



**City of El Segundo  
Golf Course Subcommittee Meeting  
AGENDA  
The Lakes at El Segundo  
400 South Sepulveda Boulevard  
El Segundo, CA 90245**

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The Golf Course Subcommittee can only take action upon Agenda items that have been properly posted and listed on the Agenda. Any writings or documents given to a majority of the Subcommittee regarding any matter on this agenda that the City received after issuing the agenda packet are available for public inspection in the Recreation and Parks Department office during normal business hours. Additional copies will be available at the Subcommittee meeting.

The Public may participate in the discussion of any **Item of Business** on the Agenda. Any other item of interest to the Public that is within the subject-matter jurisdiction of the Golf Course Subcommittee may be directly addressed during **Public Communications**. Before speaking to the Subcommittee, please give: your name, address and organization you represent if desired. Please respect the five (5) minute time limit.

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In compliance with the Americans with Disabilities Act, if you need assistance to participate in this meeting, please contact Jackie Day (310) 524-2881. Notification 48 hours before the meeting will enable the City to make reasonable arrangements to ensure accessibility to this meeting.

**MEETING DATE:** Wednesday, February 7, 2018  
**MEETING TIME:** 11:30 a.m.  
**MEETING PLACE:** El Segundo Golf Course at The Lakes - Banquet Room  
400 S. Sepulveda Bl, El Segundo, CA 90245

**A. CALL TO ORDER** – Councilmember Mike Dugan

**B. PLEDGE OF ALLEGIANCE**

**C. ROLL CALL**

**D. PUBLIC COMMUNICATIONS** - (Related to Subcommittee business only and that is within the subject matter under the jurisdiction of the Committee – 5 minutes per person; 30 minutes total).

**E. APPROVAL OF MINUTES of the Golf Course Subcommittee meeting of December 6, 2017.**  
**Recommendation: (1) Approval; (2) alternatively, discuss and take other action related to this item.**

**F. REPORTS**

1. Lane Donovan Golf Partners will review The Lakes financial statement.

**G. UNFINISHED BUSINESS**

1. Update on The Lakes RFP Task Force.

**H. NEW BUSINESS**

1. Golf Course Manual Review (i.e. school agreements)

**I. THE LAKES GENERAL MANAGER'S COMMENTS – Scott Morgan**

**J. RECREATION & PARKS DIRECTOR'S COMMENTS – Meredith Petit**

**K. SUBCOMMITTEE MEMBER COMMENTS**

Recreation & Parks Commissioner Alex Farfan

El Segundo Resident/El Segundo Men's Golf Club Representative John Gutt

El Segundo Resident/El Segundo Ladies Golf Club Representative Sandy Cox

Councilmember Carol Pirsztuk

Councilmember Mike Dugan

**L. PUBLIC COMMUNICATIONS**

**M. ADJOURNMENT**

NEXT MEETING: The first Wednesday of every other month, April 4, 2018 at 11:30 a.m. at The Lakes at El Segundo, 400 South Sepulveda, El Segundo, CA 90245.

**POSTED BY:** J. Day

**DATE:** 10-28-17

**TIME:** 10:00 a.m.



**City of El Segundo  
Golf Course Subcommittee  
Meeting Minutes**

**December 6, 2017 11:30 a.m.  
at The Lakes Golf Course & Driving Range  
400 South Sepulveda Boulevard, El Segundo, CA 90245**

**A. CALL TO ORDER** – The meeting was called to order at 11:30 a.m. by Councilmember Mike Dugan.

**B. PLEDGE OF ALLEGIANCE**

**C. ROLL CALL –**

**Present:** Councilmember Mike Dugan, Alex Farfan, John Gutt, Councilmember Carol Pirsztuk

**Absent:** Sandy Cox

**Also present:**

Lane Donovan Partners: Mike Donovan, Danny Lane, Scott Morgan

City staff: Meredith Petit, Jackie Day, Vicky Cao

**D. PUBLIC COMMUNICATIONS** (Related to Subcommittee business only and that is within the subject matter under the jurisdiction of the Committee – 5 minutes per person; 30 minutes total)

None

**E. APPROVAL OF MINUTES of the Golf Course Subcommittee meeting October 4, 2017.**

MOTIONED by Alex Farfan and SECONDED by Carol Pirsztuk to approve the minutes of the October 4, 2017 Meeting. MOTION PASSED 4 – 0.

**F. REPORTS**

Mike Donovan reviewed The Lakes financial statement.

**G. UNFINISHED BUSINESS**

None

**H. NEW BUSINESS**

1. Review golf course Fees and make recommendations for changes

Lane Donovan Golf Partners prepared a fee comparison study with similar golf courses in the area. Danny Lane, Mike Donovan, and Meredith Petit reviewed the study and proposed fee increases for the golf course and driving range.

MOTIONED by John Gutt and SECONDED by Carol Pirsztuk to move the proposed fee increases to City Council for approval. MOTION CARRIED 4-0.

2. Review Golf Course Manual

Meredith Petit introduced this item with the option of reviewing the Golf Course Manual at this meeting or at the February 2018 meeting after the Subcommittee has had an opportunity to look at it individually.

The Subcommittee agreed to revisit this item at the February 2018 meeting after they have had an opportunity to read the manual.

**I. THE LAKES GENERAL MANAGER'S COMMENTS – Scott Morgan**

Scott Morgan provided an update on activities, programs, and events at The Lakes.

**J. RECREATION & PARKS DIRECTOR COMMENTS – Meredith Petit**

Staff is getting together with Good Swings Happen to generate new ideas for programs at the golf course and working on the arrangement between Good Swings Happen and the City. Recreation staff is brainstorming ideas for events at the golf course.

The Golf Course Task Force, comprised of 9 members, was created and will meet this coming Monday at 10:00am in the West Conference Room at City Hall. The meeting is open to the public.

**K. SUBCOMMITTEE MEMBER COMMENTS**

Alex Farfan – Will be brainstorming ways to get kids to the golf course.

John Gutt – The course looks very good. Asked if the restaurant prices are competitive. Danny Lane asked for this item to be on the next agenda.

Councilmember Carol Pirsztuk – None

Councilmember Mike Dugan – Read a portion of the land use agreement that states the property is restricted to a golf course and/or for public outdoor recreational use.

**L. PUBLIC COMMUNICATIONS**

Dave Atkinson believes a fee increase is long overdue. He believes a hard liquor license instead of a beer and wine license would be profitable. He thinks there should be changes to the restaurant, including a change in operation hours. He thinks what the pros pay monthly should be increased.

Carl Jacobson suggests there be a date and list of revisions when updating the Golf Course Manual.

**M. ADJOURNMENT**

NEXT MEETING: The first Wednesday of every other month, February 7, 2017 at 11:30 a.m. at The Lakes at El Segundo, 400 South Sepulveda, El Segundo, CA 90245. The meeting was adjourned at 12:45 p.m.

**The Lakes at El Segundo Golf Course**  
**Operating Income Statement**  
**Three Months ended 12/31/17**  
**Fiscal Year 2017/2018**

<b><u>Consolidated</u></b>	<b><u>Current Month</u></b>	<b><u>Last Year</u></b>	<b><u>Current Year</u></b>	<b><u>Last Year</u></b>	<b><u>FYE</u></b> <b><u>Variance</u></b>
Revenue	\$ 96,643	\$ 99,593	\$ 309,161	\$ 329,386	\$ (20,224)
Cost of Sales	10,517	14,943	35,321	44,083	(8,761)
Gross Profit	86,126	84,649	273,840	285,303	(11,463)
Operating Expenses	81,196	100,827	275,933	290,601	(14,667)
Other Charges	33,813	44,333	69,438	90,249	(20,811)
<b>Net Operating Income (Loss)</b>	<b>\$ (28,883)</b>	<b>\$ (60,511)</b>	<b>\$ (71,531)</b>	<b>\$ (95,547)</b>	<b>\$ 24,015</b>
Month end Cash Balance			\$ (322,702)		
<hr/>					
<b><u>Driving Range</u></b>					
Revenue	\$ 33,522	\$ 37,082	\$ 112,914	\$ 120,278	\$ (7,364)
Operating Expenses	7,110	11,281	27,803	21,412	6,391
<b>Net Operating Income (Loss)</b>	<b>\$ 26,412</b>	<b>\$ 25,801</b>	<b>\$ 85,111</b>	<b>\$ 98,866</b>	<b>\$ (13,755)</b>
<b><u>Golf Course</u></b>					
Revenue	\$ 37,098	\$ 33,897	\$ 110,172	\$ 114,058	\$ (3,886)
Operating Expenses	21,696	32,183	78,933	86,966	(8,033)
<b>Net Operating Income (Loss)</b>	<b>\$ 15,402</b>	<b>\$ 1,714</b>	<b>\$ 31,239</b>	<b>\$ 27,092</b>	<b>\$ 4,147</b>
<b><u>Food and Beverage</u></b>					
Revenue	\$ 17,669	\$ 17,740	\$ 56,888	\$ 58,461	\$ (1,573)
Beverage Lease	513	321	1,326	1,250	76
Cost of Sales	7,897	9,785	25,022	30,081	(5,059)
Gross Profit	10,285	8,276	33,192	29,630	3,562
Operating Expenses	19,574	17,781	60,092	54,641	5,451
<b>Net Operating Income (Loss)</b>	<b>\$ (9,288)</b>	<b>\$ (9,505)</b>	<b>\$ (26,900)</b>	<b>\$ (25,011)</b>	<b>\$ (1,889)</b>
<b><u>Pro Shop</u></b>					
Revenue	\$ 3,641	\$ 5,753	\$ 14,062	\$ 17,339	\$ (3,277)
Cost of Sales	2,620	5,159	10,299	13,448	(3,148)
Gross Profit	1,021	595	3,762	3,891	(129)
Operating Expenses	9,480	3,328	31,367	9,306	22,061
<b>Net Operating Income (Loss)</b>	<b>\$ (8,459)</b>	<b>\$ (2,734)</b>	<b>\$ (27,605)</b>	<b>\$ (5,415)</b>	<b>\$ (22,190)</b>
<b><u>General and Administrative</u></b>					
Revenue	\$ -	\$ -	\$ -	\$ -	\$ -
Operating Expenses	23,338	36,254	77,739	118,188	(40,450)
<b>Net Operating Income (Loss)</b>	<b>\$ (23,338)</b>	<b>\$ (36,254)</b>	<b>\$ (77,739)</b>	<b>\$ (118,188)</b>	<b>\$ 40,450</b>
<b><u>Lessons</u></b>					
Revenue	\$ 4,200	\$ 4,800	\$ 13,800	\$ 18,000	\$ (4,200)
Cost of Sales	-	-	-	554	(554)
Gross Profit	4,200	4,800	13,800	17,446	(3,646)
Operating Expenses	-	-	-	88	(88)
<b>Net Operating Income (Loss)</b>	<b>\$ 4,200</b>	<b>\$ 4,800</b>	<b>\$ 13,800</b>	<b>\$ 17,358</b>	<b>\$ (3,558)</b>

**The Lakes at El Segundo Golf Course**  
**Financial Summary Including Other Charges**  
**Three Months ended 12/31/17**

<u>Consolidated</u>	<u>Current Month</u>	<u>Last Year</u>	<u>Three Months ended 12/31/17</u>		<u>FYE</u>
			<u>Current Year</u>	<u>Last Year</u>	<u>Variance</u>
<b>Other Charges</b>					
Computer Refresh Program (Recurring JE)	\$ 192	\$ 192	\$ 575	\$ 575	\$ (0)
Equipment Replacement Charges (Recurring JE)	921	1,583	2,763	4,749	\$ (1,986)
Insurance & Bonds (Recurring JE)	9,533	7,708	28,599	28,375	\$ 224
General Administrative Charges (Recurring JE)	7,167	10,850	21,501	32,550	\$ (11,049)
Professional/Technical (Lane Donovan Golf Partners Inv)	16,000	24,000	16,000	24,000	\$ (8,000)
Legal Counsel (AP, Invoices)	-	-	-	-	\$ -
Right of Way Lease (AP, Invoices)	-	-	-	-	\$ -
<b>Total Other Charges</b>	<b>\$ 33,813</b>	<b>\$ 44,333</b>	<b>69,438</b>	<b>90,249</b>	<b>\$ (20,811)</b>

	<u>Three Months</u>	<u>Three Months</u>
	<u>ended 12/31/17</u>	<u>ended 12/31/16</u>
<b>Net Operating Income (Loss)</b>		
Driving Range	\$ 85,111	\$ 98,866
Golf Course	31,239	27,092
Restaurant	(26,900)	(25,011)
Pro Shop	(27,605)	(5,415)
General and Administrative	(77,739)	(118,188)
Lessons	13,800	17,358
<b>Net Operating Income (Loss)</b>	<b>(2,093)</b>	<b>(5,298)</b>
Other Charges	69,438	90,249
<b>Net Income (Loss)</b>	<b>\$ (71,531)</b>	<b>\$ (95,547)</b>

**CITY OF EL SEGUNDO**

**THE LAKES  
AT  
EL SEGUNDO**

**GOLF COURSE MANUAL**

# **CITY OF EL SEGUNDO**

## **GOLF COURSE MANUAL**

### **Purpose**

The purpose of the Golf Course Manual is to establish uniform rules, procedures and operating policies for the operations of The Lakes at El Segundo Golf Course.

The Lakes at El Segundo Golf Course is constructed as an executive golf course to provide a quality facility for its customers and to generate revenue for the City. It is the intent and goal of the City of El Segundo that The Lakes at El Segundo Golf Course will be operated in a professional, efficient, and productive manner that shall insure that the highest level of quality is achieved and maintained.

The Golf Course Manual provides direction and valuable information for golf course operations and maintenance. It is the City's desire that The Lakes at El Segundo Golf Course be a major community service program that enhances the quality of life of participants of all ages.

All matters pertaining to the operation of The Lakes at El Segundo Golf Course, fee and policy changes shall be directed, first, to the El Segundo Recreation and Parks Director, then to the Recreation Commission. Final approval is the responsibility of the El Segundo City Council.



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## DEFINITIONS

In order to facilitate the use of the City of El Segundo's Golf Course Manual, the following definitions will apply:

1. The City of El Segundo will hereinafter be referred to as "City."
2. The Lane Donovan Inc. will hereinafter be referred to as "OPERATOR."
3. The Lakes at El Segundo Golf Course and Driving Range will hereinafter be referred to as the "Course".
4. El Segundo Golf Club, Inc., El Segundo Sr. Men's Club, El Segundo Women's Golf Club and El Segundo Junior Golf Club will hereinafter be referred to as "Recognized Clubs."
5. The daily diary of golf course activity will hereinafter be referred to as "'Tee Sheet."
6. The following professional organizations will hereinafter be referred to by their abbreviated titles:
  - The Professional Golfers' Association of America as the "PGA."
  - The Ladies Professional Golfers' Association of America as the "LPGA."
  - The United States Golf Association as the "USGA."
7. The Course Manager will be an employee of, report directly to, and receive instructions and guidance from the OPERATOR.
8. The Class "A" Superintendent in charge of maintenance will hereinafter be referred to as "The Superintendent."
9. Golf Course maintenance staff will be referred to as "Crew or "Crews."
10. Junior rates shall apply to youths between the ages of 5 and 18. Junior rates apply before 4:00 p.m., Monday through Thursday, exclusive of legal holidays.

## I. GOLF OPERATIONS

### A. Operating Philosophy

#### 1. Operating Goal

- a. Provide quality service in all activities to insure the enjoyment of all patrons and to generate revenue for the City.

#### 2. Professional Staff Functions

- a. Maintain the functions in a manner consistent with the desires and the policies of the City and the OPERATOR to include:

- 1) Pro shop sales
- 2) Hand cart rental and maintenance
- 3) Golf Club Rentals
- 4) Lesson promotion and programs
- 5) Course marketing activities
- 6) Driving range operations
- 7) Starting, course Marshaling, tournament promotion and booking activities
- 8) Cleanliness and maintenance of the facility
- 9) Customer relations
- 10) Revenue collection

#### 3. Merchandising (Pro Shop)

- a. Maintain a well-stocked and attractive pro shop offering merchandise commensurate with wants and needs of the patrons.

#### 4. Accountability

- a. Establish and maintain accurate records regarding the following:

- 1) All revenue, as per management agreement
- 2) Tournament bookings
- 3) Lesson activity
- 4) Rounds of golf
- 5) Cart usage
- 6) Daily weather
- 7) Starting times
- 8) Driving range revenue

5. Customer Relations

a. Professional image and courtesy

- 1) Maintain a well-dressed and well-groomed appearance at all times.
- 2) Maintain a standard of integrity and philosophy consistent with the policies and procedures outlined in this manual.
- 3) Address all customers in a friendly and courteous manner.
- 4) Make every attempt to greet customers by name.

B. Management Responsibilities

1. General Responsibilities of Course Manager

- a. The direction and supervision of all golf course administrative, operational, procedural and maintenance activities, and the personnel assigned to those activities.
- b. The appearance and playing condition of the Course is of prime importance, and the Course Manager is responsible for the general maintenance, grooming, and beautification of the Course as necessary to maintain the quality and appearance levels.
- c. Perform other duties as assigned by the OPERATOR.

2. Specific Responsibilities of Course Manager

- a. Conduct various golf tournaments, initiate and promote golf activities for the golfing public.
- b. Cooperate with the Recognized Clubs and their various committees and render professional advice, opinions, assistance and services as required.
- c. Administer and train a staff of employees, as necessary, to perform duties and meet requirements for sales, rentals and services which are, in the opinion of the City and the OPERATOR, necessary to carry out the provisions of the management agreement.
- d. Operate and maintain a golf shop for repairs, handling, storage, sales, leasing, and services relating to golf, equipment, and hand carts.

- e. Be available, as necessary, to attend regular and special meetings of the Recognized Clubs and to discuss areas both within the realm of his/her duties and those for the benefit of the Course and the City.
- f. Supervise the starting of play by golfers, and the proper charging of green fees and other fees, as necessary, and required.
- g. Operate and supervise a Player Assistant Program at the Course.
- h. Ensure that golf be taught only by qualified instructors.
- i. Hire, discipline and discharge insubordinate personnel.
- j. Plan and schedule the assignment of personnel to cover a seven-day-per-week operation.
- k. Ensure that hand carts are maintained and in operable and safe condition.
- l. Recommend public safety measures and maintain a continuous safety program in compliance with the California Occupational Safety and Health Act (CAL/OSHA).
- m. Provide maximum security for all maintenance buildings and equipment, service yards, materials, supplies, and, especially, toxic chemicals.
- n. Report any emergency, unusual condition or incident to the City and/or OPERATOR immediately.
- o. Inspect the Course daily to ensure proper maintenance and operation, and, as required, make decisions concerning the closing of the Course.
- p. Ensure that the Course Manager and/or a designated representative is on duty at the start and close of the scheduled work day.
- q. In conjunction with the OPERATOR, maintain a continuous training program on golf course maintenance and related subjects, and plan, schedule, and coordinate maintenance programs with personnel in other divisions and departments.

- r. Sell, rent, store and/or repair golf equipment, clothing and supplies, sell instructional services in golf play, rent pull carts, and operate a driving range.
  - s. Represent the OPERATOR/City before civic and private groups for discussion of Course operations.
  - t. Maintain the golf course Tee Sheet in accordance with established rules and procedures.
  - u. The Course Manager will meet at least monthly with the Director of Recreation and Parks.
3. Supervision of Personnel
- a. Employ a Class "A" PGA member in a supervisory capacity.

## II. **FOOD & BEVERAGE OPERATIONS**

### A. Operating Philosophy

- 1. Operating Goal
  - a. Provide quality food service to ensure the enjoyment of all patrons.
- 2. Professional Staff Functions
  - a. Maintain the functions in a manner consistent with the desires and the policies of the City and the OPERATOR to include:
    - 1) Restaurant marketing activities
    - 2) Cleanliness and maintenance of the facility
    - 3) Customer relations
    - 4) Revenue collection
- 3. Merchandising (Restaurant)
  - a. Maintain a well-planned menu designed to maximize sales volume as well as margins and offer dining commensurate with wants and needs of the patrons.
- 4. Accountability
  - a. Establish and maintain accurate records regarding restaurant revenue.

5. Customer Relations

- a. Professional image and courtesy
  - 1) Maintain a well-dressed and well-groomed appearance at all times.
  - 2) Maintain a standard of integrity and philosophy consistent with the policies and procedures outlined in this manual.
  - 3) Address all customers in a friendly and courteous manner.
  - 4) Make every attempt to greet customers by name.

B. Management Responsibilities

1. General Responsibilities of Restaurant Manager

- a. The direction and supervision of all food service personnel.
- b. The appearance and cleanliness of the dining and kitchen area is of prime importance, and the Restaurant Manager is responsible for the general maintenance and decor of the restaurant as necessary to maintain the quality and appearance levels.

2. Specific Responsibilities of Restaurant Manager

- a. Host various club and group functions and parties and initiate and promote dining opportunities to the general public as well as users of the golf facilities.
- b. Administer and train a staff of employees, as necessary, to perform duties and meet standards for service which are, in the opinion of the City and the OPERATOR, necessary to carry out the provisions of the management agreement.
- c. Ensure that alcoholic beverages be served by licensed food servers of legal age.
- d. Hire, discipline and discharge insubordinate personnel.
- e. Plan and schedule the assignment of personnel to cover a seven day per week operation.
- f. Ensure that kitchen equipment is maintained and in sanitary, operable, and safe condition.

- g. Recommend public safety measures and maintain a continuous safety program in compliance with the California Occupational Safety and Health Act (CAL/OSHA).
- h. Report any emergency, unusual condition or incident to the Course Manager immediately.
- i. Inspect the Restaurant daily to ensure proper maintenance, cleanliness and operation.
- j. Ensure that the Restaurant Manager and/or a designated representative is on duty at or before the start and at or after the close of the scheduled Range and Course hours.
- k. In conjunction with the OPERATOR, maintain a continuous training program on golf course maintenance and related subjects, and plan, schedule, and coordinate maintenance programs with personnel in other divisions and departments.
- l. Sell food and beverage services.

### **III. GOLF CART OPERATIONS**

#### **A. Vehicle Operation**

- 1. No vehicle other than carts supplied by the OPERATOR shall be permitted (except as required for maintenance purposes).
- 2. Hand carts must not be taken over aprons, greens, tees, sand traps, or areas between the greens and traps surrounding the green.
- 3. When play has reached the green, hand carts must be left at least 30 feet away from the side of the green.
- 4. Carts of any kind should not be driven or pulled through wet or muddy areas or over sprinkler heads.

### **IV. STARTING AND PLAYER ASSISTING**

#### **A. Starter Responsibilities**

- 1. Get the golfing public on the Course for play by reservation, or off the waiting list, with the least delay and discomfort and in the best possible frame of mind.



2. Use every expedient at his/her command to keep the golf operations running efficiently and without undue delay or commotion.
3. Start golfers on time according to the reservations and in compliance with the waiting list. Fivesomes will be allowed at the discretion of the Starter.
4. Assign fivesomes or less for play, making certain there is a green fee and recorded name on the Starter Sheet for every golf player on the golf Course.
5. Inform each golfer to retain his/her cash register receipt throughout His/her round of golf play as he may be asked to show the receipt to authorized persons.
6. Keep score cards and pencils inside the Starter window and give them to golfers who request them.
7. Be properly groomed and attired.
8. Know the types of grass in the tees, fairways and greens; be familiar with maintenance operations and requirements of the Course, be familiar with other public fee golf courses in the area and with all types of tournaments and prominent golf organizations, such as SCGA, USGA, PGA, LPGA, PUBLIC LINKS, etc.
9. Be fair and considerate of golf patrons at all times, treating everyone equally, and at all times being courteous, friendly, helpful, tactful, effective and impartial.
10. Patiently and courteously answer all questions of patrons and explain to them golf rules and policies and etiquette, in compliance with local rules and USGA rules.
11. Maintain a suggestion box and note in the Tee Sheet all complaints and suggestions concerning the operation or maintenance of the Course, and inform the complainant that his/her complaint will be referred to the Course Manager.
12. Inform all golfers to maintain pace of play.
13. Inform all golfers to maintain pace of play.
14. Practice good housekeeping while on duty by keeping the Starter area clean.

B. Rules of Play

1. The speed of play can be increased by observing strictly the USGA and local rules of golf, the etiquette of golf and the traditions of the game. It is important to play as quickly as possible and avoid unnecessary delays. The golden rule is applicable to play on the Golf Course. **Practice ready golf.**

C. Player Assistant Responsibilities

1. OPERATOR shall provide the services of a Player Assistant to be on duty at all appropriate times, with the exception of periods of inclement weather. OPERATOR shall submit a proposed schedule of Player Assistant services for the Director's approval, disapproval or conditional approval. The services of the Player Assistant may be provided by volunteers. The primary purpose of the Player Assistant's duties shall be to expedite play on the Course at all times. A secondary duty will be to ensure compliance with all Golf Course Rules and Regulations.
2. Player Assistant duties shall be scheduled on a quarterly basis and so reported on the Quarterly Starter Schedule. Daily Player Assistant time will be logged.
3. Under no circumstances will playing golf be considered as course Player Assistant during the scheduled work week.
4. The Player Assistants will require players to maintain their position on the Course to speed up play and verify that golfers have required equipment.
5. Players will be required to observe golf course etiquette, replace fairway divots, rake sand bunkers and repair ball marks on the greens. The Player Assistants will assure safe practices by all golfers.
6. The Player Assistants will enforce regulations concerning the use of electric, Hand, and pull carts.
7. Periodically during the day, inform golfers to please keep their positions on the Course, replace their divots on the fairways, and repair their ball marks on the greens as we are striving to maintain excellent playing conditions.

D. Non-Reserved Players Policy

1. Golfers who do not have a reserved starting time must register with the Starter on the daily waiting list (Call Sheet) prior to play.

2. Golfers without reservations who are at the Course and ready to play may register on the Call Sheet as a single or in groups of two, three, four, or five (upon Starter's discretion).
3. Playing group vacancies, cancellations, and open or unreserved starting times will be filled only from the Call Sheet on a first-come, first-served basis with priority determined by the time of registration with the Starter. Those who have registered as a group will be called for play as openings become available for the number of players in the group.
4. When sufficient players are available from the Starter Sheet and/or the Call Sheet, the Starter will send groups of four to the starting tee. If fewer than four players are available, the Starter may send out groups of two or three. A single player may be sent out alone only if no other golfers are available and if it appears they will not be available within a reasonable time.
5. As players on the Call Sheet are sent to the first tee their names will be scratched from the sheet.
6. The golf course Starter on duty is responsible for assigning foursomes, and for scheduling and starting all players in accordance with Reservation/Call Sheet rules and regulations. Golfers are not permitted to buy, sell, or transfer starting times or Call Sheet positions. Only those golfers who are properly registered and who are called by the Starter will be allowed to start play.
7. The golf course Starter may switch or interchange starting times if in His/her judgment such change would prevent delays, eliminate confusion, correct a problem, or be of general benefit to the players involved and to those following.
8. The Starter will call players to the tee. After calling the group due on the tee, the following group will be given a five minute warning call by number and name. The next group will then be given a ten minute warning call by number and name.

E. Reservation Policy

1. Starting time reservation requests for daily play will be accepted at the Course Starter's office up to one week in advance of playing date desired. Requests may be made, in person or by phone, from 6:00 a.m. every day of the week. El Segundo residents can make a reservation eight days in advance, and the reservation period will be reserved for persons having valid El Segundo Recreation and Parks I. D. Cards; hereafter referred to as "I.D. Card." All persons in the playing group need not have I.D.

Cards, but the person making the reservation must be a member of the group and present the I.D. Card when making the reservation in person and when paying for green fees.

2. When golfers are lined up at the Starter's window to make reservations, two requests will be taken from the line and one from the phone. This procedure will continue until the line is exhausted; thereafter, reservations may be made in person or by phone on a first-come, first-served basis until all reservations for the playing date are issued.
3. Reservations will be made only for groups of two, three, four, or five players, and openings in a group will be filled from the Call Sheet on the day of play. Reservations will not be accepted for a single player.
4. Only one reserved time per person is allowed and that person must be a member of the group for which the reservation is made (unless there are acceptable extenuating circumstances).
5. The name of the person making the reservation will be penciled in on the Starter sheet opposite the time assigned. On the day of play, the Starter will record all players names in ink as their green fees are collected.
6. A reservation may be forfeited if the golfer making same does not check in with the Starter at least ten minutes prior to the assigned starting time. A reservation may also be forfeited when only one of a group having a reserved time is present ten minutes prior to tee-off time. If a reservation is forfeited, the players involved may be registered on the Call Sheet in priority order if they so desire.
7. Reservations are not transferable to another player. If a reservation is canceled, the Starter will offer the time to the next applicant, or if the time is open on the day of play, it will be filled with names from the Call Sheet in the order listed.
8. Permanent starting times will not be assigned at any time, however, the OPERATOR may have one reserved time per hour on Saturday, Sunday and holidays to allow f& possible human error during the reservation process.

9. If, for any reason, the Course is closed the entire day, all golf play reservations for that day will be canceled. The Starter will make every effort to get all players on the golf course as soon as possible. Players unable to begin at their assigned starting times due to inclement weather will be reassigned starting times at the discretion of the Starter.
10. The City may schedule use of the golf course as a setting for official business. Appropriate activities include promotion of economic development or intergovernmental relations. Such use shall be directly related to City business and shall not include purely personal use of the golf course by City officials or their families. For official business, the City may reserve a tee time more than one week in advance. In such cases, the following procedure should be used:
  - a) The City Manager must approve the proposed use.
  - b) The use will not pre-empt any previously scheduled tournament or event.
  - c) All requests will be routed through the City Manager's Office to the Director of Recreation and Parks or his/her designee who will request the tee time from the golf pro shop and confirm its availability with the City Manager's Office.
  - d) The City Manager shall record occasions that the golf course has been scheduled for official business and shall have such records available for public inspection. The record shall include date, time, purpose, and name of participants.
11. The Recreation and Parks Director has the ability to schedule two (2) special golf outings per year (including one for City employees, if desired) without the minimum, number of player requirements for either weekend or weekdays.
12. Conflicts will be referred to the Recreation and Parks Commission for resolution.

F. Hours of Operation

1. Course will open 1/2 hour prior to daylight and close at dark.
  - a. Approximately (Summer-Spring) 5:30 a.m. - 8:00 p.m.
  - b. Approximately (Winter-Fall) 6:00 a.m. - 5:00 p.m.

G. Closing Course

1. OPERATOR is responsible for decisions concerning temporary or all day closing of the Course. In making such decisions, due consideration will be given to the welfare of the general public and golf course.

## V. COURSE RULES, REGULATIONS AND ETIQUETTE

### A. General

1. The following activities are prohibited on grounds or facilities except as authorized by OPERATOR or City.
  - a. Storage of private or personal property.
  - b. Solicitation of any kind.
  - c. Circulation or posting of handbills, petitions, advertising matter, promotional material, and literature.
  - d. Selling of any goods, wares, or merchandise.
  - e. Carrying or discharging any firearm, air gun, sling shot, or fireworks of any kind.
  - f. Use of the Course for any purpose other than to play golf in the accepted manner.
2. All beverages taken on the Course must be purchased from the OPERATOR. No coolers can be brought on premises.
3. Throwing trash (paper cups, candy wrappers, etc.) anywhere on the Course is prohibited.
4. It shall be unlawful for any person to loiter on the premises, and unauthorized persons are not permitted.
5. Dogs, cats, or any other animals shall not be brought on the Course under any circumstances.
6. Picnicking or recreational play, other than golf, is prohibited.
7. Overnight or day camping is not allowed on any part of the Course.
8. Cars must be parked in designated parking areas only, and overnight parking in the parking lot is not allowed.
9. Reserved parking may be provided for the Starter, Golf Professionals and Course Manager within the clubhouse parking area.
10. If necessary, the El Segundo Police Department may be called upon for assistance in enforcing these regulations.
11. Holes must be played in sequence, and a golfer in the wrong fairway must give way to players playing that hole.
12. No more than one golfer shall play out of one bag. Each player must have his/her own set of club's.

13. It is the responsibility of each player to replace divots, rake and smooth traps, and repair ball marks or other damage on the greens.
14. Golfers are responsible for injuries or damages resulting from their golf shots.
15. Starter shall have the right to allow spectators only for special events with prior approval from the City and OPERATOR.
16. In the interest of all, players must play without delay, and all groups must keep their place on the Course or allow following players to play through.
17. OPERATOR reserves the right to cancel playing permits for individuals or organizations using Course facilities if at any time conditions justify such action.
18. Golfers may be refused playing privileges, or they may be removed from the Course for:
  - a. Submitting false information for the purpose of securing golfing privileges.
  - b. Playing golf without paying a green fee or registering with the Starter.
  - c. Obvious inability to play golf and to maintain their position on the Course.
  - d. Intoxication, disorderly conduct, use of abusive or profane language, inappropriate dress or other behavior detrimental to the normal and orderly operation of the Course.
  - e. Failure to comply with the existing rules and regulations governing golf play, practice, operation of carts or pull carts, personal conduct, and appropriate dress.

B. Dress Code

1. Appropriate golf attire must be worn at all times.
  - a. It is up to the discretion of the Starter to determine appropriate golf attire.
  - b. Player Assistants will assure that these guidelines are adhered to on the Golf Course and Driving Range.

C. Golf Play

1. USGA Rules of Golf and posted local rules will govern play at all times.
2. No play is allowed on the Course when it has been closed for any reason.
3. Golfers under the age of fourteen (14) years may play on the Course only when they have demonstrated appropriate knowledge of golf course etiquette and are accompanied by an adult responsible for



child. At the discretion of the Operator, golfers under the age of fourteen may be able to play without being accompanied, by an adult.

4. All players must be registered with the Starter before playing any part of the golf Course.
5. All players must have a current cash register receipt or a valid daily ticket in their possession during play.
6. Practicing anywhere on the Course at any time is prohibited. Players must use the driving range, putting green, and other designated practice facilities for practice.
7. When sufficient players are registered, four persons will be scheduled in each playing group on tee # 1.
8. Fivesomes are allowed at the discretion of the Starter.
9. Unless prior permission is given, golfers will tee off only between the appropriate tee markers.

## VI. TOURNAMENTS

### A. General Information

1. Any golf club, company, golf association, or other organization may request authorization to hold a golf tournament on a first come, first served, basis.
2. All tournaments must have a Tournament Agreement requiring multiple reserved starting times with a minimum of 16 players.
3. Tournament fees and charges will be set by the OPERATOR subject to the approval of the Director of Recreation and Parks. Fees and charges are subject to change without prior written notice. Tournament fees will be based on fees and charges in effect on the date of the tournament. All fees and charges in effect on date of tournament must be paid and received 15 days prior to day of tournament.
4. All pre-scheduled tournament events will be charged at the current daily fee per player. Any discount rates will not apply with an exception to the Recognized Clubs.
5. Individual starting time reservation requests will not be accepted for starting times which fall within a scheduled tournament period, however, the Course may fill any unfilled or late starting time with players from the daily call sheet.
6. Unless otherwise authorized by the OPERATOR, tournament playoffs to settle a tie will not be permitted.
7. Refunds on tournament green fees will not be made except when the Course is officially closed due to inclement weather or other adverse conditions.
8. If the Course is closed prior to, or during a tournament, green fees for those participants who have not commenced play will be refunded in accordance with established procedures.
9. Tournament participants must observe all prevailing rules and regulations covering use of the Course, personal conduct, dress, and golf play as prescribed by the City and the OPERATOR.
10. Tournament sponsors are liable for any personal injury, property damages or repairs resulting from tournament play.
11. Tournament sponsoring organizations must agree that, during use of the Course facilities, no person will be excluded from participation, denied any benefit, or otherwise be subjected to discrimination because of his/her race, creed, color, or national origin.

12. The following information on each scheduled tournament will be entered in the Tournament File by the OPERATOR or the designated representative.
  - a. Name of the organization holding the tournament.
  - b. Date and time of play.
  - c. Number of players.
  - d. Name, address, and phone number of the tournament chairperson.
13. All scheduled tournaments shall be encouraged to purchase prizes from the golf shop per the fee schedule. Any discount rates will not apply

B. Permit Procedures

1. Tournament requests will be taken one year in advance.
2. No tournament will be confirmed until the following:
  - a. A tournament contract is signed by the organization representative booking the tournament and the OPERATOR.
  - b. A check for 10% of the total charges for the tournament is received. These fees must be received along with the signed contract.
  - c. The total remaining fees must be paid in full no later than 10 days prior to the scheduled tournament or the tournament may be canceled.
3. The 10% deposit may be waived at the discretion of the OPERATOR.
4. The Recognized Clubs may schedule a one day weekend tournament per quarter. The recognized club tournament event can start at 7:00 a.m.
5. The Recognized Clubs may have one (1) multiple-day event per year for their club championships.
6. In order to receive a refund of the 10% deposit, OPERATOR must receive written notification of cancellation at least 10 days prior to the date of the scheduled tournament
7. All tournament fees are calculated on the current fees charged on the day the tournament is held. These fees are subject to change requiring no notification to the organization or individual responsible for booking the tournaments.
8. On receipt of tournament fees within the time allocated, the OPERATOR will immediately fill out and sign the approved two-part receipt for the fees paid. The original copy will be sent to the

applicant and one copy will be placed on file with the contract. Receipt of payment will be noted in the Tee Sheet.

9. Starting times for which advance payment has been made and for which a Tournament Contract has been executed will be blocked out on the Starter Sheet for the day of the tournament.

### C. Tournament Categories

#### 1. Prepaid use

- a. Permits use of golf course for those starting times reserved by the tournament sponsoring organization. A 10 % deposit is required at the time the tournament contract is signed and the tournament is scheduled.

#### 2. Shotgun Tournaments

- a. Shotgun tournaments (tournaments where all golfers start at the same time on a different hole) may be permitted under certain conditions and restrictions and must be approved by the OPERATOR and are subject to the following requirements:
  - 1) Generally must be held Monday through Thursday only.
  - 2) Pay for a minimum of 72 players (based on 36 players per hour).
  - 3) Shotgun tournaments are not generally exclusive-use tournaments and the playing privilege cannot be transferred to any other group. Starting times after the tournament will be made available to the general public, and the OPERATOR reserves the right to fill incomplete foursomes within the tournament group from the daily Call Sheet.
  - 4) Course manager can book six (6) weekend Shotgun tournaments per year.

#### 3. Group League Play

- a. Group play must be approved by the OPERATOR and is subject to the following restrictions:
  - 1) Permitted Monday through Thursday only, exclusive of holidays.
  - 2) Must pay prevailing tournament and green fees.
  - 3) May tee off after 4:00 p.m.

4. Junior Tournaments

- a. The OPERATOR may schedule an annual City sponsored Junior Tournament for boys and girls who are not yet 18 years of age. Participating junior golfers will pay a special discounted tournament entry fee to the OPERATOR.
- b. Course Manager will coordinate appropriate varsity golf team practices and league matches during their golf season. (High School and College.)

D. Accounting

1. The Course Manager will receive payment for tournament fees by mail or in person at the Course. In the absence of the Course Manager, the Starter on duty may accept payment and issue appropriate receipts.
2. On the date of the tournament, play will be recorded on that day's Starter Sheet in the usual manner; A ticket will be rung for all paid players in the tournament and the tournament representative will be issued a cash register receipt.

## VII. SCHOOL TEAM PLAY

### A. Purpose

1. To provide young people the opportunity to participate in organized competition in a sport that is not always accessible to all social and economic levels of our society.
2. To provide young people with the opportunity to develop an interest in a lifetime sport through involvement with the schools.

### B. Policy and Procedures

1. Letter applications for school team play, for the following year, must be submitted to the OPERATOR between September 15 and November 1. Applications will not be accepted prior to September 15, and those applications received during the specified period for submission will be processed in the order received. El Segundo School District will have priority.
2. In processing an application for school team play, the OPERATOR will:
  - a. Make every effort to comply with the school request.
  - b. Designate and assign the days and times for school play.
  - c. Issue a letter authorizing use of the Course, including dates and times.
  - d. Prior to January 2 of each year, meet with the golf coach or other designated faculty representatives of the requesting schools to make necessary arrangements, discuss procedures, rules, and regulations, and to schedule the school team play.
3. Each school authorized for team play must submit a team roster and schedule for practice and league play to the OPERATOR at least two weeks prior to the opening of the season. Team members must meet standard eligibility requirements at the junior high, high school or college level.
4. School golf teams will not be allowed on the Course unless accompanied at all times by a golf coach or other designated faculty representative. Teams will be classified as a group, and the assigned coach or faculty member will represent them and be held responsible for their conduct.
5. Each school may be permitted to play at junior rates during team season.

6. Team members may play two 9-hole rounds on the assigned day or days.
7. Team practice and/or league play will be permitted only on those weekdays (excluding holidays) assigned by the OPERATOR. School golf teams shall report to the Course between the hours of 2:00 p.m. and 3:00 p.m. on the days scheduled for play. Any changes or exceptions must be approved by the OPERATOR.
8. Each participating school is allowed four foursomes and a coach or faculty member for practice matches and for scheduled league matches.
9. For school team practice rounds and team league play, the golf coach or designated faculty representative will pay the prevailing junior fee for each participating team member. Payment may be in cash or by first party check for the exact amount due.
10. The golf coach or designated faculty member will pay the prevailing junior green fee when playing golf while supervising the school team activity. Regular green fees will be paid for play at any other time.
11. School team players will be required to show their student identification cards.
12. School golf team members, golf coaches, and faculty representatives will be expected to observe and adhere to the rules of conduct, dress, and golf play prescribed by the City. The OPERATOR reserves the right at all times to cancel a playing permit if conditions justify such action.

## **VIII. JUNIOR GOLF PROGRAM**

### **A. Purpose**

1. Create a future interest in golf by providing opportunities for young people to learn the game of golf.
2. Establish guidelines that will enable young golfers to integrate comfortably with adult players on the golf course and driving range.
3. Ensure that an ongoing program of education for juniors interested in sports (specifically golf) as a contribution to their own personal development.

### **B. Summer Junior Golf Camp Program**

1. A summer junior golf program will take place during the months of June, July and August.
2. Camps are offered for youth under 18 years old.
3. Safety for the juniors attending will be a primary focus throughout all camps.
4. Three-day and five-day camps will be offered at a price developed by the management company.
5. Camps will also provide snacks and lunch

### **C. Junior Golf Program (Junior Tour School)**

1. A one-hour junior clinic will be scheduled at a minimum of three Sundays per month. Clinics are scheduled in the afternoon hours and are scheduled in accordance with daylight savings.
2. Clinic topics will include grip, stance, posture, alignment, course/range etiquette, short game, putting, and full swing.
3. Clinics are one (1) hour in length.
4. Junior Tour School membership includes: two free clinics, discounts on green fees/driving range, golf shop merchandise, membership card, golf shirt, golf cap.

### **D. Junior Golf Tournaments**

1. Junior golf tournaments will be held at a minimum of four tournaments per calendar year.
2. One Junior Golf Championship will be held once per year.



3. Prices may vary due to tee-prizes, prizes and tournament format. (tee-times, shotgun, two-person, parent/child).

E. General Policies

1. Junior events shall be posted on the facility calendar and the facility website.
2. El Segundo junior residents of El Segundo will receive the posted discount.
3. Non-residents will receive the posted discount.
4. Discounts will be provided on weekdays and weekends. Holidays will default to the weekend rate.

## IX. RECOGNIZED CLUBS

### A. Purpose

1. To offer a vehicle for organized competition, handicapping and fellowship for the Course patrons.
2. To establish a nucleus of patrons for the Course.

### B. Policy

1. The Course will recognize the following clubs:
  - a. One Men's Club
  - b. One Women's Club
  - c. One Junior Club
  - d. One El Segundo Club
  - e. Clubs may be added at the discretion of the City.
2. The Recognized Clubs must be totally self supporting through their own dues structure.
3. Each Recognized Club must establish a Board of Directors. This Board must have at least five members as follows:
  - a. President
  - b. Treasurer
  - c. Tournament Chairman
  - d. OPERATOR representative
  - e. City representative
4. OPERATOR will aid in the establishment of the above clubs.
5. The Recognized Clubs' bylaws must be approved by the OPERATOR and the City.
6. The Recognized Clubs must belong to the appropriate amateur golf regulatory association, (i.e. Southern California Golf Association, as applicable to the Course).
7. The Recognized Clubs use of the Course for organized playing activities will be subject to the policy established in this manual.
8. Each Recognized Club is encouraged to purchase their tournament prizes from the OPERATOR per the fee schedule.
9. No cash prizes for tournament winners will be permitted unless approved by the OPERATOR.

10. Reservation privileges for the Recognized Clubs' members will be limited to the reservation policy established in this manual.
11. Organized tournament privileges for Recognized Clubs will be limited to policies established in this manual.

## **X. DRIVING RANGE OPERATIONS**

### **A. Hours of Operation**

1. The driving range hours of operation will be at the discretion of the OPERATOR, subject to City approval which will not be unreasonably withheld.

### **B. General Policies**

1. The OPERATOR shall provide a quality of range ball that will meet the needs and desires of the golfers.
2. The OPERATOR will be required to maintain the following amenities for the patrons' enjoyment:
  - a. Properly maintained standing mats and brushes.
  - b. Accurate and aesthetically pleasing yardage indicators.
  - c. Signs indicating safety procedures for all patrons.
  - d. Adequate quantities of range balls to allow for peak usage periods.
3. The OPERATOR shall have clubs available for rental use on the driving range.

## **XI. LESSON PROGRAMS**

### **A. Purpose**

1. To provide a service to all levels of golfers so that they may enjoy golf by improving their individual skill levels.
2. To provide a means of introducing new golfers to the game of golf therefore improving revenue potential and Course usage.
3. To provide different types of instruction to fit the needs and incomes of all people desiring to play the game of golf.

### **B. Types of lessons available**

1. The OPERATOR is required to provide the following types of professional instruction:
  - a. Private instruction available by the half hour or in a series structure.

- b. Junior golf "swing classes" for beginners at least once per week on a perpetual basis.
- c. Adult group lessons for beginning, intermediate, and advanced players on a perpetual basis.
- d. Periodic clinics for the Recognized Clubs demonstrating various aspects of the golf game.
- e. Six hours of gratis group swing instruction for the junior golfers every year.
- f. Playing lessons.

## **Golf Course Maintenance Specifications**

- A. The OPERATOR, or the third party CONTRACTOR, shall supply in the amounts and quantities necessary, (amounts and quantities necessary to perform the obligations shall be determined by OPERATOR, as described elsewhere in this Agreement).
1. All necessary gasoline, oil and diesel fuel needed to operate equipment.
  2. All necessary top dressing, seed, sod, fertilizer, fungicides, herbicides, pesticides, iron sulfate, sulfur and calcium (gypsum).
  3. Materials and parts necessary for repair and maintenance of all irrigation systems.
  4. Tee towels and soap for ball washers.
  5. Rock dust or decomposed granite for paths and roads.
  6. Sand for traps.
  7. Soil tests for pH, P and K, as necessary.
- B. The CONTRACTOR shall provide the appropriate supervision for course maintenance.
1. A qualified Class "An Golf Course Superintendent shall be responsible for supervising the maintenance of the facility. Any change in this schedule must be approved by the Director of Recreation and Parks.
  2. A crew of sufficient size to maintain the course in accordance with the specifications herein shall be retained on a full time basis. OPERATOR shall be provided names of crew members and the supervisor.
  3. An emergency duty contact person shall be provided at all times.
- C. The CONTRACTOR shall perform the following maintenance services at no less than the frequencies indicated in these specifications; however, the OPERATOR shall have the right to determine the extent and frequency of any additional "as needed" services. Standards and frequencies may be modified from time to time as deemed necessary by the OPERATOR for the proper maintenance of golf course facilities.

In those subsections below where horticultural tasks are specified to be performed on a scheduled basis (as daily, every other day, etc.), the

CONTRACTOR will not be expected to perform the task on the specified schedule if the performance of the task is precluded by weather conditions. The tasks shall be performed on the next available day on which the weather conditions will not interfere with the reasonable performance of the task.

1. **Greens:** The golf course greens are to be maintained in a condition that supports the level of play at the Course. The CONTRACTOR shall be responsible for mowing, watering, aerating, vertical mowing, fertilizing, top-dressing, pest control and repair as specified below.

a. Mowing:

- (1) During the peak growing season (April through October), mowing shall be done seven (7) times per week. During the period of slow growth, (November through March) mowing shall be done at least five (5) times per week. Height of cut and frequencies may be modified from time to time as deemed necessary by the golf course superintendent subject to approval of Operator.

Greens shall be cut at a length of 5/32" to 4/16", depending on the time of year and the amount of play.

- (2) Basket devices for catching grass clippings shall be used on mowers each time a green is cut, except for the first mowing after the green has been top-dressed.
- (3) The mowing pattern shall be alternated each time a green is mowed.
- (4) "Graining" in the greens shall be controlled as necessary by the use of combs, brushes, or "verticut" attachments on green mowers.
- (5) Verticut all greens as needed to prevent thatch buildup, not less than once a month, or as otherwise directed by OPERATOR.
- (6) Greens collars shall be mowed three times weekly at a length of 1/2".

b. Watering of Greens:

- (1) The CONTRACTOR shall water the greens as necessary to keep the grass in optimal growing condition.
- (2) Irrigation of the greens should produce greens that are evenly wet over the total green. Wet and dry spots are to be minimized by controller setting and hand watering as necessary.

- (3) During periods of low humidity (below 30%) and high temperatures (above 95 degrees) the CONTRACTOR shall check greens on an hourly basis and syringe the greens lightly until all greens show no signs of heat stress or wilt.
- c. Top-Dressing of Greens: The CONTRACTOR shall top dress each green as needed.
- d. Aerating of Greens: The CONTRACTOR shall aerate each green not less than two (2) times each year, using a Ryan Greensaire 24 or equal.
- e. Fertilizing Greens:
- (1) The greens are to be fertilized in increments of not more than one (1) pound of nitrogen per 1,000 square feet of cold water soluble nitrogen per application.
  - (2) The greens are to be fertilized frequently enough to support constant growth which is correspondent to the particular season of the year.
  - (3) Based on soil tests, phosphorus and potash shall be added in greens fertilization on a basis of 3-1-2. A balance of N-P2)5-K2 as in Best Turf Supreme 15-4-7 or equal shall be maintained.
- f. Overseeding:
- (1) Seeding of the greens with bent grass at the rate of two (2) pounds per 1,000 square feet shall be as needed.
  - (2) Seeding of the greens surrounds with perennial rye grass at the rate of fifteen pounds per 1000 square feet shall be done as needed.
  - (3) Renovating of putting surfaces and surrounds shall be done prior to applying seed and followed by a light top dressing.
- g. Insect and Disease Control:
- (1) CONTRACTOR shall have the soil analyzed within thirty (30) days after the start of the term of the Agreement as needed for fairways. Fertilizer, pesticides and amendments (sulphur, gypsum, etc.) will be applied in the quantity and type recommended by the soil analysis in a manner to provide uniform growth of turf. OPERATOR will be provided with copies of all analytical tests conducted.
  - (2) Applications of pesticides for the control of insect and disease organisms shall be carried out only after all other cultural methods have been exhausted. Should it be necessary to use chemical control techniques, the Superintendent shall notify the OPERATOR prior to any applications.

- (3) All applicable regulations shall be strictly adhered to and all required reporting and pest applicator certifications shall be the responsibility of the CONTRACTOR.
- (4) The greens shall be checked daily for fungus activity, insect infestations, or any other pest problem which will adversely affect the quality of the putting surface.
- h. Weed Control on Greens: The CONTRACTOR is to maintain a program to keep the greens free at all times of broad leaf weeds, bermuda grass, quack grass, dallis grass, crabgrass, annual bluegrass, and of all grasses, other than bentgrass.
- i. Repair of Greens: Any damage done to the greens from any source which affects the putting surface shall be repaired immediately by the CONTRACTOR. In the case of voids or bare areas in the grass cover of the green, all such areas shall be sodden with appropriate sod.
- j. Other Greens Requirements:
  - (1) The CONTRACTOR shall repair ball marks on all greens on mowing days.
  - (2) The CONTRACTOR shall change the pin placement on the greens every day.

**2. Tee Maintenance:** Tops of tees shall be mowed separately from tee sides and slopes.

- a. Mowing: Maintain all tees according to accepted playability and industry wide standards as determined by the OPERATOR, observing the following minimum requirements:
  - (1) Tee tops shall be mowed three (3) times per week or more often depending upon growth conditions. The practice of alternating mowing patterns shall be followed.
  - (2) Tee and aprons shall be cut at a maximum height of 5/8 inches.
  - (3) Clippings shall be collected and disposed of by broadcasting into the driving range.
  - (4) The CONTRACTOR shall not use a Triplex Reel Mower intended for the mowing of tees.
- b. Watering of Tees: Tees are to be watered as necessary to keep the grass in optimal growing condition and to provide a relatively dry, firm stance in making tee shots. Hand watering shall be used by the CONTRACTOR where necessary to augment the automatic irrigation system.



- c. Aeration:
  - (1) Tees shall be aerated as needed using 5/8" or 1/2" tines. Penetrating at least 3" and yielding 36 or more holes per sq. ft.
- d. Verticutting: Vertical mowing shall be done whenever levels exceed 1/2" thickness.
- e. Top dressed in: They should be top dressed as needed to maintain quality tees.
- f. Repairing Divots: Large divot holes (3" or more long) on tees shall be repaired at least three (3) times weekly by hand filling and leveling them with a mix of seed, sand and humus.
- g. Fertilization: Fertilizing materials and rates shall be determined by growing conditions and the results of soil nutrient level testing. Rates of application may vary depending upon the test results; however, under normal conditions rates will provide one (1) pound of actual nitrogen per 1,000 sq. ft. per application per month. Ratio of potash, potassium and trace elements added with nitrogen will depend upon soil test results.
- h. Pest Control on Tees and Aprons: The tees and aprons shall be checked daily for fungus activity and insect infestations, or any other pest infestation which would interfere with the playing surface or the health of the turf grasses. The appropriate controls for these pests shall be put into force as soon as necessary after their discovery.
- i. Weed Control on Tees and Aprons: The tees and aprons are to be kept free of broadleaf weeds, crabgrass, dallis grass, coarse fescues, and quack grass at all times.
- j. Overseeding: Seeding with VIP perennial rye grass at the rate of 15 pounds per 1000 square feet shall be done when climatic conditions are favorable for germination and growth. Renovating shall be done prior to applying seed and followed by a light top dressing.

**3. Fairways. Range and Shoulders of and Aprons of Greens and Tees (hereinafter referred to as FAIRWAYS Maintenance)**

- a. Mowing: Maintain all fairways according to accepted playability and industry-wide standards as determined by the OPERATOR at all times, observing the following minimum requirements:
  - (1) Fairways shall be mowed three (3) times per week during the active growing season. Normal cutting height shall be between 1/2" and 3/4" depending upon season and rate of growth.
  - (2) The practice of alternating mowing patterns shall be followed wherever possible.
  - (3) During periods of rainy weather which interfere with the normal fairway mowing schedule, the CONTRACTOR shall be expected

to use additional mowing resources to catch up on mowing requirements so as to prevent overly long grass.

- (4) Take precautions to prevent scalping, rutting, uneven mowing and damage to trees and shrubs.
- b. Watering of Fairways/Driving Range: Fairways and the driving range are to be watered as necessary to keep the grass in optimal playing condition.
- c. Aerating of Fairways/Driving Range: The fairways shall be aerated as necessary to keep the grass in optimal playing condition.
- d. Vertical mowing: Vertical mowing of fairways is not required except in extraordinary circumstances for disease control or to reduce thatch of stoloniferous weed grasses.
- e. Fertilization of Fairways/Driving Range:
  - (1) The fairways and driving range are to be fertilized in increments of one (1) pound of cold water soluble nitrogen per 1000 sq. ft. per application with phosphorous, potash and trace elements, sulphur and calcium.
  - (2) Fairways and the driving range are to be fertilized as needed to maintain optimum playing conditions.
- f. Pest Control on Fairways:
  - (1) The fairways shall be checked daily for any pest infestation which will affect the playing surface or the ongoing health of the turf grass.
- g. Litter Control: Fairways shall be policed on a regular basis for the removal of all litter (i.e. paper, leaves, cans, bottles, tree branches, etc.).

#### **4. Roughs Maintenance:**

- a. Mowing: All rough areas shall be mowed two (2) times per week during the growing season and during the period of slow growth mowing shall be one (1) time per week or more frequently as dictated by the rate of growth. Cutting height shall be between 3/4" and 1".
- b. Aerating: Roughs shall be aerated as needed to maintain optimum playing conditions.
- c. Fertilization: Fertilizer shall be applied as needed to maintain optimum playing conditions.
- d. Weed Control: If needed, broadleaf weeds shall be controlled with a legally approved selective herbicide.

- e. Litter Control: Litter control in roughs shall be scheduled to be done at the same time as the fairways.
- f. Pest Control:
  - (1) Any pest problem recognized as such, including burrowing animals shall be eliminated as soon as possible.

5. **Driving Range Maintenance:** SAME AS FAIRWAYS.

6. **Driving Range Target Greens:**

The turf of the target greens in the driving range consists of Hybrid Bermuda and will be differentiated by signage, flags, mowing patterns, and color.

7. **Sand Traps:**

- a. Raking: Sand bunkers shall be raked smooth daily either by hand or mechanically by a "Sand Pro" or equal.
- b. Edging: Growth retardant may be used on the perimeter turf to inhibit growth. Edging shall be as required and prior to application of a growth retardant. Care shall be taken to maintain the design outline of the bunkers to insure the integrity of the bunker shape.
- c. Sand Replacement: Sand of the same quality as used in greens top dressing shall be replaced as necessary on a semi-annual basis. Maintaining at least a uniform depth of (4) inches.

8. **Trees, Shrubs, and Other Landscaping:**

- a. The Lessee will be responsible for the maintenance of all the landscaping at the complex.
- b. All landscaped planter areas shall be kept weed free.
- c. All trees and shrubs shall be pruned as necessary to provide ease of play on the Course and accepted aesthetic values throughout., The CONTRACTOR shall replace trees damaged by wind, etc. and provide staking as necessary, at no cost to the OPERATOR.
- d. The CONTRACTOR shall irrigate all tree shrubs and other landscape plants as necessary to maintain them in the optimum conditions for growth.
- e. The CONTRACTOR is to keep grass adjacent to trees mowed at the same frequency and to the same height as is applicable to the location of each tree, (e.g., whether fairway or rough). Alternatively, the Lessee may create grass free tree basins of a diameter not greater than four (4) feet to facilitate mowing around the trees.

- f. The CONTRACTOR agrees to maintain any and all new landscape plantings made on the golf course during the term of this agreement at no additional cost to OPERATOR.
- g. Pruning: Height limitation for tree pruning is 15 ft. for trees over 15 ft., pruning shall be limited to the removal of low hanging branches that present a hazard to golf carts or to the golfer, and can be reached with a pole pruner. Shrubs shall be shaped or pruned only as necessary to maintain the natural form of the plant.

Stakes and ties are to be inspected monthly for correct installation and placement. When trees are stable enough and have developed sufficient caliper to stand alone, stakes and ties shall be removed.

- h. Pest Control: Frequent inspections of all trees and shrubs shall be done. When insect or disease organisms are detected, appropriate control measures shall be taken.

**9. Irrigation System Maintenance:**

Maintain entire irrigation system, except those areas of the water delivery system back flow/gate valve assemblies and main lines in good repair; functioning properly and conforming to all related codes and regulations at all times. Irrigate, as required, to maintain adequate moisture for growth rate and appearance and in accordance with a schedule agreed to by the OPERATOR and the CONTRACTOR. Adequate soil moisture shall be determined by visual observation, plant resiliency, turgidity, examining cores removed by soil probe, moisture sensing devices and programming irrigation controllers accordingly.

- a. Consideration must be given to soil texture structure, porosity, water holding capacity, drainage, compaction, precipitation rate, run off, infiltration rate, prevailing wind condition, time of day or night, type of grass, plant and root structure. This may include syringing during the day and hand watering during periods of windy weather.
- b. In areas where wind creates problems of spraying onto private property or road rights-of-way, the controllers shall be set to operate during the period of lowest wind velocity which would normally occur at night.
- c. The CONTRACTOR shall be responsible for monitoring all systems within the described premises and correct for: coverage, adjustment, clogging of lines, and removal of obstacles, including plant materials which obstruct the spray.
- d. Check systems daily and adjust and/or repair any sprinkler heads causing excessive runoff, including slope areas or which throw directly onto a roadway, paving or walkways.
- e. All controllers shall be inspected on a daily basis and adjusted on a weekly basis or more frequently as required, considering the water requirements of each remote control valve (sprinkler station).

- f. A soil probe or tension-meter shall be used to determine the soil moisture content in various areas.
- g. CONTRACTOR shall observe and notice deficiencies occurring from the original design and review these findings with the OPERATOR so necessary improvements can be considered.
- h. CONTRACTOR shall repair all leaking or defective valves within twenty-four (24) hours following notification from the OPERATOR of such a deficiency.
- i. In the event of a reduction of the volume or water supplied to the golf course during peak demand periods, the priority of water distribution by CONTRACTOR shall be as follows:
  - (1) Greens
  - (2) Tees
  - (3) Fairways
  - (4) Other turf and landscaped areas

**10. Lake Maintenance:**

- a. Edging: Growth retardant may be used on the edges to inhibit growth. Edging shall be scheduled on an as needed basis.
- b. Litter Control: Lakes shall be inspected on a daily basis and trash and debris shall be removed as needed.

**11. Non-Horticultural Maintenance Related to Play on the Course:**

- a. The CONTRACTOR shall be responsible for the maintenance of all tee markers, cups, flags, ball washers, trap rakes, yardage signs, benches on the Course, trash receptacles, perimeter fences (excluding range) cleat brushes, rope/stakes, distance markers, and all signs. Maintenance shall include repairing, painting, replacing, furnishing towels; and otherwise keeping these amenities in a good condition that is conducive to player enjoyment of and respect for the Course.
- b. Cups: During the peak growing season, cups shall be changed as needed. During this operation, inspection of the putting surface shall be made and any ball marks or other damage will be repaired.  
  
Cup placement shall conform to USGA rules and shall not be closer than a flag pin length to the edge of the green.  
  
On non-mowing days, dew shall be swept or irrigation dew cycle operated.
- c. Teeing Ground: All tee markers shall be moved as often as the cups are set on the greens. Litter containers shall be emptied daily. Ball washers shall be filled as necessary, and checked every Friday.
- d. The ball washers located around the Course shall be serviced Monday, Wednesday, Friday, Saturday, and Sunday. The towels for the ball washers shall be changed on the same schedule, with clean towels

furnished each time.

- e. The CONTRACTOR shall have the responsibility to mark temporary hazards, out-of-bounds areas, and other course conditions as they occur or are required by tournament play. Definition of tournament requirements will be furnished by the Starter staff in the Pro Shop at the clubhouse of the golf course.

**12. Maintenance of Improvements, Equipment, etc. Not Related to Play on the Golf Course:**

- a. The CONTRACTOR shall sweep all areas of areas of the parking lots not swept by the sweeping CONTRACTOR and around the clubhouse on a weekly basis.
- b. The CONTRACTOR will be responsible for the cleanliness of the maintenance service area. The need for cleaning these will be identified during inspection tours of the Course.
- c. The CONTRACTOR will maintain clean edges on all roadways, parking lots and paths by periodic edging or spraying of plant growth, as determined by inspection tours of the Course.
- d. The CONTRACTOR will be responsible for the daily litter cleanup on all paved surfaces of the Course.
- e. The CONTRACTOR shall maintain a weed-free condition in an area one (1) foot wide on each side of the base of all fence lines on and around the Course.
- f. The CONTRACTOR shall be responsible for keeping all surface drain lines open and functioning.

**13. Miscellaneous Items:**

- a. Driving Range: Police area daily and remove litter.
- b. Clubhouse: Change cups on practice putting green five (5) times per week. Maintain putting green in same manner as course green; Police area and remove loose trash and debris from walks and landscaped areas. Remove dead flowers from annual flower beds ad plant new ones as needed.
- c. Trash: Remove all trash and debris resulting from golf course maintenance as it occurs. Clean, repair and replace trash receptacles as necessary to maintain clean, safe and sanitary conditions at all times.

**14. Items Not Included:** The following items will be funded out of the capital improvement fund and authorized by the City of El Segundo on an as needed basis.

- a. Acts of God Damage: Damage to the golf course as a result of acts of God may include, but are not limited to: removing silt or debris deposited by floods, earthquake, and damage from freezing. These items will be

handled on an individual basis as an extra cost to be approved by Operator.

- b. Sprinkler Valve and Controller Replacement: Replacement of worn-out or non-repairable valves, sprinklers or controllers shall be approved by Operator.
- c. Pump Stations: Repairs or replacements to all pumps or pump stations.
- d. Drainage Systems: Installing drains to resolve drainage problems caused by excessive runoff from roads or adjacent property shall be handled on an individual basis to be approved by Operator.
- e. Lighting Systems: Range, Course, parking lot and all exterior lighting will be the responsibility of Operator.

**15. Other Required Duties:**

- a. Maintain shrub and ground cover plantings and lawn areas in a manner to promote health, growth and aesthetically pleasing appearance at all times.
- b. Maintain all trees in safe, healthy and aesthetically pleasing condition at all times, keeping adjacent turf mowed and trimmed to the trunks of trees on the golf course. The use of herbicides or contact sprays of any kind to keep grass maintained at the base of trees must be approved by the OPERATOR. Pruning of trees by CONTRACTOR will be to maintain a seven (7) foot clearance for golf carts and removal and corrective pruning required by fallen or broken branches.
- c. Control and eradicate rodents and other animal pests as necessary to prevent hazards, holes and destruction of plantings on golf course property.
- d. Construct and/or maintain and repair as necessary surface flow lines, swales, catch-basins, grates and other drainage structures in clear, weed-free and properly functioning condition at all times.
- e. Observe all legal requirements and safety regulations, including special licensing requirements in the use and storage of chemicals hazardous materials, supplies and equipment at all times according to CAL-OSHA and the Los Angeles County Agricultural Commissioner.
- f. Maintain golf maintenance storage buildings and yard in a clean, orderly and safe condition at all times, conforming to all applicable laws and regulations.
- g. Protect golfers from injury and the golf course from damage in periods of frost, rainy weather, and other unusual conditions at all times. CONTRACTOR shall not close the course to play without first consulting with the resident golf course manager and coming to a mutual agreement. If for whatever reason, a mutual agreement cannot be reached the final decision will be made by the OPERATOR (Director of Recreation and Parks or his authorized representative).

- h. Maintain walkways, steps, handrails, header-boards and paths in a clean, edged, safe, week-free condition at all times.
- i. Maintain all fencing, netting, protective screens and fence lines in a safe, secure and aesthetically pleasing condition at all times.
- j. Maintain interior unpaved service roads in a safe usable condition at all times.
- k. Supervise public parking lot sweeping CONTRACTOR which is paid by the OPERATOR.
- l. Inspect the following frequently and report deficiencies to OPERATOR as necessary to ensure prompt repair or correction.
  - (1) All area lighting systems for safe and functioning conditions.
  - (2) All golf course buildings and accessory structures for structural repairs and maintenance not required by CONTRACTOR as described in this Agreement.