</b>		<b>\$0.00</b>
<b>Revenue Grand Totals:</b>	<b>\$1,411,500.00</b>	<b>\$0.00</b>	<b>\$1,411,500.00</b>	<b>\$176,601.02</b>	<b>\$0.00</b>	<b>\$923,908.93</b>	<b>\$487,591.07</b>	<b>65%</b>	<b>\$0.00</b>
<b>Grand Totals:</b>	<b>\$1,411,500.00</b>	<b>\$0.00</b>	<b>\$1,411,500.00</b>	<b>\$176,601.02</b>	<b>\$0.00</b>	<b>\$923,908.93</b>	<b>\$487,591.07</b>		<b>\$0.00</b>

CITY OF TROY - LIVE

# Budget Performance Report

From Date: 7/1/2008 To Date:6/30/2009

	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year Total
Fund: 583 Sanctuary Lake Golf Course									
Expense									
Department: 765 Sanctuary Lake Greens									
7702 Personal Service	\$217,000.00	\$0.00	\$217,000.00	\$34,577.22	\$0.00	\$178,430.73	\$38,569.27	82%	\$0.00
7705 Holiday	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,224.48	(\$1,224.48)	+++	\$0.00
7706 Personal Business	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$818.24	(\$818.24)	+++	\$0.00
7707 S/A Supplement	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$0.00
7708 Union Business	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$0.00
7709 Funeral Leave	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$0.00
7710 Injury Leave	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$0.00
7711 Jury Duty	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$0.00
7715 FICA	\$16,600.00	\$0.00	\$16,600.00	\$1,036.84	\$0.00	\$11,555.83	\$5,044.17	70%	\$0.00
7717 Workers Comp and Unemployment	\$2,300.00	\$0.00	\$2,300.00	\$185.03	\$0.00	\$1,271.37	\$1,028.63	55%	\$0.00
7718 Sick Pay Allowance	\$6,180.00	\$0.00	\$6,180.00	\$204.72	\$0.00	\$2,175.78	\$4,004.22	35%	\$0.00
7719 Hospital and Life Insurance	\$16,280.00	\$0.00	\$16,280.00	\$776.67	\$0.00	\$8,895.59	\$7,384.41	55%	\$0.00
7720 Vacation	\$5,730.00	\$0.00	\$5,730.00	\$511.80	\$0.00	\$2,245.94	\$3,484.06	39%	\$0.00
7722 Retirement	\$25,000.00	\$0.00	\$25,000.00	\$1,906.41	\$0.00	\$14,905.89	\$10,094.11	60%	\$0.00
7740 Operating Supplies	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$0.00
7740-010 Operating Supplies - General	\$25,000.00	\$0.00	\$25,000.00	\$2,581.21	\$0.00	\$30,124.30	(\$5,124.30)	120%	\$0.00
7740-100 Operating Supplies - Seed & Planting	\$50,000.00	\$0.00	\$50,000.00	\$11,679.84	\$0.00	\$62,980.82	(\$12,980.82)	126%	\$0.00
Rollup Account 7740 Operating Supplies totals:	\$75,000.00	\$0.00	\$75,000.00	\$14,261.05	\$0.00	\$93,105.12	(\$18,105.12)	124%	\$0.00
7751 Fuel	\$8,000.00	\$0.00	\$8,000.00	\$1,464.06	\$0.00	\$14,278.35	(\$6,278.35)	178%	\$0.00
7766 Tools	\$1,000.00	\$0.00	\$1,000.00	\$0.00	\$0.00	\$1,034.94	(\$34.94)	103%	\$0.00
7768 Uniforms	\$500.00	\$0.00	\$500.00	\$33.00	\$0.00	\$478.81	\$21.19	96%	\$0.00
7774 Repair/Mtnce Supplies	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$0.00

# CITY OF TROY - LIVE

## Budget Performance Report

From Date: 7/1/2008 To Date: 6/30/2009

	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year Total
7774-100 Repair/Mtnce Supplies - Blding Mt Supplies	\$1,500.00	\$0.00	\$1,500.00	\$250.31	\$0.00	\$805.99	\$694.01	54%	\$0.00
Rollup Account 7774 Repair/Mtnce Supplies totals:	\$1,500.00	\$0.00	\$1,500.00	\$250.31	\$0.00	\$805.99	\$694.01	54%	\$0.00
7801 Professional Services	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$0.00
7801-010 Professional Services - Adm & Prof	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$0.00
7801-050 Professional Services - Building Maintenance	\$24,500.00	\$0.00	\$24,500.00	\$6,070.50	\$0.00	\$24,282.00	\$218.00	99%	\$0.00
Rollup Account 7801 Professional Services totals:	\$24,500.00	\$0.00	\$24,500.00	\$6,070.50	\$0.00	\$24,282.00	\$218.00	99%	\$0.00
7802 Contractual Services	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$0.00
7802-050 Contractual Services - Grounds Maintenance	\$45,000.00	\$0.00	\$45,000.00	\$12,971.24	\$0.00	\$47,827.96	(\$2,827.96)	106%	\$0.00
7802-110 Contractual Services - Custodial Contractor	\$1,720.00	\$0.00	\$1,720.00	\$291.60	\$0.00	\$1,307.40	\$412.60	76%	\$0.00
7802-150 Contractual Services - Contractor-Equipment Maintenance	\$3,500.00	\$0.00	\$3,500.00	\$2,528.00	\$0.00	\$5,739.48	(\$2,239.48)	164%	\$0.00
7802-160 Contractual Services - Insect Control	\$1,000.00	\$0.00	\$1,000.00	\$28.00	\$0.00	\$140.00	\$860.00	14%	\$0.00
7802-210 Contractual Services - Refuse Contractor	\$3,250.00	\$0.00	\$3,250.00	\$662.48	\$0.00	\$3,964.30	(\$714.30)	122%	\$0.00
Rollup Account 7802 Contractual Services totals:	\$54,470.00	\$0.00	\$54,470.00	\$16,481.32	\$0.00	\$58,979.14	(\$4,509.14)	108%	\$0.00
7814 Computer Services	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$0.00
7814-040 Computer Services - Computer Serv-Internal	\$2,790.00	\$0.00	\$2,790.00	\$696.25	\$0.00	\$2,785.00	\$5.00	100%	\$0.00
Rollup Account 7814 Computer Services totals:	\$2,790.00	\$0.00	\$2,790.00	\$696.25	\$0.00	\$2,785.00	\$5.00	100%	\$0.00
7920 Public Utilities	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$0.00
7920-010 Public Utilities - Electricity	\$14,500.00	\$0.00	\$14,500.00	\$4,883.06	\$0.00	\$14,019.87	\$480.13	97%	\$0.00
7920-020 Public Utilities - Heat	\$2,200.00	\$0.00	\$2,200.00	\$37.55	\$0.00	\$1,843.69	\$356.31	84%	\$0.00
7920-035 Public Utilities - Water	\$1,050.00	\$0.00	\$1,050.00	\$0.00	\$0.00	\$1,283.74	(\$233.74)	122%	\$0.00

CITY OF TROY - LIVE

## Budget Performance Report

From Date: 7/1/2008 To Date:6/30/2009

	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year Total
7920-040 Public Utilities - Telephone	\$300.00	\$0.00	\$300.00	\$49.41	\$0.00	\$259.87	\$40.13	87%	\$0.00
Rollup Account 7920 Public Utilities totals:	\$18,050.00	\$0.00	\$18,050.00	\$4,970.02	\$0.00	\$17,407.17	\$642.83	96%	\$0.00
7943 Vehicle Rental-Motor Pool	\$10,500.00	\$0.00	\$10,500.00	\$733.16	\$0.00	\$9,854.73	\$645.27	94%	\$0.00
7955 Miscellaneous	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$0.00
7955-105 Miscellaneous - Insurance Other	\$2,000.00	\$0.00	\$2,000.00	\$0.00	\$0.00	\$0.00	\$2,000.00	0%	\$0.00
Rollup Account 7955 Miscellaneous totals:	\$2,000.00	\$0.00	\$2,000.00	\$0.00	\$0.00	\$0.00	\$2,000.00	0%	\$0.00
7958 Membership & Dues	\$200.00	\$0.00	\$200.00	\$0.00	\$0.00	\$117.50	\$82.50	59%	\$0.00
7960 Education & Training	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$0.00
7960-110 Education & Training - General	\$1,500.00	\$0.00	\$1,500.00	\$216.08	\$0.00	\$465.93	\$1,034.07	31%	\$0.00
Rollup Account 7960 Education & Training totals:	\$1,500.00	\$0.00	\$1,500.00	\$216.08	\$0.00	\$465.93	\$1,034.07	31%	\$0.00
7962 Other	\$200.00	\$0.00	\$200.00	\$0.00	\$0.00	\$200.00	\$0.00	100%	\$0.00
7968 Depreciation	\$350,000.00	\$0.00	\$350,000.00	\$29,389.10	\$0.00	\$354,319.28	(\$4,319.28)	101%	\$0.00
Department: 765 Sanctuary Lake Greens totals:	\$839,300.00	\$0.00	\$839,300.00	\$113,763.54	\$0.00	\$799,637.81	\$39,662.19	95%	\$0.00
Expenditure Totals:	\$839,300.00	\$0.00	\$839,300.00	\$113,763.54	\$0.00	\$799,637.81	\$39,662.19	95%	\$0.00
<b>Fund Totals: Sanctuary Lake Golf Course</b>	<b>(\$839,300.00)</b>	<b>\$0.00</b>	<b>(\$839,300.00)</b>	<b>(\$113,763.54)</b>	<b>\$0.00</b>	<b>(\$799,637.81)</b>	<b>(\$39,662.19)</b>		<b>\$0.00</b>
<b>Expenditure Grand Totals:</b>	<b>\$839,300.00</b>	<b>\$0.00</b>	<b>\$839,300.00</b>	<b>\$113,763.54</b>	<b>\$0.00</b>	<b>\$799,637.81</b>	<b>\$39,662.19</b>	<b>95%</b>	<b>\$0.00</b>
<b>Grand Totals:</b>	<b>(\$839,300.00)</b>	<b>\$0.00</b>	<b>(\$839,300.00)</b>	<b>(\$113,763.54)</b>	<b>\$0.00</b>	<b>(\$799,637.81)</b>	<b>(\$39,662.19)</b>		<b>\$0.00</b>

CITY OF TROY - LIVE

# Budget Performance Report

From Date: 7/1/2008 To Date:6/30/2009

	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year Total
Fund: 583 Sanctuary Lake Golf Course									
Expense									
Department: 766 Sanctuary Lake Pro Shop									
7702 Personal Service	\$141,140.00	\$0.00	\$141,140.00	\$25,375.91	\$0.00	\$136,579.31	\$4,560.69	97%	\$0.00
7705 Holiday	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$376.83	(\$376.83)	+++	\$0.00
7706 Personal Business	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$764.58	(\$764.58)	+++	\$0.00
7707 S/A Supplement	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$0.00
7708 Union Business	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$0.00
7709 Funeral Leave	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$0.00
7710 Injury Leave	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$0.00
7711 Jury Duty	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$0.00
7715 FICA	\$10,800.00	\$0.00	\$10,800.00	\$1,910.84	\$0.00	\$10,817.68	(\$17.68)	100%	\$0.00
7717 Workers Comp and Unemployment	\$1,550.00	\$0.00	\$1,550.00	\$448.91	\$0.00	\$1,667.65	(\$117.65)	108%	\$0.00
7718 Sick Pay Allowance	\$2,500.00	\$0.00	\$2,500.00	\$254.86	\$0.00	\$2,616.57	(\$116.57)	105%	\$0.00
7719 Hospital and Life Insurance	\$10,000.00	\$0.00	\$10,000.00	\$2,100.56	\$0.00	\$15,914.34	(\$5,914.34)	159%	\$0.00
7720 Vacation	\$2,330.00	\$0.00	\$2,330.00	\$957.24	\$0.00	\$4,654.55	(\$2,324.55)	200%	\$0.00
7722 Retirement	\$8,000.00	\$0.00	\$8,000.00	\$1,490.46	\$0.00	\$12,320.08	(\$4,320.08)	154%	\$0.00
7728 Office Supplies	\$300.00	\$0.00	\$300.00	\$85.81	\$0.00	\$522.50	(\$222.50)	174%	\$0.00
7736 Supplies for Resale	\$30,000.00	\$0.00	\$30,000.00	(\$11,219.16)	\$0.00	\$15,141.85	\$14,858.15	50%	\$0.00
7740 Operating Supplies	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$0.00
7740-010 Operating Supplies - General	\$5,000.00	\$0.00	\$5,000.00	\$0.00	\$0.00	\$10,602.83	(\$5,602.83)	212%	\$0.00
7740-060 Operating Supplies - Food	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$0.00
Rollup Account 7740 Operating Supplies totals:	\$5,000.00	\$0.00	\$5,000.00	\$0.00	\$0.00	\$10,602.83	(\$5,602.83)	212%	\$0.00
7768 Uniforms	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$0.00
7774 Repair/Mtnce Supplies	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$0.00
7774-100 Repair/Mtnce Supplies - Blding Mt Supplies	\$1,800.00	\$0.00	\$1,800.00	\$861.97	\$0.00	\$2,076.31	(\$276.31)	115%	\$0.00

## CITY OF TROY - LIVE

**Budget Performance Report**

From Date: 7/1/2008 To Date:6/30/2009

	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year Total
7774-110 Repair/Mtnce Supplies - Parts	\$300.00	\$0.00	\$300.00	\$0.00	\$0.00	\$627.76	(\$327.76)	209%	\$0.00
Rollup Account 7774 Repair/Mtnce Supplies totals:	\$2,100.00	\$0.00	\$2,100.00	\$861.97	\$0.00	\$2,704.07	(\$604.07)	129%	\$0.00
7801 Professional Services	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$0.00
7801-010 Professional Services - Adm & Prof	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$0.00
7801-050 Professional Services - Building Maintenance	\$8,900.00	\$0.00	\$8,900.00	\$2,206.00	\$0.00	\$8,824.00	\$76.00	99%	\$0.00
Rollup Account 7801 Professional Services totals:	\$8,900.00	\$0.00	\$8,900.00	\$2,206.00	\$0.00	\$8,824.00	\$76.00	99%	\$0.00
7802 Contractual Services	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$0.00
7802-071 Contractual Services - Lessons	\$20,000.00	\$0.00	\$20,000.00	\$0.00	\$0.00	\$19,940.00	\$60.00	100%	\$0.00
7802-110 Contractual Services - Custodial Contractor	\$2,400.00	\$0.00	\$2,400.00	\$600.00	\$0.00	\$1,600.00	\$800.00	67%	\$0.00
7802-220 Contractual Services - Security System	\$1,200.00	\$0.00	\$1,200.00	\$0.00	\$0.00	\$1,054.44	\$145.56	88%	\$0.00
Rollup Account 7802 Contractual Services totals:	\$23,600.00	\$0.00	\$23,600.00	\$600.00	\$0.00	\$22,594.44	\$1,005.56	96%	\$0.00
7814 Computer Services	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$0.00
7814-040 Computer Services - Computer Serv-Internal	\$8,360.00	\$0.00	\$8,360.00	\$2,088.75	\$0.00	\$8,355.00	\$5.00	100%	\$0.00
Rollup Account 7814 Computer Services totals:	\$8,360.00	\$0.00	\$8,360.00	\$2,088.75	\$0.00	\$8,355.00	\$5.00	100%	\$0.00
7863 Travel & Mileage	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$0.00
7901 Printing	\$1,500.00	\$0.00	\$1,500.00	\$970.00	\$0.00	\$1,177.50	\$322.50	79%	\$0.00
7920 Public Utilities	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$0.00
7920-010 Public Utilities - Electricity	\$17,200.00	\$0.00	\$17,200.00	\$1,162.89	\$0.00	\$12,061.48	\$5,138.52	70%	\$0.00
7920-020 Public Utilities - Heat	\$6,000.00	\$0.00	\$6,000.00	\$585.05	\$0.00	\$5,097.27	\$902.73	85%	\$0.00
7920-035 Public Utilities - Water	\$900.00	\$0.00	\$900.00	\$0.00	\$0.00	\$964.91	(\$64.91)	107%	\$0.00
7920-040 Public Utilities - Telephone	\$900.00	\$0.00	\$900.00	\$228.25	\$0.00	\$1,317.41	(\$417.41)	146%	\$0.00
Rollup Account 7920 Public Utilities totals:	\$25,000.00	\$0.00	\$25,000.00	\$1,976.19	\$0.00	\$19,441.07	\$5,558.93	78%	\$0.00
7943 Vehicle Rental-Motor Pool	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$0.00

CITY OF TROY - LIVE

# Budget Performance Report

From Date: 7/1/2008 To Date:6/30/2009

	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year Total
7955 Miscellaneous	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$0.00
7955-050 Miscellaneous - Sales Tax	\$20,000.00	\$0.00	\$20,000.00	\$6,439.89	\$0.00	\$20,757.26	(\$757.26)	104%	\$0.00
7955-105 Miscellaneous - Insurance Other	\$2,030.00	\$0.00	\$2,030.00	\$0.00	\$0.00	\$0.00	\$2,030.00	0%	\$0.00
Rollup Account 7955 Miscellaneous totals:	\$22,030.00	\$0.00	\$22,030.00	\$6,439.89	\$0.00	\$20,757.26	\$1,272.74	94%	\$0.00
7960 Education & Training	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$0.00
7960-110 Education & Training - General	\$500.00	\$0.00	\$500.00	\$0.00	\$0.00	\$0.00	\$500.00	0%	\$0.00
Rollup Account 7960 Education & Training totals:	\$500.00	\$0.00	\$500.00	\$0.00	\$0.00	\$0.00	\$500.00	0%	\$0.00
7962 Other	\$10,000.00	\$0.00	\$10,000.00	\$8,604.00	\$0.00	\$14,358.97	(\$4,358.97)	144%	\$0.00
7991 Principal	\$300,000.00	\$0.00	\$300,000.00	\$0.00	\$0.00	\$0.00	\$300,000.00	0%	\$0.00
7995 Interest	\$527,900.00	\$0.00	\$527,900.00	(\$950.00)	\$0.00	\$526,950.00	\$950.00	100%	\$0.00
7998 Other Fees	\$400.00	\$0.00	\$400.00	(\$276.45)	\$0.00	\$3,183.21	(\$2,783.21)	796%	\$0.00
Department: 766 Sanctuary Lake Pro Shop totals:	\$1,141,910.00	\$0.00	\$1,141,910.00	\$43,925.78	\$0.00	\$840,324.29	\$301,585.71	74%	\$0.00
Expenditure Totals:	\$1,141,910.00	\$0.00	\$1,141,910.00	\$43,925.78	\$0.00	\$840,324.29	\$301,585.71	74%	\$0.00
<b>Fund Totals: Sanctuary Lake Golf Course</b>	(\$1,141,910.00)	\$0.00	(\$1,141,910.00)	(\$43,925.78)	\$0.00	(\$840,324.29)	(\$301,585.71)		\$0.00
<b>Expenditure Grand Totals:</b>	\$1,141,910.00	\$0.00	\$1,141,910.00	\$43,925.78	\$0.00	\$840,324.29	\$301,585.71	74%	\$0.00
<b>Grand Totals:</b>	(\$1,141,910.00)	\$0.00	(\$1,141,910.00)	(\$43,925.78)	\$0.00	(\$840,324.29)	(\$301,585.71)		\$0.00

CITY OF TROY - LIVE

# Budget Performance Report

From Date: 7/1/2008 To Date:6/30/2009

	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year Total
Fund: 584 SYLVAN GLEN GOLF COURSE									
Revenue									
Department: 000 Revenue									
4642 Sales	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$0.00
4642-065 Sales - Merchandise	\$35,000.00	\$0.00	\$35,000.00	\$4,181.91	\$0.00	\$22,801.46	\$12,198.54	65%	\$0.00
4642-070 Sales - Miscellaneous	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$0.00
Rollup Account 4642 Sales totals:	\$35,000.00	\$0.00	\$35,000.00	\$4,181.91	\$0.00	\$22,801.46	\$12,198.54	65%	\$0.00
4651 Use and Administration	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$0.00
4651-020 Use and Administration - Cart Rentals	\$250,000.00	\$0.00	\$250,000.00	\$41,578.00	\$0.00	\$206,530.00	\$43,470.00	83%	\$0.00
4651-030 Use and Administration - Golf Fees	\$807,140.00	\$0.00	\$807,140.00	\$167,277.49	\$0.00	\$745,738.82	\$61,401.18	92%	\$0.00
Rollup Account 4651 Use and Administration totals:	\$1,057,140.00	\$0.00	\$1,057,140.00	\$208,855.49	\$0.00	\$952,268.82	\$104,871.18	90%	\$0.00
4667 Rent Income	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$0.00
4667-015 Rent Income - Communication Tower	\$89,000.00	\$0.00	\$89,000.00	\$0.00	\$0.00	\$112,800.00	(\$23,800.00)	127%	\$0.00
4667-090 Rent Income - Restaurant	\$87,720.00	\$0.00	\$87,720.00	\$7,310.00	\$0.00	\$90,663.99	(\$2,943.99)	103%	\$0.00
Rollup Account 4667 Rent Income totals:	\$176,720.00	\$0.00	\$176,720.00	\$7,310.00	\$0.00	\$203,463.99	(\$26,743.99)	115%	\$0.00
4669 Investment Income	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$0.00
4669-020 Investment Income - Investment Income	\$50,000.00	\$0.00	\$50,000.00	\$1,553.46	\$0.00	\$30,446.17	\$19,553.83	61%	\$0.00
Rollup Account 4669 Investment Income totals:	\$50,000.00	\$0.00	\$50,000.00	\$1,553.46	\$0.00	\$30,446.17	\$19,553.83	61%	\$0.00
4676 Reimbursements	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$0.00
4676-010 Reimbursements - Reimbursements	\$0.00	\$0.00	\$0.00	\$399.55	\$0.00	\$399.55	(\$399.55)	+++	\$0.00
Rollup Account 4676 Reimbursements totals:	\$0.00	\$0.00	\$0.00	\$399.55	\$0.00	\$399.55	(\$399.55)	+++	\$0.00
4693 Gain on Sale-Dep Capital Assets	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$0.00

CITY OF TROY - LIVE

# Budget Performance Report

From Date: 7/1/2008 To Date:6/30/2009

	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year Total
4693-100 Gain on Sale-Dep Capital Assets - Cash/Clearing	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$0.00
4693-200 Gain on Sale-Dep Capital Assets - Proceeds from Disposition	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$0.00
Rollup Account 4693 Gain on Sale-Dep Capital Assets totals:	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$0.00
4694 Cash Over or Short	\$0.00	\$0.00	\$0.00	(\$0.71)	\$0.00	(\$36.70)	\$36.70	+++	\$0.00
4699 Operating Transfers In	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$0.00
4699-584 Operating Transfers In - Golf Course	\$67,510.00	\$0.00	\$67,510.00	\$0.00	\$0.00	\$0.00	\$67,510.00	0%	\$0.00
4699-585 Operating Transfers In - MBA-Golf	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$0.00
Rollup Account 4699 Operating Transfers In totals:	\$67,510.00	\$0.00	\$67,510.00	\$0.00	\$0.00	\$0.00	\$67,510.00	0%	\$0.00
Department: 000 Revenue totals:	\$1,386,370.00	\$0.00	\$1,386,370.00	\$222,299.70	\$0.00	\$1,209,343.29	\$177,026.71	87%	\$0.00
Revenue Totals	\$1,386,370.00	\$0.00	\$1,386,370.00	\$222,299.70	\$0.00	\$1,209,343.29	\$177,026.71	87%	\$0.00
Revenue Totals:	\$1,386,370.00	\$0.00	\$1,386,370.00	\$222,299.70	\$0.00	\$1,209,343.29	\$177,026.71	87%	\$0.00
<b>Fund Totals: SYLVAN GLEN GOLF COURSE</b>	<b>\$1,386,370.00</b>	<b>\$0.00</b>	<b>\$1,386,370.00</b>	<b>\$222,299.70</b>	<b>\$0.00</b>	<b>\$1,209,343.29</b>	<b>\$177,026.71</b>		<b>\$0.00</b>
<b>Revenue Grand Totals:</b>	<b>\$1,386,370.00</b>	<b>\$0.00</b>	<b>\$1,386,370.00</b>	<b>\$222,299.70</b>	<b>\$0.00</b>	<b>\$1,209,343.29</b>	<b>\$177,026.71</b>	<b>87%</b>	<b>\$0.00</b>
<b>Grand Totals:</b>	<b>\$1,386,370.00</b>	<b>\$0.00</b>	<b>\$1,386,370.00</b>	<b>\$222,299.70</b>	<b>\$0.00</b>	<b>\$1,209,343.29</b>	<b>\$177,026.71</b>		<b>\$0.00</b>

CITY OF TROY - LIVE

# Budget Performance Report

From Date: 7/1/2008 To Date:6/30/2009

	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year Total
Fund: 584 SYLVAN GLEN GOLF COURSE									
Expense									
Department: 785 Sylvan Glen Greens									
7702 Personal Service	\$255,000.00	\$0.00	\$255,000.00	\$40,045.04	\$0.00	\$223,351.83	\$31,648.17	88%	\$0.00
7705 Holiday	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$3,592.19	(\$3,592.19)	+++	\$0.00
7706 Personal Business	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,074.12	(\$1,074.12)	+++	\$0.00
7707 S/A Supplement	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$0.00
7708 Union Business	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$0.00
7709 Funeral Leave	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$0.00
7710 Injury Leave	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$0.00
7711 Jury Duty	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$0.00
7715 FICA	\$19,500.00	\$0.00	\$19,500.00	\$4,331.80	\$0.00	\$22,702.50	(\$3,202.50)	116%	\$0.00
7717 Workers Comp and Unemployment	\$2,580.00	\$0.00	\$2,580.00	\$1,185.83	\$0.00	\$3,548.70	(\$968.70)	138%	\$0.00
7718 Sick Pay Allowance	\$6,180.00	\$0.00	\$6,180.00	\$392.48	\$0.00	\$3,509.40	\$2,670.60	57%	\$0.00
7719 Hospital and Life Insurance	\$27,870.00	\$0.00	\$27,870.00	\$4,074.08	\$0.00	\$29,196.43	(\$1,326.43)	105%	\$0.00
7720 Vacation	\$5,700.00	\$0.00	\$5,700.00	\$824.74	\$0.00	\$3,471.88	\$2,228.12	61%	\$0.00
7722 Retirement	\$25,560.00	\$0.00	\$25,560.00	\$2,816.16	\$0.00	\$20,625.88	\$4,934.12	81%	\$0.00
7740 Operating Supplies	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$0.00
7740-010 Operating Supplies - General	\$32,000.00	\$0.00	\$32,000.00	\$1,180.84	\$0.00	\$34,413.34	(\$2,413.34)	108%	\$0.00
7740-100 Operating Supplies - Seed & Planting	\$85,000.00	\$0.00	\$85,000.00	\$17,910.79	\$0.00	\$96,768.73	(\$11,768.73)	114%	\$0.00
Rollup Account 7740 Operating Supplies totals:	\$117,000.00	\$0.00	\$117,000.00	\$19,091.63	\$0.00	\$131,182.07	(\$14,182.07)	112%	\$0.00
7751 Fuel	\$15,000.00	\$0.00	\$15,000.00	\$2,758.81	\$0.00	\$21,180.32	(\$6,180.32)	141%	\$0.00
7766 Tools	\$1,000.00	\$0.00	\$1,000.00	\$0.00	\$0.00	\$954.75	\$45.25	95%	\$0.00
7768 Uniforms	\$800.00	\$0.00	\$800.00	\$33.00	\$0.00	\$615.63	\$184.37	77%	\$0.00
7774 Repair/Mtnce Supplies	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$0.00

CITY OF TROY - LIVE

# Budget Performance Report

From Date: 7/1/2008 To Date:6/30/2009

	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year Total
7774-100 Repair/Mtnce Supplies - Blding Mt Supplies	\$2,500.00	\$0.00	\$2,500.00	\$343.07	\$0.00	\$2,180.25	\$319.75	87%	\$0.00
Rollup Account 7774 Repair/Mtnce Supplies totals:	\$2,500.00	\$0.00	\$2,500.00	\$343.07	\$0.00	\$2,180.25	\$319.75	87%	\$0.00
7801 Professional Services	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$0.00
7801-010 Professional Services - Adm & Prof	\$18,170.00	\$0.00	\$18,170.00	\$1,139.00	\$0.00	\$18,170.00	\$0.00	100%	\$0.00
7801-050 Professional Services - Building Maintenance	\$23,000.00	\$0.00	\$23,000.00	\$5,706.00	\$0.00	\$23,869.23	(\$869.23)	104%	\$0.00
Rollup Account 7801 Professional Services totals:	\$41,170.00	\$0.00	\$41,170.00	\$6,845.00	\$0.00	\$42,039.23	(\$869.23)	102%	\$0.00
7802 Contractual Services	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$0.00
7802-050 Contractual Services - Grounds Maintenance	\$33,000.00	\$0.00	\$33,000.00	\$12,682.23	\$0.00	\$42,281.01	(\$9,281.01)	128%	\$0.00
7802-070 Contractual Services - General	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$0.00
7802-110 Contractual Services - Custodial Contractor	\$1,800.00	\$0.00	\$1,800.00	\$300.00	\$0.00	\$1,800.00	\$0.00	100%	\$0.00
7802-150 Contractual Services - Contractor-Equipment Maintenance	\$4,800.00	\$0.00	\$4,800.00	\$136.00	\$0.00	\$6,074.81	(\$1,274.81)	127%	\$0.00
7802-160 Contractual Services - Insect Control	\$0.00	\$0.00	\$0.00	\$28.00	\$0.00	\$140.00	(\$140.00)	+++	\$0.00
7802-210 Contractual Services - Refuse Contractor	\$1,200.00	\$0.00	\$1,200.00	\$340.20	\$0.00	\$2,035.76	(\$835.76)	170%	\$0.00
Rollup Account 7802 Contractual Services totals:	\$40,800.00	\$0.00	\$40,800.00	\$13,486.43	\$0.00	\$52,331.58	(\$11,531.58)	128%	\$0.00
7814 Computer Services	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$0.00
7814-040 Computer Services - Computer Serv-Internal	\$5,570.00	\$0.00	\$5,570.00	\$1,392.50	\$0.00	\$5,570.00	\$0.00	100%	\$0.00
Rollup Account 7814 Computer Services totals:	\$5,570.00	\$0.00	\$5,570.00	\$1,392.50	\$0.00	\$5,570.00	\$0.00	100%	\$0.00
7920 Public Utilities	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$0.00
7920-010 Public Utilities - Electricity	\$11,500.00	\$0.00	\$11,500.00	\$3,200.59	\$0.00	\$9,408.20	\$2,091.80	82%	\$0.00
7920-020 Public Utilities - Heat	\$5,200.00	\$0.00	\$5,200.00	\$0.00	\$0.00	\$6,380.55	(\$1,180.55)	123%	\$0.00
7920-035 Public Utilities - Water	\$1,100.00	\$0.00	\$1,100.00	\$79.20	\$0.00	\$428.08	\$671.92	39%	\$0.00

# CITY OF TROY - LIVE

## Budget Performance Report

From Date: 7/1/2008 To Date:6/30/2009

	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year Total
7920-040 Public Utilities - Telephone	\$300.00	\$0.00	\$300.00	\$179.07	\$0.00	\$1,018.39	(\$718.39)	339%	\$0.00
Rollup Account 7920 Public Utilities totals:	\$18,100.00	\$0.00	\$18,100.00	\$3,458.86	\$0.00	\$17,235.22	\$864.78	95%	\$0.00
7943 Vehicle Rental-Motor Pool	\$14,000.00	\$0.00	\$14,000.00	\$1,305.42	\$0.00	\$12,211.89	\$1,788.11	87%	\$0.00
7955 Miscellaneous	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$0.00
7955-105 Miscellaneous - Insurance Other	\$2,210.00	\$0.00	\$2,210.00	\$0.00	\$0.00	\$0.00	\$2,210.00	0%	\$0.00
Rollup Account 7955 Miscellaneous totals:	\$2,210.00	\$0.00	\$2,210.00	\$0.00	\$0.00	\$0.00	\$2,210.00	0%	\$0.00
7958 Membership & Dues	\$400.00	\$0.00	\$400.00	\$0.00	\$0.00	\$117.50	\$282.50	29%	\$0.00
7960 Education & Training	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$0.00
7960-110 Education & Training - General	\$1,500.00	\$0.00	\$1,500.00	\$229.06	\$0.00	\$1,372.17	\$127.83	91%	\$0.00
Rollup Account 7960 Education & Training totals:	\$1,500.00	\$0.00	\$1,500.00	\$229.06	\$0.00	\$1,372.17	\$127.83	91%	\$0.00
7962 Other	\$300.00	\$0.00	\$300.00	\$18.00	\$0.00	\$218.00	\$82.00	73%	\$0.00
7968 Depreciation	\$198,000.00	\$0.00	\$198,000.00	\$16,047.63	\$0.00	\$180,242.71	\$17,757.29	91%	\$0.00
Department: 785 Sylvan Glen Greens totals:	\$800,740.00	\$0.00	\$800,740.00	\$118,679.54	\$0.00	\$778,524.25	\$22,215.75	97%	\$0.00
Expenditure Totals:	\$800,740.00	\$0.00	\$800,740.00	\$118,679.54	\$0.00	\$778,524.25	\$22,215.75	97%	\$0.00
<b>Fund Totals: SYLVAN GLEN GOLF COURSE</b>	(\$800,740.00)	\$0.00	(\$800,740.00)	(\$118,679.54)	\$0.00	(\$778,524.25)	(\$22,215.75)		\$0.00
<b>Expenditure Grand Totals:</b>	\$800,740.00	\$0.00	\$800,740.00	\$118,679.54	\$0.00	\$778,524.25	\$22,215.75	97%	\$0.00
<b>Grand Totals:</b>	(\$800,740.00)	\$0.00	(\$800,740.00)	(\$118,679.54)	\$0.00	(\$778,524.25)	(\$22,215.75)		\$0.00

CITY OF TROY - LIVE

# Budget Performance Report

From Date: 7/1/2008 To Date:6/30/2009

	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year Total
Fund: 584 SYLVAN GLEN GOLF COURSE									
Expense									
Department: 786 Sylvan Glen Pro Shop									
7702 Personal Service	\$161,050.00	\$0.00	\$161,050.00	\$25,197.09	\$0.00	\$151,206.55	\$9,843.45	94%	\$0.00
7705 Holiday	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,379.21	(\$1,379.21)	+++	\$0.00
7706 Personal Business	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$764.58	(\$764.58)	+++	\$0.00
7707 S/A Supplement	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$0.00
7708 Union Business	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$0.00
7709 Funeral Leave	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$0.00
7710 Injury Leave	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$0.00
7711 Jury Duty	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$0.00
7715 FICA	\$12,470.00	\$0.00	\$12,470.00	\$1,901.12	\$0.00	\$11,976.14	\$493.86	96%	\$0.00
7717 Workers Comp and Unemployment	\$1,300.00	\$0.00	\$1,300.00	\$445.50	\$0.00	\$1,769.93	(\$469.93)	136%	\$0.00
7718 Sick Pay Allowance	\$4,000.00	\$0.00	\$4,000.00	\$254.86	\$0.00	\$2,843.07	\$1,156.93	71%	\$0.00
7719 Hospital and Life Insurance	\$19,000.00	\$0.00	\$19,000.00	\$2,100.42	\$0.00	\$17,153.56	\$1,846.44	90%	\$0.00
7720 Vacation	\$3,200.00	\$0.00	\$3,200.00	\$957.24	\$0.00	\$5,013.48	(\$1,813.48)	157%	\$0.00
7722 Retirement	\$10,570.00	\$0.00	\$10,570.00	\$1,490.43	\$0.00	\$13,366.36	(\$2,796.36)	126%	\$0.00
7728 Office Supplies	\$200.00	\$0.00	\$200.00	\$86.90	\$0.00	\$524.69	(\$324.69)	262%	\$0.00
7736 Supplies for Resale	\$25,000.00	\$0.00	\$25,000.00	(\$2,134.96)	\$0.00	\$21,754.14	\$3,245.86	87%	\$0.00
7740 Operating Supplies	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$0.00
7740-010 Operating Supplies - General	\$2,000.00	\$0.00	\$2,000.00	\$75.81	\$0.00	\$2,485.52	(\$485.52)	124%	\$0.00
Rollup Account 7740 Operating Supplies totals:	\$2,000.00	\$0.00	\$2,000.00	\$75.81	\$0.00	\$2,485.52	(\$485.52)	124%	\$0.00
7768 Uniforms	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$0.00
7774 Repair/Mtnce Supplies	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$0.00
7774-100 Repair/Mtnce Supplies - Blding Mt Supplies	\$700.00	\$0.00	\$700.00	\$43.95	\$0.00	\$965.57	(\$265.57)	138%	\$0.00

CITY OF TROY - LIVE

# Budget Performance Report

From Date: 7/1/2008 To Date:6/30/2009

	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year Total
7774-110 Repair/Mtnce Supplies - Parts	\$500.00	\$0.00	\$500.00	\$0.00	\$0.00	\$0.00	\$500.00	0%	\$0.00
Rollup Account 7774 Repair/Mtnce Supplies totals:	\$1,200.00	\$0.00	\$1,200.00	\$43.95	\$0.00	\$965.57	\$234.43	80%	\$0.00
7801 Professional Services	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$0.00
7801-010 Professional Services - Adm & Prof	\$27,250.00	\$0.00	\$27,250.00	\$21,572.00	\$0.00	\$27,250.00	\$0.00	100%	\$0.00
7801-050 Professional Services - Building Maintenance	\$11,400.00	\$0.00	\$11,400.00	\$4,573.50	\$0.00	\$13,044.00	(\$1,644.00)	114%	\$0.00
Rollup Account 7801 Professional Services totals:	\$38,650.00	\$0.00	\$38,650.00	\$26,145.50	\$0.00	\$40,294.00	(\$1,644.00)	104%	\$0.00
7802 Contractual Services	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$0.00
7802-110 Contractual Services - Custodial Contractor	\$2,200.00	\$0.00	\$2,200.00	\$714.00	\$0.00	\$1,904.00	\$296.00	87%	\$0.00
7802-180 Contractual Services - Office Equipment Mtnce	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$0.00
7802-220 Contractual Services - Security System	\$400.00	\$0.00	\$400.00	\$0.00	\$0.00	\$342.00	\$58.00	86%	\$0.00
Rollup Account 7802 Contractual Services totals:	\$2,600.00	\$0.00	\$2,600.00	\$714.00	\$0.00	\$2,246.00	\$354.00	86%	\$0.00
7814 Computer Services	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$0.00
7814-040 Computer Services - Computer Serv-Internal	\$11,140.00	\$0.00	\$11,140.00	\$2,088.75	\$0.00	\$8,355.00	\$2,785.00	75%	\$0.00
Rollup Account 7814 Computer Services totals:	\$11,140.00	\$0.00	\$11,140.00	\$2,088.75	\$0.00	\$8,355.00	\$2,785.00	75%	\$0.00
7863 Travel & Mileage	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$0.00
7901 Printing	\$1,500.00	\$0.00	\$1,500.00	\$970.00	\$0.00	\$1,177.50	\$322.50	79%	\$0.00
7920 Public Utilities	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$0.00
7920-010 Public Utilities - Electricity	\$7,800.00	\$0.00	\$7,800.00	\$1,495.71	\$0.00	\$6,061.99	\$1,738.01	78%	\$0.00
7920-020 Public Utilities - Heat	\$5,000.00	\$0.00	\$5,000.00	\$179.23	\$0.00	\$4,734.34	\$265.66	95%	\$0.00
7920-035 Public Utilities - Water	\$530.00	\$0.00	\$530.00	\$91.00	\$0.00	\$741.10	(\$211.10)	140%	\$0.00
7920-040 Public Utilities - Telephone	\$530.00	\$0.00	\$530.00	\$136.11	\$0.00	\$764.28	(\$234.28)	144%	\$0.00
Rollup Account 7920 Public Utilities totals:	\$13,860.00	\$0.00	\$13,860.00	\$1,902.05	\$0.00	\$12,301.71	\$1,558.29	89%	\$0.00
7943 Vehicle Rental-Motor Pool	\$500.00	\$0.00	\$500.00	\$0.00	\$0.00	\$883.39	(\$383.39)	177%	\$0.00

## CITY OF TROY - LIVE

**Budget Performance Report**

From Date: 7/1/2008 To Date:6/30/2009

	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year Total
7955 Miscellaneous	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$0.00
7955-050 Miscellaneous - Sales Tax	\$15,000.00	\$0.00	\$15,000.00	\$4,314.33	\$0.00	\$13,983.46	\$1,016.54	93%	\$0.00
7955-105 Miscellaneous - Insurance Other	\$1,990.00	\$0.00	\$1,990.00	\$0.00	\$0.00	\$0.00	\$1,990.00	0%	\$0.00
Rollup Account 7955 Miscellaneous totals:	\$16,990.00	\$0.00	\$16,990.00	\$4,314.33	\$0.00	\$13,983.46	\$3,006.54	82%	\$0.00
7960 Education & Training	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$0.00
7960-110 Education & Training - General	\$500.00	\$0.00	\$500.00	\$0.00	\$0.00	\$0.00	\$500.00	0%	\$0.00
Rollup Account 7960 Education & Training totals:	\$500.00	\$0.00	\$500.00	\$0.00	\$0.00	\$0.00	\$500.00	0%	\$0.00
7962 Other	\$14,000.00	\$0.00	\$14,000.00	\$7,024.87	\$0.00	\$14,993.98	(\$993.98)	107%	\$0.00
Department: 786 Sylvan Glen Pro Shop totals:	\$339,730.00	\$0.00	\$339,730.00	\$73,577.86	\$0.00	\$325,437.84	\$14,292.16	96%	\$0.00
Expenditure Totals:	\$339,730.00	\$0.00	\$339,730.00	\$73,577.86	\$0.00	\$325,437.84	\$14,292.16	96%	\$0.00
<b>Fund Totals: SYLVAN GLEN GOLF COURSE</b>	(\$339,730.00)	\$0.00	(\$339,730.00)	(\$73,577.86)	\$0.00	(\$325,437.84)	(\$14,292.16)		\$0.00
<b>Expenditure Grand Totals:</b>	\$339,730.00	\$0.00	\$339,730.00	\$73,577.86	\$0.00	\$325,437.84	\$14,292.16	96%	\$0.00
<b>Grand Totals:</b>	(\$339,730.00)	\$0.00	(\$339,730.00)	(\$73,577.86)	\$0.00	(\$325,437.84)	(\$14,292.16)		\$0.00



2009/10  
Budget

GOLF DIVISION

### FUNCTIONAL ORGANIZATIONAL CHART

- ***Department Administration***

- ✓ Conducts facility planning and development
- ✓ Works on intergovernmental projects
- ✓ Works on capital improvement projects
- ✓ Seeks grants
- ✓ Coordinates marketing
- ✓ Coordinates staff assignments
- ✓ Conducts park planning and development
- ✓ Prepares and administers the department budget
- ✓ Coordinates sponsorship and donations

- ***Golf Division***

- ✓ Operates two municipal golf operations
- ✓ Serves as liaison with restaurant operations
- ✓ Provides for repairs and improvements to courses
- ✓ Maintains winter sledding area
- ✓ Offers quality tournament program for City residents
- ✓ Offers a full practice facility at Sanctuary Lake Golf Course
- ✓ Oversees the operation of the Sanctuary Lake Golf Academy
- ✓ Offers two full service pro-shop operations



2009/10  
Budget

GOLF DIVISION

# REVENUE AND EXPENSES - SYLVAN GLEN

## **Sylvan Glen Golf Course**

Charges for Service	\$961,302	\$965,000	\$1,092,140	\$1,015,000
Interest and Rents	238,384	236,520	226,720	230,520
Other Revenue	14,626	-	-	-
Operating Transfer In	-	-	67,510	509,580
<b>Total - Revenue</b>	<b>\$ 1,214,312</b>	<b>\$ 1,201,520</b>	<b>\$ 1,386,370</b>	<b>\$ 1,755,100</b>

## **Expenses**

### **Sylvan Glen Greens**

Personal Service Control	\$302,761	\$328,440	\$342,390	\$340,920
Supplies	146,488	140,440	136,300	135,900
Other Services/Charges	323,556	300,450	322,050	303,330
<b>Total - Sylvan Glen Greens</b>	<b>\$ 772,805</b>	<b>\$ 769,330</b>	<b>\$ 800,740</b>	<b>\$ 780,150</b>

### **Sylvan Glen Pro Shop**

Personal Service Control	\$214,351	\$202,270	\$211,590	\$170,990
Supplies	25,345	24,350	28,400	24,500
Other Services/Charges	93,053	93,300	99,740	92,280
<b>Total - Sylvan Glen Pro Shop</b>	<b>\$ 332,749</b>	<b>\$ 319,920</b>	<b>\$ 339,730</b>	<b>\$ 287,770</b>

## **Total - Expenses**

<b>\$ 1,105,554</b>	<b>\$ 1,089,250</b>	<b>\$ 1,140,470</b>	<b>\$ 1,067,920</b>
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## **Revenue Over(Under)Expenses**

<b>\$ 108,758</b>	<b>\$ 112,270</b>	<b>\$ 245,900</b>	<b>\$ 687,180</b>
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## **Capital Outlay**

<b>\$ 89,661</b>	<b>\$ 46,040</b>	<b>\$ 245,900</b>	<b>\$ 687,180</b>
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2009/10  
Budget

GOLF DIVISION

# REVENUE AND EXPENSES - SANCTUARY LAKE

Description	2008 Actual	2009 Projected	2009 Budget	2010 Budget
<b>Revenue</b>				
<b>Sanctuary Lake Golf Course</b>				
Charges for Service	\$981,507	\$998,220	\$1,401,500	\$1,182,000
Interest and Rents	4,306	6,500	10,000	7,000
<b>Total - Revenue</b>	<b>\$ 985,813</b>	<b>\$ 1,004,720</b>	<b>\$ 1,411,500</b>	<b>\$ 1,189,000</b>
<b>Expenses</b>				
<b>Sanctuary Lake Greens</b>				
Personal Service Control	\$216,444	\$243,190	\$289,090	\$297,470
Supplies	102,528	91,350	86,000	90,400
Other Services/Charges	454,156	451,240	464,210	465,800
<b>Total - Sanctuary Lake Greens</b>	<b>\$ 773,128</b>	<b>\$ 785,780</b>	<b>\$ 839,300</b>	<b>\$ 853,670</b>
<b>Sanctuary Lake Pro Shop</b>				
Personal Service Control	\$174,398	\$178,060	\$176,320	\$174,250
Supplies	44,104	35,510	37,400	32,000
Other Services/Charges	90,568	94,290	99,890	93,780
Debt Service	538,406	828,300	828,300	816,600
<b>Total - Sanctuary Lake Pro Shop</b>	<b>\$ 847,476</b>	<b>\$ 1,136,160</b>	<b>\$ 1,141,910</b>	<b>\$ 1,116,630</b>
<b>Total - Expenses</b>	<b>\$ 1,620,604</b>	<b>\$ 1,921,940</b>	<b>\$ 1,981,210</b>	<b>\$ 1,970,300</b>
<b>Revenue Over(Under)Expenses</b>	<b>\$ (634,791)</b>	<b>\$ (917,220)</b>	<b>\$ (569,710)</b>	<b>\$ (781,300)</b>
<b>Capital Outlay</b>	<b>\$ 46,025</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 25,000</b>



2009/10  
Budget

GOLF DIVISION

### DEPARTMENT AT A GLANCE

Funding Level			Estimated			
	2006/07	2007/08	2008/09	2008/09	2009/10	% Of
Summary	Actual	Actual	Budget	Budget	Budget	Change
Sylvan Glen Greens	\$729,347	\$772,805	\$769,330	\$800,740	\$780,150	-3%
Sylvan Glen Pro Shop	352,687	332,749	319,920	339,730	287,770	-15%
<b>Sylvan Glen</b>	<b>\$1,082,034</b>	<b>\$1,105,554</b>	<b>\$1,089,250</b>	<b>\$1,140,470</b>	<b>\$1,067,920</b>	<b>-6%</b>
Sanctuary Lake Greens	\$792,102	\$773,127	\$785,780	\$839,300	\$853,670	2%
Sanctuary Lake Pro Shop	888,113	847,477	1,136,160	1,141,910	\$1,116,630	-2%
<b>Sanctuary Lake</b>	<b>\$1,680,215</b>	<b>\$1,620,604</b>	<b>\$1,921,940</b>	<b>\$1,981,210</b>	<b>\$1,970,300</b>	<b>-1%</b>
<b>Total Department</b>	<b>\$2,762,249</b>	<b>\$2,726,158</b>	<b>\$3,011,190</b>	<b>\$3,121,680</b>	<b>\$3,038,220</b>	<b>-3%</b>
Personal Services	\$918,166	\$907,954	\$951,960	\$1,019,390	\$983,630	-4%
Supplies	329,142	318,465	291,650	288,100	282,800	-2%
Other Services/ Charges	967,359	961,333	939,280	985,890	955,190	-3%
Debt Service	547,582	538,406	828,300	828,300	816,600	-1%
<b>Total Department</b>	<b>\$2,762,249</b>	<b>\$2,726,158</b>	<b>\$3,011,190</b>	<b>\$3,121,680</b>	<b>\$3,038,220</b>	<b>-3%</b>

Personnel								
Summary	2006/07		2007/08		2008/09		2009/10	
	Full-Time	Part-Time	Full-Time	Part-Time	Full-Time	Part-Time	Full-Time	Part-Time
Pro Shop	1	40	1	39	1	39	1	31
Greens	4	32	4	32	4	32	4	23
<b>Total Department</b>	<b>5</b>	<b>72</b>	<b>5</b>	<b>71</b>	<b>5</b>	<b>71</b>	<b>5</b>	<b>54</b>



2009/10  
Budget

GOLF DIVISION

## MISSION AND SERVICE STATEMENTS

### • *Mission Statement*

It is the mission of the Golf Division to provide a quality golf experience for residents and businesses.

### • *Service Statement*

The Golf Division is part of the Parks and Recreation Department and operates Sylvan Glen Golf Course and Sanctuary Lake Golf Course. With Sylvan Glen and Sanctuary Lake, the Golf Division provides an opportunity for 75,000 rounds of golf annually, consisting of open play, league play, and outings. In addition, Sanctuary Lake offers a full-service practice facility and a teaching academy. The Golf Division is a full-service operation that provides golf lessons; facility maintenance; mechanical repairs; pro shop operations; restaurant and banquet opportunities; and course improvements. During the winter months cross-country skiing and sledding are available at Sylvan Glen.

### • *Did You Know?*

- ✓ Sylvan Glen and Sanctuary Lake host 58 leagues with more than 1,050 players. Nearly 20,000 rounds per season are played in leagues.
- ✓ Sylvan Glen and Sanctuary Lake are both recognized as part of the Michigan Turf Grass Environmental Stewardship program.
- ✓ The Golf Division employs more than 70 seasonal workers each summer.
- ✓ In addition to private and group lessons the Sanctuary Lake Golf Academy hosts junior golf camps which provide instruction for nearly 200 junior campers.



2009/10  
Budget

GOLF DIVISION

## PERFORMANCE OBJECTIVES

### Outputs

- ✓ Increase revenues at Sanctuary Lake Golf Course. **(Output M)**
- ✓ Employ marketing strategies to increase rounds and revenues. **(Output M)**
- ✓ Secure additional and maintain current league players as to increase revenues for both Sanctuary Lake and Sylvan Glen golf courses. **(Output M)**
- ✓ Improve condition and aesthetics at both facilities, ensuring a more enjoyable experience for all customers. **(Output L)**
- ✓ Maintain a strong junior program through the golf academy to promote golf in the City of Troy and to increase revenues through new golfers. **(Output O)**

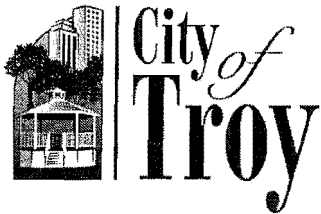
\*See the list of outputs as ranked by City Council in the CITY-WIDE ACTION PLAN on pages 16 and 17.

#### • *Sylvan Glen Golf Course*

	Performance	2007/08	2008/09	2008/09	2009/10
	Indicators	Actual	Projected	Budget	Budget
Efficiency Output	✓ Rounds of Golf	42,451	42,927	47,920	44,355
	✓ Sylvan Glen Revenue	1,241,200	1,223,980	1,388,750	1,240,290

#### • *Sanctuary Lake Golf Course*

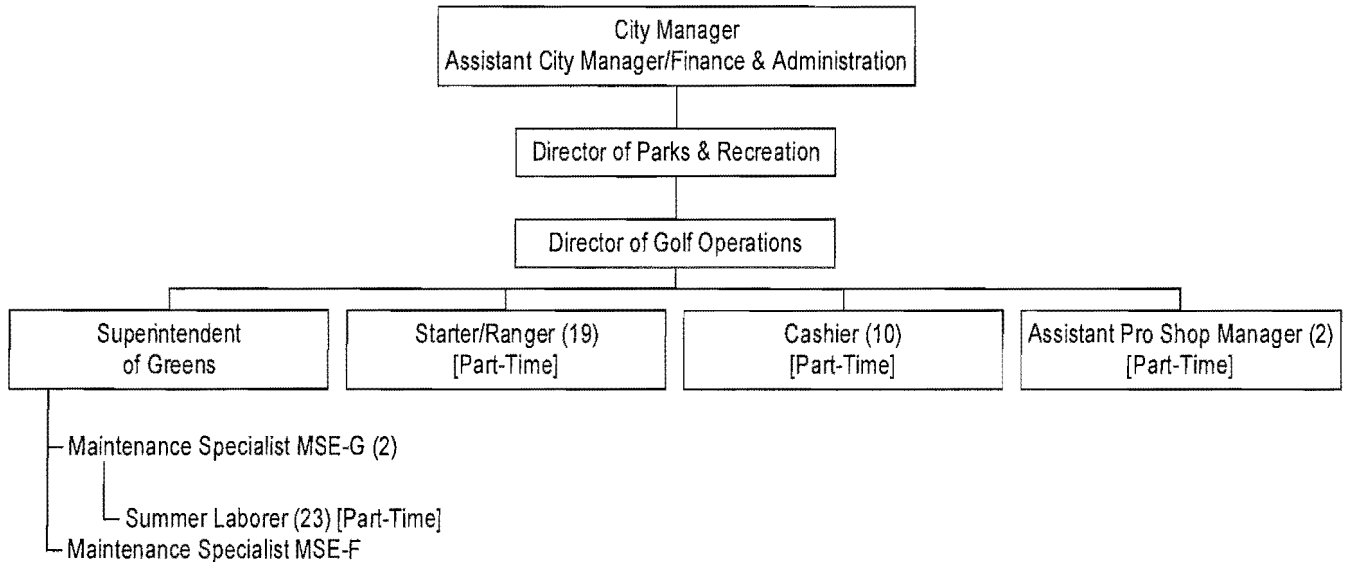
	Performance	2007/08	2008/09	2008/09	2009/10
	Indicators	Actual	Projected	Budget	Budget
Efficiency Output	✓ Rounds of Golf	23,695	26,451	32,000	26,875
	✓ Sanctuary Lake Range Sales	\$90,840	\$78,100	\$106,000	\$94,100
Efficiency	✓ Sanctuary Lake Revenue	\$999,300	1,001,200	\$1,411,500	1,070,750



2009/10  
Budget

GOLF DIVISION

# ORGANIZATIONAL CHART



Staff Summary	Approved 2007/08	Approved 2008/09	Recommended 2009/10
Director of Golf Operations	1	1	1
Assistant Pro Shop Manager [Part-Time]	2	2	2
Cashier [Part-Time]	10	10	10
Maintenance Specialist MSE-F	1	1	1
Maintenance Specialist MSE-G	2	2	2
Starter/Ranger [Part-Time]	27	27	19
Summer Laborer [Part-Time]	32	32	23
Superintendent of Greens	1	1	1
<b>Total Department</b>	<b>76</b>	<b>76</b>	<b>59</b>



2009/10  
Budget

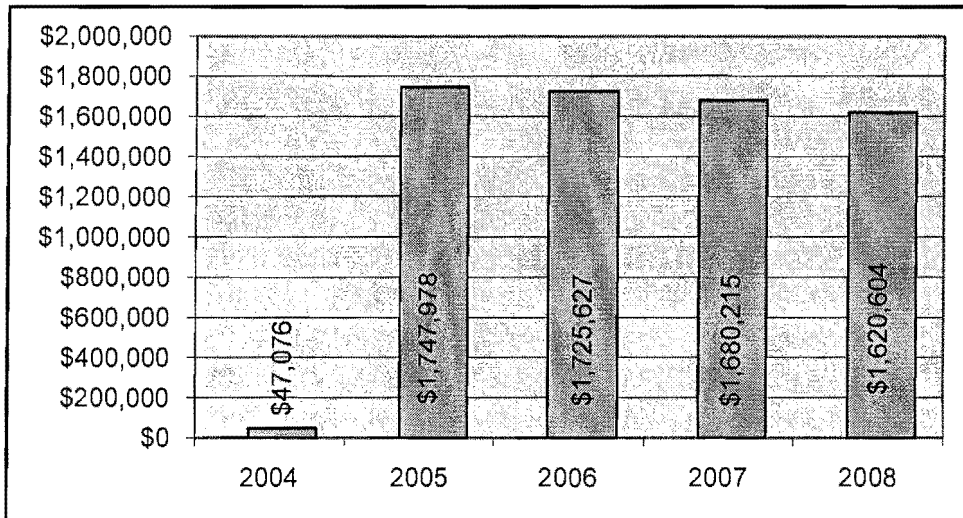
GOLF DIVISION

## SUMMARY OF BUDGET CHANGES

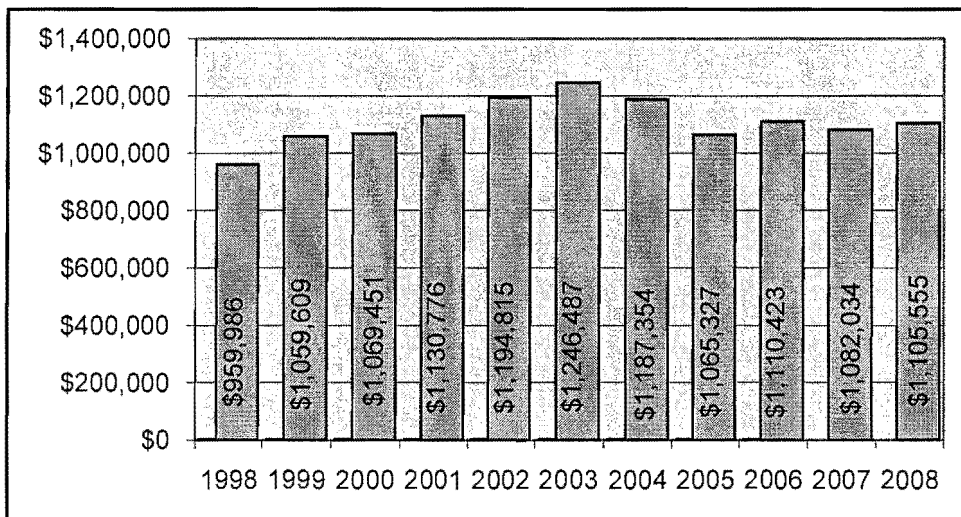
- Significant Notes – 2009/10 Budget Compared to 2008/09**

There were no significant increases or decreases to the Golf Division budget (no changes of 5% or more).

- Operating Budget History - Sanctuary Lake Golf Course**



- Operating Budget History - Sylvan Glen Golf Course**



## EXHIBIT B

### 2009 FEES

#### Peak Season

Off season and other rates available:  
<http://www.troy.mi.gov/ParksRec/Golf/>

Green Fees					
Sylvan Glen				Sanctuary Lake	
Weekday	Walking	With Cart		Weekday	
18 Holes Regular	\$27	\$42		18 Holes AM Special	\$45
18 Holes Resident	\$24	\$35		18 Holes PM Special	\$40
18 Holes Senior/Jr	\$15	\$26		18 Holes Senior/Junior	\$26
9 Holes Regular	\$18	\$28		9 Holes	\$28
9 Holes Resident	\$15	\$25		9 Holes Senior/Junior	\$20
9 Holes Senior/Jr	\$12	\$19		9 Holes AM Special 7-9 am	\$25
				9 Holes PM Special after 5 pm	\$25
Weekend				Weekend	
18 Holes Regular	\$32	\$47		18 Holes AM	\$53
18 Holes Resident	\$28	\$39		18 Holes Special (after 12 pm)	\$45
18 Holes Senior/Jr	\$20	\$31		9 Holes	\$30
18 Holes PM Special	\$20	\$35			
9 Holes Regular	\$19	\$29			
9 Holes Senior/Jr	\$14	\$21			
9 Holes (After 6 pm)	\$15	\$25			
Leagues				Leagues	
9 Holes	\$18	\$28		9 Holes League	\$28
9 Holes Resident	\$15	\$25			
9 Holes Senior Regular (before 1 pm)	\$13	\$20			
9 Holes Senior Resident (before 1 pm)	\$11	\$18			
Outings				Outings	
18 Holes weekday	\$44			18 Holes weekday	\$45
9 Holes weekday	\$30			18 Holes weekend	\$53
18 Holes weekend	\$48				
9 Holes weekend	\$33				
Rentals				Range Rates	
Pull Carts	\$2			Large Bucket	\$8
Clubs	\$20			Small Bucket	\$5
				Individual Range Membership	\$350
				Family Range Membership	\$500

# **EXHIBIT C** **OPERATIONS SUMMARY**

<b>Sanctuary Lake Operations Summary</b>				
	<b>June 07-08 ACTUAL</b>	<b>June 08-09 ACTUAL</b>	<b>2007-2008 YTD ACTUAL</b>	<b>2008-2009 YTD ACTUAL</b>
Revenues	\$185,327.00	\$174,900.52	\$985,813.25	\$922,208.43
Expenses	\$172,936.79	\$97,494.25	\$1,620,604.08	\$1,542,718.15
Rounds	4,160	3,990	23,664	24,710

<b>Sylvan Glen Operations Summary</b>				
	<b>June 07-08 ACTUAL</b>	<b>June 08-09 ACTUAL</b>	<b>2007-2008 YTD ACTUAL</b>	<b>2008-2009 YTD ACTUAL</b>
Revenues	\$171,974.48	\$212,336.35	\$1,214,312.79	\$1,199,379.94
Expenses	\$97,088.98	\$95,958.88	\$1,105,554.56	\$1,028,157.64
Rounds	6,185	8,902	42,451	43,892

<b><u>SANCTUARY LAKE EQUIPMENT INVENTORY</u></b>				
<b><u>COMMON NAME</u></b>	<b><u>CLASS</u></b>	<b><u>MODEL</u></b>	<b><u>SERIAL</u></b>	<b><u>MFG</u></b>
TORO 3020	TRAP RAKE	3020		TORO
JACOBSON LF3400	FAIRWAY MOWER	LF 3400		JACOBSON
SWISHER TRAIL MOWER	BRUSH CLEARING	N/A		SWISHER
MINI COTA	BOAT MOTOR	N/A		COTA
KING CUTTER	BUNKER SCUFFER	N/A		
BUFFALO BLOW	DEBRIS BLOWER			
STEINER 4X4 UTILITY VEH	HAULER			STEINER
75 POUND DRAG MAT	CORE BREAKER	N/A	N/A	
150 PUND DRAG MAT	CORE BREAKER	N/A	N/A	
MISC TRACTOR BUCKET				
TRACTOR SPIKER	FAIRWAY SPIKER			
STEINER MOW DECK				STEINER
STEINER BRUSH ATTACHMENT				STENIER
STEINER PLOW ATTACHMENT				STEINER
TORO 3500D GROUNDSMASTER	SIDEWINDER			TORO
LESCO 80 POUND SPREADER	FERT SPREADER			LESCO
TURF 2 CARRY ALL	UTILITY CART			CLUB CAR
JACOBSON HAULER 1	UTILITY CART	3500		JACOBSON
JACOBSON HAULER 2	UTILITY CART	3500		JACOBSON
JACOBSON HAULER 3	UTILITY CART	3500		JACOBSON
JACOBSON HAULER 4	UTILITY CART	3500		JACOBSON
JACOBSON HAULER 5	UTILITY CART	3500		JACOBSON
CUB CADET TRACTOR	TRACTOR	8404J		CUB CADET
CUSHMAN	TURF TRUCKSTER	898628		TEXTRON
PUSH BLOWER	LEAF BLOWER			GIANT VAC
PUSH BLOWER	LEAF BLOWER			GIANT VAC
HUSTLER MOWER	ZTR MOWER	Z/926881		HUSTLER
GA 30	AERATOR	GA30		JACOBSON
JACOBSON GPLEX	GREENS MOWER	GPLEX III		JACOBSON
JACOBSON GPLEX	GREENS MOWER	GPLEX III		JACOBSON
JACOBSON AR	ROUGH MOWER	AR-2500		JACOBSON
JACOBSON LF 2500	FAIRWAY MOWER	LF -2500		JACOBSON
JACOBSON LF 2500	FAIRWAY MOWER	LF -2500		JACOBSON
JACOBSON GPLEX	TEE MOWER	GPLEX III		JACOBSON
JACOBSON GPLEX	TEE MOWER	GPLEX III		JACOBSON
JOHN DEERE MOWER	VERTICUTTING	2234		JOHN DEERE
LELY SPREADER	TRACTOR FERT APP	N/A		LELY
LESCO 80 POUND SPREADER	FERT SPREADER			LESCO
LESCO 80 POUND SPREADER	FERT SPREADER			LESCO
PROFLEX	ROUGH MOWER	120		PROFLEX
SMITHCO PRAYER	SPRAY RIG	15-493		SMITH CO
SMITHCO SANDPRO	TRAP RAKE	3WD		SMITH CO
TORO MOWER	UTL MOWER	GM-3100		TORO
TOP-DRESSER	TOP DRESSING	85802		TURFCO

**SANCTUARY LAKE HAND TOOL INVENTORY**

<b><u>QTY</u></b>	<b><u>COMMON NAME</u></b>	<b><u>QTY</u></b>	<b><u>COMMON NAME</u></b>	<b><u>QTY</u></b>	<b><u>COMMON NAME</u></b>
2	SNOW SHOVEL	1	6' PRY BAR	2	SMALL VALVE KEY
1	SQUARE HEAD VALVE KEY	1	SYPHON	1	TREE SAW
1	FLOOR JACK	1	TRANSIT	1	TRANSIT TRI-POD
1	TRANSIT HEIGHT STICK	2	CUP CUTTER	6	BALLMARK REPAIRERS
2	CUP PULLERS	2	PALM BRUSHES	3	CUP SETTERS
3	DEW WHIPS	7	PUSH BROOMS	2	WEED WHIPS
2	RECIPS	1	STICK EDGER	2	BACK PACK BLOWERS
1	2" HONDA WATER PUMP	1	2" INTAKE HOSE	1	HOVER MOWER
1	DROP SPREADER	1	1/2" STAKE PUMP	3	2" PUMP HOSE 50'
1	SCOTTS HAND SPREADER	3	LESCO SPREADERS	2	PUSH MOWERS
1	BILLY GOAT VAC	1	POWERWASHER	1	15 GAL. SPARY TANK
1	25 GAL SPRAY TANK	1	BENCH GRINDER	1	CUP CUTTER SHARPENER
1	HEDGE TRIMMER	1	DEWALT DRILL SET	1	SAWZALL KIT
2	6" GREENS BRUSHES	1	POWER GREASE GUN	1	GREASE GUN
2	LOPERS	4	LEVEL EASE	1	SLEDGE HAMMER
2	LANDSCAPING RAKES	1	SEEDING SPIKER	3	PICKS
1	AXE	1	POST POUNDER	3	IRR HEAD TRIMMER
1	TEE YRD TRIMMER	1	VALVE BOX TRIMMER	2	HEX PLUG CUTTER
2	PITCH FORKS	1	TAMPER	2	SICKEL
6	TRENCHING SHOVELS	8	SPADE SHOVEL	3	STEEL RAKES
1	FENCE POST DIGGER	1	HOOP HOES	1	HAND SOD CUTTER
5	METAL LEAF RAKES	8	FLAT SHOVELS	2	SMALL FLAT SHOVELS
1	LONG HEAD FLAT SHOVEL	2	3' PICK UP STICKS	1	54" PICK UP STICK
1	SPRAY PAINT ROLLER	14	ROAD CONES	1	WHEEL BARREL
2	SIFTER	3	MACHETTE	1	CHAINSAW
1	2' LEVEL				

**SANCTUARY LAKE ACCESSORIES INVENTORY**

<b><u>QTY</u></b>	<b><u>COMMON NAME</u></b>	<b><u>QTY</u></b>	<b><u>COMMON NAME</u></b>	<b><u>QTY</u></b>	<b><u>COMMON NAME</u></b>
13	TEE TRASH CANS	11	TEE TRASH BRACKETS	1	8' ROLL OF STRAW
3	SPLIT RAIL FENCE POST	1	SPLITRAIL FENCE RAIL	1 BOX	OIL DRY SOCKS
1	METHANE VENT COVER	1	8' LADDER	1	WALKIE CHARGE BASE
4	HANDHELD WALKIE RADIO	2	HEAD LAMPS	5	EYE PROTECTION
1	PIN POSITION 1 SIGN	1	PIN POSITION 2 SIGN	1	PIN POSITION 3 SIGN
1	PIN POSITION 4 SIGN	3	3/4" HOSE	11	TRACTOR WEIGHTS
1	POND FOUNTAIN	2	HOSE SPRINKLERS	2	1" HOSE
1	ARIRFICTION SIGN	1	SCATTER	1	CHEM APPLIED SIGN
1	TOP DRESSING SIGN	1	TEE TIME FRONT SIGN	1	CARTPATH ONLY SIGN
1	TEE TIME BACK SIGN	1	90 DEGREE SIGN	17	FOAM CUP PLUGS
15	WHITE FLAG STICK	25	YELLOW & BLACK FLAGSTICKS	13	WHITE FLAGS
2	JR BL&YLW FLAGS	40	BL&YLW FLAGS	1	LINE PAINTER
18	FULL SIZE CUPS	12	JR CUPS	11	JR FLAG POLE
1	10 GAUGE RED WIRE	1	HAND SPREADER	2	6000 SF GREENS COVER
1	20X20 BLUE TARP	8	5 GAL BUCKET	1	2' SCRUB BRUSH
3	MISC BUNGEE CORD	1	BLAST AWAY WAY SOAP	1	ZEP DEGREASER
MISC	500' YELLOW NYLON ROPE	115	2' BLACK STAKE	7	2' GREEN STAKES
2	T HANDLE PROBES	4	MISC HANDLES	3	SYTHE
3	LEVEL EASE	2	TRACTOR BACK ARMS	5	PTO DRIVE SHAFTS
1	MISC COTTER PIN CASE	1	WHEELED TRAILER STAND	1	10" FERT BAG
1	16"X18" DRAIN OIL TIBE	MIS	AIRIFICATION TINES	1	3 TON MECH JACK
1	5 GAL PORT. AIR TANK	2	3 TON JACK STANDS	1	14 VOLT BATT. PACK
4	5 GAL LAPPNG COMPOUND	1	REEL LAPPING MACHINE	1	20' AIR HOSE
2	AIR JET NOZZELS	2	AIR COMPRESS TIRE ATTCH	104	TEE SIGN TOWEL
3	5 GALLON GAS TANK	3	5 GAL. DEISEL FUEL TANK	2	2 1/2 GAL. GAS TANK
2	ADJ 3 PNT HITCH BAR	1	TRACTOR TOW BAR	15	MISC TOW PINS
3	BALL HITCHES	6	TORO REELS	3	TORO VCUT REELS
3	TORO REELS	MISC	RANGE PICKER PARTS	2	TOW BARS
2	DEEP CYCLE BATTERIES 12V	5	TORO BLADES	1	5" VICE
1	45 PC SOCKET WRENCH SET	1	5 GAL SHOP VAC	4	TOW CHAINS
3	5000 POUND TIE STRAPS	3	500 POUND RATCHET STRAPS	1	KHOLER ENGINE
3	SHOCK ABSOBERS	1	FLOOR CREEPER	2	3/8" ANCHOR PINS
1	JUMPER CABLES	9	MISC BELTS	3	UNV CLAMPS
4	MISC EXTENSION CORDS	1	20' TOW STRAP	MISC	PAINT SUPPLIES
2	8"X15" PLASTIC BINS	1	BATTERY CHARGER	2	WEEDWHIP LINE COILS
3	LOCKING GAS CAPS	MISC	SPRINKER PARTS	1	ELECTORIC FEEDER PUMP
MISC	WEED WHIP PARTS	1	CHAIN SAW BLADE	1	IMPACT WRENCH
1	50' GARDEN HOSE	1	BATTERY BOOSTER PACK	3	EXTRA MOWER BUCKETS
1	50" EXTENSION CORD	2	DEWALT BATT. CHARGE		

**SANCTUARY LAKE BUILDING INVENTORY**

<b><u>QTY</u></b>	<b><u>COMMON NAME</u></b>	<b><u>QTY</u></b>	<b><u>COMMON NAME</u></b>	<b><u>QTY</u></b>	<b><u>COMMON NAME</u></b>
1	MEDICAL SCISSORS	1	5 DRAWER FILE CABINET	1	4X3 WHITE BOARD
1	OPTICS IRRIGATE EYEWASH	3	DRINKING FOUNTAIN	3	LARGE TRASH CANS
1PACK	COLD COMPRESS ICE PACK	2	WALL CLOCK	1	BLACK CHAIR
1 PACK	ANTISEPTIC SWABS	1	GREEN PLASTIC CHAIR	10	RED PLASTIC CHAIR
3 KITS	MEDICAL KITS	1	BLACK METAL DESK	1	RED PLASTIC TABLE
1 TAPE	AR MOWER VIDEO	1	6' ROUND TABLE	1	GE REFRIDGERATOR
1	SHARP MICROWAVE	1	13" TV	1	DVD/VCR
1	PROCTOR-SILEX TOASTER	3	COFFEE POTS	6	ABDOMINAL PADS
1	3X4 PEG BOARD	3	MEDICAL GLOVE SETS	10	ICE KOLD ICE PACKS
3	METAL DESKS	1 BOX	4X4 GAUZE PADS	1 BOX	BOX OF 2X2 GAUZE PADS
1	2 DRAWER CABITNETS	3 BOXES	BOX OF FINGER TIP	2 BOX	2X4 1/2 BANDAGE
1 ROLL	MEDICAL TAPE	2 BOX	KNUCKLE BANDAGES	2 BOX	GENERITC BANDAGES
1	HYDROGEN PEROXIDE	4	FIRE EXTINGUISHER	1	FUEL STORAGE LOCKER
6	BATHROOM SINKS	1	URINAL	6	TOILET
14	6' LOCKER	2	36X24X42 METAL SHELVE	1	20 GAL AIR COMPRESSOR
1	WOODEN SHELF	2	SHOWER STALL	2	36X24X78 MTL CABINET
16	3' LOCKERS	1	5' BENCH	1	3' BENCH
1	8' METAL BENCH	1	13X12 STORAGE CABINET	1	10X18 STORAGE CABINET
3	14X9 STORAGE BINS	1	24X21X36 METAL CABINET		PAINT SUPPLIES
1	MISC COTTER PIN CASE	1	WOODEN SHELF	2	PALLET SHELVES

**Sanctuary Lake**  
**Pro Shop / Clubhouse Assets and Merchandise Inventory**

<b>Pro Shop Assets</b>	
<b>Item</b>	<b>Quantity</b>
Club Car Precedent Golf Carts	75
Chargers	75
Club Car Gas Golf Car	1
Solo Rider Handicap Cart with Charger	1
Easy Picker Five Gang Driving Range Unit	1
Easy Picker Range Ball Dispenser	1
Easy Picker Range Ball Washer	1
Easy Picker Range Baskets	69
Top Flite Super Range Golf Balls	30,000
FootJoy Shoe Bench with Mirror	1
FootJoy Fitting Stool	1
FootJoy Glove Rack	1
FootJoy Clothing Rack	1
Driving Range Bag Stands	17
Outside Bag Rack	1
Outside Green Garbage Can Units	3
Plastic Hangers	380
Yellow Proximity Markers	13
Sharp EI-1801V adding machine	1
Motorola Talkabouts with Chargers	4
40 Gallon Garbage Cans	3
ACCO Office Hole Puncher	1
Bulletin Boards	2
Black Office Chairs	2

**Sanctuary Lake**  
**Pro Shop / Clubhouse Assets and Merchandise Inventory**

<b>Club House Assets</b>	
<b>Kitchen</b>	
<b>Item</b>	<b>Quantity</b>
Ice Maker Cube Style	1
Ice Maker Bin-Top	1
Garbage Disposer	1
Pre-rinse Unit	1
Soiled Dish Table	1
Clean Dish Table	1
Dish Rack Shelves	2
Dishwasher, door type	1
Refrigerators, reach in	2
Freezer, reach in	2
Range 24", gas	1
Char broiler, gas counter model	1
Griddle, gas counter unit	1
Fryer, gas	1
Refrigerated counter, griddle std.	1
Work Table	1
Shelf table mounted	1
Heat lamp, rod type	1
Microwave oven	1
Buffet, hot food electric	1
Pizza prep table	1
<b>Grill Room Furniture</b>	
<b>Item</b>	<b>Quantity</b>
Tables	10
Chairs	36
Bar Stools	8
<b>Patio Furniture</b>	
<b>Item</b>	<b>Quantity</b>
Tables	36
Chairs	92

**Sanctuary Lake**  
**Pro Shop / Clubhouse Assets and Merchandise Inventory**

<b>Merchandise Inventory</b>		
<b>Item</b>	<b>Quantity</b>	<b>Cost</b>
FootJoy Contour Golf Shoe	15	\$480
FootJoy ReelFit Golf Shoe	18	\$900
FootJoy Dryjoy Golf Shoe	24	\$1,440
FootJoy Superlite Golf Shoe	8	\$304
FootJoy Lo Pro Golf Shoe	14	\$406
FootJoy My Joy Golf Shoe	9	\$621
Titleist NXT Tour Sleeves	80	\$400
Titleist DT Carry Sleeves	86	\$366
Pinnacle Platinum 6 Pack	51	\$408
FootJoy Sta Sof Golf Glove	58	\$682
FootJoy Weather Sof Glove	41	\$267
FootJoy Weather Sof Glove Two Packs	9	\$99
FootJoy Winter Gloves	14	\$168
FootJoy Rain Gloves	15	\$180
FootJoy Junior Gloves	23	\$150
Titleist Perma Sof Glove	12	\$105
FootJoy Performance Outwear Jacket	16	\$640
FootJoy Superlite Golf Shirt	41	\$1,333
FootJoy Performance Mock Golf Shirt	5	\$163
Under Armour Performance Polo	51	\$1,658
Under Armour Cold Gear Fleece	4	\$160
Under Armour Storm Jacket	5	\$375
Foot joy Tech Sof Sock	23	\$92
Foot Joy Pro Dry Sock	12	\$48
Foot Joy Comfort Sof	47	\$165
Foot Joy Comfort Sof Ladies	55	\$193

SYLVAN GLEN EQUIPMENT INVENTORY				
<u>COMMON NAME</u>	<u>CLASS</u>	<u>MODEL</u>	<u>SERIAL</u>	<u>MFG</u>
CUB CADET TRACTOR	TRACTOR	8404 SS	322500236	CUB CADET
G-PLEX II	GREENS MOWER	898855	99005925	RANSOMES
G-PLEX III	GREENS MOWER	G-PLEX III	DN000482	JACOBSEN
TORO 4000-D #1	ROUGH MOWER	4000-D	30410-220000392	TORO
TORO 4000-D #2	ROUGH MOWER	4000-D	30410-240000294	TORO
TORO 3500-D	BANKS MOWER	SIDEWINDER	30821-210000527	TORO
TORO 3500-D	BANKS MOWER	SIDEWINDER	30839-270000776	TORO
REELMASTER 5410	FAIRWAY MOWER	5410	03670-280001055	TORO
REELMASTER 5410	FAIRWAY MOWER	5410	03670-280001057	TORO
TORO WORKMAN SPRAY	GREENS SPRAYER	3200	07360-270000216	TORO
TORO MULTI PRO 5500	FAIRWAY SPRAYER	5500	41564-200000274	TORO
66 GAL TOW BEHIND	SMALL AREA SPRAYER	66 GAL SPRAYER	40792-200000128	TORO
TORO PRO CORE 648	GREENS AERATOR	648	09200-270000970	TORO
TORO SANDPRO 5040	TRAP RAKE	5040	08705-270000811	TORO
TORO 220-D	DEBRIS BLOWER	220-D	30794-10355	TORO
CLUB CAR CARRY ALL	CART	CARRY ALL 1	HG0748-844972	CLUB CAR
CUSHMAN TRUCKSTER	HEAVY DUTY CART	TRUCKSTER	898628	JACOBSEN
JACOBSEN LF 3400	FAIRFAY VERITCUTTER	67869 LF 3400	1963	JACOBSEN
JOHN DEERE 2500 #1	TEE MOWER	2500 LG GAS	TC2500G030264	JOHN DEERE
JOHN DEERE 2500 #2	TEE MOWER	2501 LG GAS	TC2500G030420	JOHN DEERE
JOHN DEERE 2500 #3	GREENS MOWER	2502 LG GAS	TC2500G030270	JOHN DEERE
JOHN DEERE TRACTOR	LOADER	5210	LV5210S123454	JOHN DEERE
JACOBSEN GREENS KING	GREENS MOWER	GREENS KING VI	62275 1918	JACOBSEN
JACOBSEN GA-30	GREENS AERATOR	544875-8920	142197	JACOBSEN
SMITHCO SWEEPSTAR V62	SWEEPER	78-200	78051	SMITHCO
SMITHCO SWEEPSTAR V62	SWEEPER	78-200	78052	SMITHCO
TURFCO SP1530	TOP DRESSER	85804	G00247	TURFCO
WORKMAN	HEAVY DUTY CART	7367	290000200	TORO
WORKMAN	MEDIUM DUTY CART	7266	290000387	TORO
WORKMAN	MEDIUM DUTY CART	7266	290000380	TORO
WORKMAN	MEDIUM DUTY CART	7266	290000347	TORO
WORKMAN	MEDIUM DUTY CART	7266	290000390	TORO
WORKMAN	MEDIUM DUTY CART	7266	290000391	TORO
PROFORCE	DEBRIS BLOWER	44538	290000370	TORO
TROY BILT ROTOTILLER	TILLER			TROY BILT
BED EDGER	MISCELLANEOUS	F-990H	1671	LITTLE WONDER
FORD TRACTOR	TRACTOR	N/A	N/A	FORD
LF 100	FAIRWAY MOWER	LF-100	CP577-2-2585	JACOBSEN
EZGO TXT FLEET CART	GOLF CART	TXT	992024	TEXTRON
RYAN GREENSAIRE 24	GREENS AERATOR	544872-8720	124397	RYAN
SMALL TOP DRESSOR	SMALL TOP DRESSOR	F-6	N/A	METE-R-MATIC
VICON SPREADER	CHEMICAL SPREADER	2701600	LM22492	VICON
SNOW MOBILE	SNOW MOBILE	VK540	45417078	YAMAHA
JOHN DEERE AERCORE	AERATOR 3PT MOUNT	1500 AERCORE	M01500X010177	JOHN DEERE

SYLVAN GLEN EQUIPMENT INVENTORY				
BUFFALO TURBINE	BLOWER 3 PT MOUNT	P-TORNADO	5560	AGRICULTURAL
TY-CROP	MATERIAL DELIVERY			TY-CROP EQUIPMENT
CORE HARVESTER	MATERIAL DELIVERY	2701530	LM20493	RYAN
DODGE DUMP TRUCK	MATERIAL DELIVERY	D350	1B6MW3456JS720954	DODGE
TRENCHER	MATERIAL DELIVERY	1620KE	1K1576	DITCH WITCH
FORKS FOR LOADER				

**SYLVAN GLEN HANDTOOL INVENTORY**

<b><u>QTY</u></b>	<b><u>COMMON NAME</u></b>	<b><u>QTY</u></b>	<b><u>COMMON NAME</u></b>	<b><u>QTY</u></b>	<b><u>COMMON NAME</u></b>
5	C-CLAMPS	2	TUBE CUTTER	1	24" PIPE WRENCH
1	18" PIPE WRENCH	1	14" PIPE WRENCH	1	BOLT CUTTER
1	CRIMPER	1	FLYWHEEL REMOVAL TOOL	6	OIL FILTER WRENCHES
1	6" PIPE WRENCH	3	TIRE PLUG TOOLS	2	SMALL PRY BARS
5	WIRE BRUSHES	2	PICKLE FORKS	1	RING COMPRESSOR
1	AIR HAMMER	3	MEDIUM PRY BARS	4	GASKET SCRAPERS
3	SEAL PULLER	2	SCREW EXTRACTOR	MISC	RACE DRIVERS VAR. SIZES
MISC	RACE PULLERS VAR. SIZES	1	TORQUE WRENCH	4	HACKSAWS
3	BATTERY TESTERS	3	HACKSAW BLADES	1	JOINT KNIFE
3	PUTTY KNIFE	1	TIRE WRENCH	3	PAINT SCRAPER
1	SCREEN TOOL	1	RATCHET WRENCH SET 3/8-3/4	1	RATCHET WRENCH SET 8-18MM
1	1/4" SET BIT SOCKETS T10-T60	1	3/8" SET BIT SOCKETS T10-T60	1	PICK SET
1	RATCHET WRENCH SET 3/8"-5/8"	1	RATCHET WRENCH SET 8-15MM	8	TORQUE DRIVERS
1	PICK UP TOOL	1	SOCKET ALLEN WRENCHES	1	3/8" SPEED WRENCH
1	1/2" SPEED WRENCH	9	1/4" SOCKET EXTENTIONS	8	3/8" SOCKET EXTENTIONS
1	TORX SOCKET BIT SET	1	1/2" CROWFOOT WRENCHES	1 SET	3/8" OPEN CROWFOOT WRENCH
MISC	3/8" METRIC SOCKETS	MISC	3/8" STANDARD SOCKETS	MISC	T-HANDLE ALLEN WRENCHES
3	3/8" DRIVE RATCHETS	1	3/8" BREAKER BAR	1	1/4" DRIVE RATCHET
MISC	WRATCHET ADAPTERS	STANDARD	3/8" DRIVE SHALLOW SOCKETS	METRIC	3/8" DRIVE SHALLOW SOCKETS
1 SET	1/4" SHALLOW DRIVE SOCKETS	MISC	1/4" DRIVE SOCKETS	MISC	3/8" DRIVE SOCKETS
5	1/4" NUT DRIVERS	3	1/2" IMPACT DRIVER	2	3/8" IMPACT DRIVER
1	COMPRESSION TESTER	1	MAGNETIC PROTRACTOR	10	GEAR PULLERS
1	BERNZOMATIC TORCH	4 SETS	REEL STANDS	1	TIE DOWN STRAP
1	BACKLAPPING MACHINE	1	CHAINSAW SHARPENER	1	TUBE BENDER
2	VALVE SPRING COMPRESSOR	1	BRAKE SPRING TOOL	1	RAZOR KNIFE
MISC	BRASS FITTINGS	1 SET	MISC STANDARD O-RINGS	1 SET	MISC METRIC O-RINGS
1	BATTERY BOOSTER PACK	3	FLASHLIGHTS	2	STRAP WRENCHES
4	1/2" SOCKET EXTENSIONS	2	1/2" RATCHETS	2	1/2" BREAKER BARS
1	10 FOOT LADDER	STANDARD	1/2" DEEPWELL SOCKETS	METRIC	1/2" DEEPWELL SOCKETS
1 SET	1/2" IMPACT SOCKETS	STANDARD	CRAFTSMAN WRENCHES	METRIC	CRAFTSMAN WRENCHES
36	PHILLIPS SCREWDRIVER	32	SLOTTED SCREWDRIVER	1	CLAW HAMMER
1	SMALL CLAW HAMMER	2	BALL PEIN HAMMER	1	RUBBER Mallet
1	MINI SLEDGE HAMMER	1	3/8" FLEXIBLE SOCKET SET	10 PIECE	SNAP RING PLIER SET
1	CALIPER	1	12' MEASURING TAPE	1	25' MEASURING TAPE
3	TIRE GAUGES	3	PRYBARS	1	DIGITAL VOLTMETER
4	BATTERY CLEANER TOOLS	1	1/2" AIR IMPACT WRENCH	3	3/8" AIR IMPACT WRENCH
1	AIR DRILL	2	AIR ANGLE DRILLS	1	AIR ROTO TOOL
2	TIN SNIPS	4	WISE GRIPS	6	CHANNEL LOCK PLIERS
4	PLIERS	2	WIRE STRIPPERS	3	WIRE SNIP PLIERS
4	NEEDLE NOSE PLIERS	2	12" CRESCENT WRENCHES	1	8" CRESCENT WRENCHES
1	15" CRESCENT WRENCH	1 SET	NUT DRIVERS 3/16-9/16	MISC	PUNCHES
MISC	FILES	MISC	DRILL BITS	MISC	ALLEN WRENCHES
MISC	WOOD DRILL BITS	3	TAP AND DIE SETS	1	METRIC TAP AND DIE SET
1	2 FOOT LEVEL	1	CORDLESS SAWSALL	1	CORDLESS DRILL
1	BATTERY CHARGER	1	ANTI FREEZE TESTER	1	3/4" STANDARD RATCHET SET
1	18V BATTERY AND CHARGER	1	REEL HEIGHT GAUGE	5	SQUEEGEES
3	TAMPERS	6	SCOOP SHOVELS	4	COAL SHOVELS
1	SHORT HANDLE SPADE	4	AXES	2	PITCH FORKS
2	HAND PUMPS	1	CONCRETE CHISEL	2	SMALL LEAF RAKES
1	WATERING CAN	1	GARDEN TOOL CADDY	1	POLE SAW
1	BOW SAW	1	PRUNING SAW	2	FOLDING PRUNING SAW
2	PRUNING SNIPS	2	LOPPERS	1	HEDGE TRIMMER
1	SLEDGE HAMMER	1	PICK AXE	1	JUMPER CABLES
2	4" LEVELS	4	HOES	1	EDGER
1	SOD KNIFE	9	LANDSCAPE RAKES	1	SHINGLE REMOVER
1	DETHATCHER	1	SCRAPER	2	GARDEN RAKES
12	TRENCHING SHOVELS	5	LEAF RAKES	6	SPADE SHOVELS

**SYLVAN GLEN HANDTOOL INVENTORY**

<b><u>QTY</u></b>	<b><u>COMMON NAME</u></b>	<b><u>QTY</u></b>	<b><u>COMMON NAME</u></b>	<b><u>QTY</u></b>	<b><u>COMMON NAME</u></b>
6	FLAT SHOVELS	5	SNOW SHOVELS	4	ROLLER SQUEEGEES
11	EXTENTION CORDS	4	PUSH BROOMS	2	BROOMS
1	GAS POWERED EDGER	1	RECIPROCATING SAW	6	GAS WEED WHIPS
1	GAS BRUSH CUTTER	1	DUST PAN	4	GREASE GUN
1	12" LADDER	1	GOLF CART BAT. CHARGER	2	TABLE MOUNTED VISES
1	BENCH GRINDER	1	14" CUT OFF SAW	1	15" DRILL PRESS
1	ARBOR PRESS	1	TIRE MACHINE	2	80 GALLON AIR COMPRESSORS
1	ROTARY BLADE GRINDER	1	HOTSY PARTS WASHER	1	4 TON BOTTLE JACK
1 SET	2 TON JACK STANDS	1	24" HAND SAW	1	20" HAND SAW
1	COME-ALONG	2	POP RIVET GUNS	1	PORTABLE VOLT TESTER
1	CYLINDER HONING STONE	MISC	HOLE SAWS	1	15" HEATING CABLE
2	PORTABLE AIR TANK	1	20" STIHL CHAINSAW	1	20"SHINDAIWA CHAINSAW
1	16" HOMELITE CHAINSAW	1	14" ELECTRIC CHAINSAW	1	16" JOHN DEERE CHAINSAW
MISC	CHAINSAW BLADES	1	ELECTRIC SAWSALL	1	ELECTRIC SKILSAW
1	TREE ROOT INJECTOR	1	TIRE REPAIR KIT	1	MANTIS TILLER
1	4HP TRASH PUMP	1	RYAN SODCUTTER	1	TORO 6.5HP LAWNMOWER
1	JOHN DEERE LAWNMOWER	2	LESCO 8HP BLOWERS	1	TORPEDO HEATER
1	ATHLETIC FIELD MARKER	1	ECHO LEAF BLOWER	1	30X30 TARP
2	5TH WHEEL ATTACHMENTS	1	SNOW PLOW BLADE	1	MOWING DECK FOR 220D
1	BACK PACK BLOWER	1	2.2HP PUMP W/ ACC.	1	HAND SOD CUTTER
MISC	SOD CUTTER BLADES	1	HEXAGON PLUG REPAIR TOOL	2	IRRIGATION HEAD TRIMMERS
1	KIRBY MARKER TRIMMER	6	BALL MARK REPAIR TOOL	4	CUP CUTTERS
2	CUP WATER RETRACTORS	1	ELECTRIC TROUBLE LIGHT	1	WHEELBARROW
2	2 GALLON GAS CANS	4	5 GALLON KEROSENE CANS	1	3 GALLON GAS CAN
MISC	TRACTOR IMPLEMENTS	1	COCOA DRAG MAT	1	HAND BALLAST ROLLER
1	X-COUNTRY SKI TRAIL GROOMER	1	LESCO DROP SPREADER	1	SCALE
1	PESTICIDE APPLICATION LANCE	3	BROADCAST SPREADERS	1	13 GALLON SPRAYER
5	2 GALLON PUMP SPRAYERS	2	SPRAY WANDS	2	HAND FERTILIZER SPREADERS
1	BACK PACK SPRAYER	MISC	SPRAY NOZZLES	1	LESCO SPRINKLER STAND
1	30 GALLON PORTABLE SPRAYER	1	MICROSCOPE	2	SPRAY CALIBRATORS
1	240' FISH TAPE	1	SURVEY STICK	1	MEASURING WHEEL
1	WIRE LOCATOR	1	SOIL TESTER	2	4X6 TOW BEHIND TRAILERS
1	SWEEPMASTER TURF BRUSH	1	CANON DIGITAL CAMERA	1	BUSHNELL RANGEFINDER
MISC	FIRE EXTINGUISHERS				

**SYLVAN GLEN ACCESSORIES INVENTORY**

<b><u>QTY</u></b>	<b><u>COMMON NAME</u></b>	<b><u>QTY</u></b>	<b><u>COMMON NAME</u></b>	<b><u>QTY</u></b>	<b><u>COMMON NAME</u></b>
MISC	RED HAZARD/YDG STAKES	MISC	YELLOW HAZARD/YDG STAKES	MISC	WHITE HAZARD/YDG STAKES
MISC	YELLOW ROPE	6	55 GALLON GARBAGE CANS	6	GARBAGE CAN HOLDERS
30	YELLOW WHIFFLE BALLS	31	HOLE TARGET RINGS	MISC	FLAGSTICKS
MISC	FLAGS	MISC	CUPS	MISC	BALL WASHERS AND PARTS
21	TEE COUNSELS AND SIGNS	6	DRINKING FOUNTAINS	MISC	TRASH CANS
2	IRR. SAT. FACE PLATES	MISC	PVC PIPE	MISC	IRRIGATION HEADS
MISC	IRR. HEAD PARTS	MISC	4" DRAIN TILE	MISC	3" DRAIN TILE
MISC	DRAINAGE SUPPLIES	10	YELLOW CURB BUMPERS	2	WOOD DUCK BOXES
MISC	4"X4"X2' POSTS	MISC	TREE STAKES	MISC	SOILS AND AGGREGATES
MISC	BRICK PAVER BRICKS	MISC	UNILOK BRICKS	MISC	RE ROD STAKES
MISC	PALLETS	600'	ALUMINUM FENCING	1	55 GALLON METERING PUMP
6	QUICK COUPLERS	6	3/4" HOSES	75	BUNKER RAKES
16	DIVOT MIX BOTTLES	6	DIVOT BOXES	MISC	SIGNAGE
175	TEE TOWELS	5	855S IRR. HEADS	4	IRR. WIRE SPOOLS

**SYLVAN GLEN BUILDING INVENTORY**

<b><u>QTY</u></b>	<b><u>COMMON NAME</u></b>	<b><u>QTY</u></b>	<b><u>COMMON NAME</u></b>	<b><u>QTY</u></b>	<b><u>COMMON NAME</u></b>
1	4 X 8 CHALKBOARD	2	MICROWAVE	4	6 FT FOLDING TABLES
1	CLOCK/WEATHER STATION	1	17 CUFT REFRIGERATOR/FREEZER	1	TV CONVERTOR BOX
1	TOASTER	1	13" TV/VCR	21	LOCKERS
15	CHAIRS	2	STOOLS	MISC	FIRST AID KITS
MISC	KITCHEN UTENSILS	1	3 DRAWER FILE CABINET	1	KEY BOX
1	5 DRAWER FILE CABINET	1	MAGAZINE RACK	3	CENT. CONT. CLOCKS
6	TRASH CANS	1	TORO VTII CENTRAL CONT.	1	DESK WITH DRAWERS
1	DRINKING FOUNTAIN	1	WALL MOUNTED SHELF	4	SHELF UNITS
1	MANUAL PENCIL SHARPENER	1	SIDE TABLE	2	6' PICNIC TABLES
1	DESK CHAIR	MISC	OFFICE SUPPLIES	1	2 DRAWER FILE CABINET
1	COMPUTER DESK	1	SHOP DESK	1	HOTSY PARTS CLEANER
3	5 SHELF CABINETS	1	HYD. 20 TON PRESS	1	FOLEY BEDKNIFE GRINDER
3	WORK BENCHES	1	HEAVY DUTY SANDER	2	ROLLING TOOL CARTS
1	WELDING HELMET	1	CUTTING TORCH	2	WALL SHELVES
1	FOLEY REEL GRINDER	1	TRION LIFT	1	RETRACTABLE LIGHT
1	TRION LIFT TABLE	3	HYD HOSE REELS	2	CREEPERS
1	ZEP PARTS CLEANER	1	GREASE REEL	2	FASTENER CABINETS
1	RETRACTABLE EXTENTION CORD	1	5 HP SHOP VAC	1 SET	3 TON JACK STANDS
1	SHOP FAN	1 SET	6 TON JACK STANDS	1	MOP
1 SET	TRION JACK STANDS	1	PORTABLE STARTER/CHARGER	1	DOLLY
2 SETS	WHEEL CHUCKS	2	HYDRAULIC FLOOR JACKS	2	8' PALLET RACKS
1	MOP BUCKET	1	4 CUFT MINI REFRIGERATOR	1	PORTABLE WELDER
2	PALLET JACKS	2	WALL CABINETS	MISC	TIRE SUPPLIES
1	20' WORK BENCH	MISC	PAINT	1	SAFETY CABINET
1	1/2 TON CHAIN HOIST	2	BARREL RACKS	1	CEILING HOSE REEL
2	30' PALLET RACKS	1	HAND TOWEL DISPENSER	1	1000 GAL GAS/FUEL TANK
1	EMERGENCY SHOWER STATION	1	HAZ MAT BUILDING	20K	PARTS/OIL INVENTORY
1	ESD W2W WASH STATION	MISC	EQUIP/PARTS MANUALS		
MISC	LUBRICANTS/CLEANERS	3	DRY ERASE BOARD		
1	4 X 8 CORKBOARD	1	COFFEE MAKER		

**Sylvan Glen**  
**Pro Shop Assets and Merchandise Inventory**

<b>Pro Shop Assets</b>	
<b>Item</b>	<b>Quantity</b>
Club Car Precedent Golf Carts	74
Chargers	74
Solo Rider Handicap Power Cart and Charger	1
Pull Carts	17
Air Compressor	1
Water Cooler	1
Frigidare Washer/Dryer	1
Wheels with Tires for Power Carts	5
40 Gallon Garbage Cans	6
Desk	2
Vinyl Chair	1
Cloth Covered Chair	1
Book Case	1
Floor Fan	1
Sharp EL- 1801V Adding Machine	1
Waste Basket	2
Zebra LP2824 Label Maker	1
File Cabinet	1
Paper Cutter	1
AED Heart Start Unit	1
Safe	1
Medicine Cabinet	1
Motorola Talkabouts with 2 Chargers	4
Adding Machine	1
FootJoy Shoe Rack	1
FootJoy Clothing Rack	1
FootJoy Glove Rack	1
Easel Board & Stand	1
Sock Racks	2
Ball Racks	5
Fire Extinguishers	2
Table	1
FootJoy Director Chairs	2
MicroWave	1
Umbrella Rack	1
Cash Register/ Prop. #14424	1
Metal Cabinet/ Prop. # 14354	1
Metal Cabinet	1
Plastic Shelving (5 Shelve Unit)	1

**Sylvan Glen**  
**Pro Shop Assets and Merchandise Inventory**

<b>Pro Shop Assets</b>	
<b>Item</b>	<b>Quantity</b>
Hangers	347
Proximity Markers	6
Bulletin Boards	3

<b>Merchandise Inventory</b>		
<b>Item</b>	<b>Quantity</b>	<b>Cost</b>
FootJoy Green Joys	1	\$32
FootJoy Dry Joy	10	\$500
FootJoy Contour	10	\$400
FootJoy E-Comfort	16	\$448
FootJoy Europa	1	\$32
FootJoy Superlite	8	\$304
Titleist Pro V1	42	\$378
FootJoy Ankle Socks	156	\$445
FootJoy Super Cushion	43	\$151
FootJoy 3-Pack	63	\$347
FootJoy Pro Dry	27	\$108
Nike Dri Fit	15	\$42
FootJoy Sta Sof Glove	69	\$811
FootJoy Winter Glove	33	\$396
Titleist Perma Sof Glove	2	\$17
FootJoy Shock Stop Glove	3	\$36
FootJoy Weather Sof Glove	97	\$631
FootJoy Ladies Weather Sof Glove	19	\$124
FootJoy Sofjoy Glove	48	\$360
FootJoy Performance Outerwear Jacket	9	\$360
FootJoy Performance Outerwear Vest	2	\$60
FootJoy Performace Mock	4	\$130
FootJoy Polo Golf Shirt	17	\$553
Under Armour Polo Golf Shirt	39	\$1,268
Under Armour Cold Gear Fleece	4	\$160
FootJoy Winter Headbands	3	\$18
Titleist Ladies Hat	2	\$22
Affinity Swing Trainer	4	\$100
Titleist Golf Stand Bag	1	\$81
Orlimar Diamond Ice Ladies Golf Set	2	\$360
Logo Shoe Bag	24	\$252

## **EXHIBIT E**

Food and beverage sales at Sanctuary Lake Piper's Pub Revenue:

2008 season	\$205,881 gross sales
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2009 YTD (Sept. 9, 2009)	\$156,634 gross sales
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\$12,000,000  
MUNICIPAL BUILDING AUTHORITY OF TROY  
COUNTY OF OAKLAND, STATE OF MICHIGAN  
GOLF COURSE BONDS, SERIES 2002

**SCHEDULE OF PRINCIPAL AND INTEREST REQUIREMENTS**

On a Fiscal Year Basis

Fiscal Year Beginning July 1	Principal Due December 1	Interest Rate	Interest Due December 1	Interest Due NEXT June 1	Total Principal & Interest Requirements
2002	\$0.00	0.000%	\$232,406.25 *	\$278,887.50	\$511,293.75
2003	0.00	0.000%	278,882.10	278,887.50	557,769.60
2004	0.00	0.000%	278,882.10	278,887.50	557,769.60
2005	200,000.00	3.250%	278,882.10	275,637.50	754,519.60
2006	200,000.00	3.400%	275,632.10	272,237.50	747,869.60
2007	300,000.00	3.625%	272,232.10	266,800.00	839,032.10
2008	300,000.00	3.800%	266,795.20	261,100.00	827,895.20
2009	300,000.00	4.000%	261,095.20	255,100.00	816,195.20
2010	400,000.00	4.125%	255,095.20	246,850.00	901,945.20
2011	400,000.00	4.125%	246,846.00	238,600.00	885,446.00
2012	400,000.00	4.300%	238,596.80	230,000.00	868,596.80
2013	400,000.00	4.375%	229,996.80	221,250.00	851,246.80
2014	450,000.00	5.000%	221,247.60	210,000.00	881,247.60
2015	500,000.00	4.400%	209,997.60	199,000.00	908,997.60
2016	500,000.00	4.500%	198,997.60	187,750.00	886,747.60
2017	500,000.00	4.500%	187,747.60	176,500.00	864,247.60
2018	600,000.00	4.625%	176,497.60	162,625.00	939,122.60
2019	600,000.00	4.750%	162,623.80	148,375.00	910,998.80
2020	600,000.00	4.875%	148,373.80	133,750.00	882,123.80
2021	600,000.00	5.000%	133,750.00	118,750.00	852,500.00
2022	700,000.00	5.000%	118,750.00	101,250.00	920,000.00
2023	700,000.00	5.000%	101,250.00	83,750.00	885,000.00
2024	800,000.00	5.000%	83,750.00	63,750.00	947,500.00
2025	800,000.00	5.000%	63,750.00	43,750.00	907,500.00
2026	850,000.00	5.000%	43,750.00	22,500.00	916,250.00
2027	900,000.00	5.000%	22,500.00	0.00	922,500.00
	<u>\$12,000,000.00</u>		<u>\$4,988,327.55</u>	<u>\$4,755,987.50</u>	<u>\$21,744,315.05</u>

Registrar/Transfer Agent - Bank One Trust Company, National Association, Detroit, Michigan

\* Dated date, July 1, 2002, first interest payment due  
December 1, 2002- 5 months.

jhw/6/13/02/Troy, City of/BA Golf Course, Series 2000/PIF

**607 Shelby, Suite 600, Detroit, Michigan 48226-3282**  
**PHONE: (313) 961-8222 FAX: (313) 961-8220**

The information contained herein was derived from sources generally recognized as reliable and does not make any representations as to correctness or completeness and has in no way been altered except to the extent that some information may be summarized, and is in no way intended to be a solicitation for orders.

<b>CERTIFICATE OF LIABILITY INSURANCE</b>		DATE (MM/DD/YY)
<div>PRODUCER</div> <div>Complete</div> <div>Sample Certificate</div>		<div>THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.</div> <div>INSURERS AFFORDING COVERAGE</div>
<div>INSURED</div> <div>Complete</div>		<div>INSURER A: XYZ Company</div> <div>INSURER B: ABC Company</div> <div>INSURER C:</div> <div>INSURER D:</div> <div>INSURER E:</div>

COVERAGES

THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. AGGREGATE LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.							
INSR LTR	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YY)	POLICY EXPIRATION DATE (MM/DD/YY)	LIMITS		
A	<div>GENERAL LIABILITY</div> <div><input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY</div> <div><input type="checkbox"/> CLAIMS MADE <input checked="" type="checkbox"/> OCCUR</div> <div><input checked="" type="checkbox"/> Additional Insured - City of Troy - use wording below</div> <div><input checked="" type="checkbox"/> Annual Contract Aggregate Limit</div> <div>GEN'L AGGREGATE LIMIT APPLIES PER:</div> <div><input type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC</div>	0001	XX-XX-XX	XX-XX-XX	EACH OCCURRENCE	\$	1,000,000
					FIRE DAMAGE (Any one fire)	\$	
					MED EXP (Any one person)	\$	
					PERSONAL & ADV INJURY	\$	1,000,000
					GENERAL AGGREGATE	\$	1,000,000
					PRODUCTS - COMP/OP AGG.	\$	1,000,000
A	<div>AUTOMOBILE LIABILITY</div> <div><input checked="" type="checkbox"/> ANY AUTO</div> <div><input type="checkbox"/> ALL OWNED AUTOS</div> <div><input type="checkbox"/> SCHEDULED AUTOS</div> <div><input checked="" type="checkbox"/> HIRED AUTOS</div> <div><input checked="" type="checkbox"/> NON-OWNED AUTOS</div> <div></div>	0002	XX-XX-XX	XX-XX-XX	COMBINED SINGLE LIMIT (Ea accident)	\$	500,000
					BODILY INJURY (Per person)	\$	
					BODILY INJURY (Per accident)	\$	
					PROPERTY DAMAGE (Per accident)	\$	
	<div>GARAGE LIABILITY</div> <div><input type="checkbox"/> ANY AUTO</div>				AUTO ONLY - EA ACCIDENT	\$	
					OTHER THAN EA ACC	\$	
					AUTO ONLY: AGG	\$	
A	<div>EXCESS LIABILITY</div> <div><input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS MADE</div> <div><input type="checkbox"/> DEDUCTIBLE</div> <div>RETENTION \$</div>	0005	XX-XX-XX	XX-XX-XX	EACH OCCURRENCE	\$	1,000,000
					AGGREGATE	\$	1,000,000
						\$	
						\$	
						\$	
B	<div>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</div>	0003	XX-XX-XX	XX-XX-XX	<input checked="" type="checkbox"/> WC STATU-TORY LIMITS <input type="checkbox"/> OTHER		
					E.L. EACH ACCIDENT	\$	100,000
					E.L. DISEASE - EA EMPLOYEE	\$	100,000
					E.L. DISEASE - POLICY LIMIT	\$	500,000
A	<div>OTHER</div> <div>Liquor Liability</div>	0004	XX-XX-XX	XX-XX-XX	Limit \$1,000,000		

DESCRIPTION OF OPERATIONS/LOCATIONS/VEHICLES/EXCLUSIONS ADDED BY ENDORSEMENT/SPECIAL PROVISIONS

Additional Insured under General Liability and Excess Liability: City of Troy including Architects and Engineers, all elected and appointed officials, all employees and volunteers, boards, and commissions and/or authorities and their board members, employees and volunteers on ISO Form B or broader.

CERTIFICATE HOLDER	Y	ADDITIONAL INSURED; INSURER LETTER: A	CANCELLATION
City of Troy 500 W. Big Beaver Rd. Troy, MI 48084			<div>SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING INSURER WILL MAIL 30 DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT.</div> <div>AUTHORIZED REPRESENTATIVE</div>



STATEMENT OF NO INTEREST  
CITY OF TROY

BID NUMBER: RFP-COT 09-44  
TITLE: *Golf Course Management Services*

Please Send or Fax To:  
City of Troy Purchasing Department  
500 W. Big Beaver Rd.  
Troy, MI 48084

FAX NUMBER: (248) 619-7608

We, the undersigned, have declined to bid on the subject bid for the following reasons:

Check All That Apply	1 REASON
	Our firm does not handle the type of product / service
	We cannot meet the specifications nor provide an approved alternate – please explain below
	Our firm is not interested in bidding at this time
	Job is too small
	Job is too large
	Cannot be competitive
	Liability Issues such as insurance, bonding, indemnification, hold harmless
	Insufficient time to respond – please explain below
	Our firm's schedule would not permit performance of the specifications
	Other – describe below

REMARKS: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**COMPANY INFORMATION:**

Please retain \_\_\_\_\_ on the bid list for the item described above.  
(COMPANY NAME)

SIGNATURE OF AUTHORIZED COMPANY REPRESENTATIVE: \_\_\_\_\_

TITLE: \_\_\_\_\_

COMPANY: \_\_\_\_\_

ADDRESS: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

FAX NUMBER: \_\_\_\_\_ TELEPHONE NUMBER: \_\_\_\_\_

**IMPORTANT NOTE:**

To qualify as a respondent to the proposal, the vendor must submit a proposal or return this completed form.

VENDOR REGISTRATION: The City of Troy uses the MITN website for vendor registration, bid and tabulation posting, award information and other processes. Final bid results will be posted on the MITN website after award. Please register to see results – [www.mitn.info](http://www.mitn.info).