



**AGENDA
GOLF COURSE ADVISORY BOARD
REGULAR MEETING
JANUARY 12, 2022
9:00 AM
CITY HALL COMMISSION CHAMBERS
204 ASH STREET
FERNANDINA BEACH, FL 32034**

- 1. CALL TO ORDER**
- 2. ROLL CALL**
- 3. PLEDGE OF ALLEGIANCE**
- 4. ORGANIZATION**
 - 4.1 SELECT CHAIRPERSON, VICE CHAIRPERSON, AND SECRETARY** - *In accordance with Resolution 2017-82 SECTION 4. Organization: the Golf Course Advisory Board shall elect a Chairperson, Vice Chairperson, and Secretary from among its members. The term of these positions shall be one year with eligibility for re-election.*
- 5. PUBLIC COMMENT**
- 6. APPROVAL OF MINUTES**
 - 6.1 APPROVAL OF MINUTES** - *October 13, 2021 and November 10, 2021.*
- 7. OLD BUSINESS**
- 8. NEW BUSINESS**
 - 8.1 FINANCIALS** - *General Manager Michael Cooney will provide a profit and loss update.*
 - 8.2 FOOD AND BEVERAGE REQUEST FOR PROPOSALS** - *City Manager Dale Martin requests comments from members of the Golf Course Advisory Board to the draft Request for Proposals for food and beverage service at the Fernandina Beach Golf Club.*
- 9. MGA UPDATE**
- 10. WGA UPDATE**
- 11. MARKETING UPDATE**
- 12. AGRONOMY UPDATE**
 - 12.1** *Golf Course Superintendent Blaine Ellerbe will provide an update.*

13. NEXT MEETING DATE - February 9, 2022

13.1 *Discuss matters for consideration at the next meeting.*

14. ADJOURNMENT

All members of the public are invited to be present and be heard. Persons with disabilities requiring accommodations in order to participate in this program or activity should contact the City Clerk at (904) 310-3115 or TTY/TDD 711 (for the hearing or speech impaired). All interested parties may appear at said meeting and be heard as to the advisability of any action, which may be considered with respect to such matter. For information regarding this matter, please contact the Golf Course Manager.

CITY COMMISSION AGENDA ITEM
City of Fernandina Beach



SUBJECT:

ITEM TYPE: New Business

REQUESTED ACTION:

SYNOPSIS:

FISCAL IMPACT: N/A

CITY ATTORNEY COMMENTS:

CITY MANAGER RECOMMENDATION(S):

Caroline Best

Date: December 17, 2021

Submitted By: Caroline Best, City Clerk

COMMISSION ACTION:

RESOLUTION 2017-82

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF FERNANDINA BEACH, FLORIDA, SUNSETTING THE GREENS AND OVERSIGHT COMMITTEE; CREATING A GOLF COURSE ADVISORY BOARD; DEFINING ITS POWERS, DUTIES AND RESPONSIBILITIES; PROVIDING FOR MEMBERSHIP, TERMS, QUORUM, ORGANIZATION, ROLE, POWERS AND DUTIES, AND MEETING FREQUENCY; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the City of Fernandina Beach, Florida, is the owner and operator of the Fernandina Beach Municipal Golf Course; and

WHEREAS, the City Commission wishes to sunset the existing Greens and Oversight Committee established via Resolution 2014-10; and

WHEREAS, the City Commission wishes to create a Golf Course Advisory Board to replace the Greens and Oversight Committee; and

WHEREAS, the City Commission has determined that the Golf Course Advisory Board is to consist of five members with terms of office to be for a period of three years for three of the members, and one-year terms for the Men's and Ladies' Golf Association appointees; and

WHEREAS, that for the initial staggered terms, one person will be appointed for a one-year term; two persons for a two-year term, and two persons for a three-year term with the terms of the appointees to be determined in alphabetical order; one member each of the Men's and Ladies Golf Associations with the term of appointment to be for one year; and

WHEREAS, the City Commission shall appoint a City Commissioner liaison to interact with the Golf Course Advisory Board; and

WHEREAS, the Golf Course Advisory Board will serve in an advisory capacity only with no authority or control over the general manager or management company and will make their suggestions or recommendations to the City Commission through the general manager or management company and the City Manager; and

WHEREAS, the City Commission has determined it to be advisable and appropriate to clearly define this Board and to spell out the eligibility and terms of its appointments and to enumerate the purposes for which the Board has been formed.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COMMISSION OF THE CITY OF FERNANDINA BEACH, FLORIDA, THAT:

SECTION 1. The Golf Course Advisory Board.

The Board shall consist of five members, who shall be residents of the City of Fernandina Beach, Florida, and shall be appointed by the City Commission of said City. One member each shall be elected by the Men's Golf Association and the Ladies' Golf Association to serve for a period of one year, with the concurrence of the City Commission, and shall be eligible for re-election by their associations and re-appointment by the City Commission. The three remaining board members shall be appointed by the City Commission and shall serve for a term of three years, each with the eligibility for reappointment. Any

vacancy in membership shall be filled for the unexpired term by the City Commission. All members shall serve without compensation and at the pleasure of the City Commission but may be reimbursed for actual expenses incurred in connection with their official duties.

SECTION 2. The initial staggered terms of the five appointees shall **expire** as follows:

- Two members from the Men's and Ladies' Golf Associations each in June 2018;
- One member in June 2019;
- Two members in June 2020.

SECTION 3. Quorum.

Three members of the Golf Course Advisory Board shall constitute a quorum for the transaction of business, providing, however, that no action shall be taken which is binding upon said Board unless concurred in by no less than a majority of all members comprising the Board.

SECTION 4. Organization.

The Golf Course Advisory Board shall elect a Chairperson, Vice-Chairperson, and Secretary from among its members. The term of these positions shall be one year with eligibility for re-election. The Board shall adopt its own rules of procedure and determine its time of meeting. All meetings of the Board shall be open to the public and all records of the Board shall be public records.

SECTION 5. Role.

The Golf Course Advisory Board is an advisory board to the City Commission and shall review activities at the Fernandina Beach Municipal Golf Course with the management team and report to the City Commission/City Manager (or City Commission designee) to assure the best possible management practices.

SECTION 6. Powers and Duties.

- A. To make recommendations as to the hours of operation, the programs and services that will be available to the public and the care and conditions of all golf course facilities;
- B. Make recommendations regarding policies and rates to be charged for the use of facilities and equipment that is available for use by the general public;
- C. Review Marketing plans. Efforts to increase rounds/revenue (mailings, emails, website, tournaments, etc.);
- D. Make recommendations for the expenditure of funds and assist in the preparation of budgets;
- E. To provide the City Clerk with copies of minutes covering meetings of the Board and prepare and submit to the City Commission as soon as possible after the end of the fiscal year a comprehensive annual report of the Board's activities.

SECTION 7. Meeting Frequency.

- A. The Golf Course Advisory Board shall meet on a monthly basis;
- B. The Golf Course Advisory Board and the City Commissioner liaison shall meet at least on a quarterly basis; and
- C. The Golf Course Advisory Board and the Fernandina Beach Golf Course Management team shall meet on a monthly basis.

SECTION 8. This Resolution shall become effective immediately upon passage.

ADOPTED this 6th day of June, 2017.

CITY OF FERNANDINA BEACH



Robin C. Lentz
Commissioner – Mayor

ATTEST:

APPROVED AS TO FORM & LEGALITY:



Caroline Best
City Clerk



Tammi E. Bach
City Attorney

RESOLUTION NUMBER 934

A RESOLUTION TO AMEND THE MAKE UP OF THE GOLF COURSE ADVISORY BOARD; DEFINING ITS POWERS, DUTIES AND RESPONSIBILITIES; PROVIDING FOR MEMBERSHIP, VACANCIES, REMOVAL, QUORUM, ORGANIZATION, RULES, FINANCES, AND REPORTS; PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the City of Fernandina Beach, Florida, is the owner and operator of the Fernandina Beach Municipal Golf Course; and

WHEREAS, the City Commission did determine, at a regular meeting held on November 4, 1980, to form a Golf Course Advisory Committee to consist of five members with the term of office to be for a period of three years; and

WHEREAS, that for the first term, one person would be appointed for a one year term; two persons for a two year term and two persons for a three year term with the terms of the appointees to be determined in alphabetical order; and

WHEREAS, the committee would serve in an advisory capacity only with no authority or control over the Golf Pro and would make their suggestions or recommendations to the City Commission through the Golf Pro and the City Manager; and

WHEREAS, the City Commission did determine, at a regular meeting held on August 16, 1983, to increase the membership of the committee to include one member each of the Men's and Ladies Golf Associations with the term of appointment to be for one year; and

WHEREAS, the current Golf Course Advisory Committee has requested that the appointment of the members be redefined and that the accepted title of the committee be "The Golf Course Advisory Board"; and

WHEREAS, the City Commission has determined it to be advisable and appropriate to clearly define this advisory group and to spell out the eligibility and terms of its appointments and to enumerate the purposes for which the board has been formed.

NOW, THEREFORE BE IT RESOLVED BY THE CITY COMMISSION OF THE CITY OF FERNANDINA, FLORIDA:

SECTION 1. The Golf Course Advisory Board.

There shall be a golf course advisory committee that will hereafter be known as "The Golf Course Advisory Board". The Board shall consist of seven (7) members, who shall be residents of the City of Fernandina Beach, Florida, and shall be appointed by the City Commission of said City. One member, each, shall be elected by the Men's Golf Association and the Ladies Golf Association to serve for a period of one (1) year, with the concurrence of the City Commission, and shall be eligible for re-election by their association and re-appointment by the City Commission. The five (5) remaining board members shall be appointed by the City Commission and shall serve for the term of three (3) years, each with the eligibility for reappointment. Any vacancy in membership shall be filled for the unexpired term by the City Commission who shall have the authority to remove any member for cause, upon written notice of the reason for such removal and after a public hearing on the same, if such hearing is requested by the member in accordance with Section 1A-22 of the Code. All members shall serve without compensation but may be reimbursed for actual expenses incurred in connection with their official duties.

The present terms of the five (5) city appointees shall expire as follows:

Two (2) members on December 1988
One (1) member on December 1989
Two (2) members on December 1990

Section 2. Quorum.

Four (4) members of the Golf Course Advisory Board shall constitute a quorum for the transaction of business, providing, however, that no action shall be taken which is binding upon said Board unless concurred in by no less than a majority of all members comprising the Board.

Section 3. Organization.

The Golf Course Advisory Board shall elect a Chairman, Vice-Chairman, and Secretary from among its members. The term of these positions shall be one (1) year with eligibility for re-election. The Board shall adopt its own rules of procedure and determine its time of meeting. All meetings of the Board shall be open to the public and all records of the Board shall be public records.

Section 4. Powers and Duties.

The Golf Course Advisory Board shall perform only in an advisory capacity to the Golf Pro, the City Manager and the City Commission and will be responsible for assisting in the following areas:

- A. To make recommendations as to the hours of operation, the programs and services that will be available to the public and the care and conditions of all golf course facilities;
- B. Prepare and recommend for adoption, by the City Commission, a comprehensive plan for the physical development and betterment of the Municipal Golf Course, and revise and perfect it from time to time;
- C. Make recommendations regarding policies and rates to be charged for the use of facilities and equipment that is available for use by the general public;
- D. Make recommendations for the expenditure of public funds and assist in the preparation of budgets for the expenditure of such funds;
- E. To provide the City Clerk with copies of minutes covering meetings of the Board and prepare and submit to the City Commission as soon as possible after the end of the fiscal year a comprehensive annual report of the Board's activities;
- F. Perform all acts requested by the City Commission, City Manager and Golf Pro to advise and assist in the continued operation and betterment of the Municipal Golf Course.

Section 5. This Resolution shall take effect immediately upon its adoption by the City Commission.

ADOPTED this 4th day of October, 1988.

CITY OF FERNANDINA BEACH

Ronnie Sapp
RONNIE SAPP
Mayor - Commissioner

ATTEST:

Vicki P. Wingate
VICKI P. WINGATE
City Clerk

CORRECTED
RESOLUTION 2014-10

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF FERNANDINA BEACH, FLORIDA, SUNSETTING THE GOLF COURSE ADVISORY BOARD; CREATING A GREENS AND OVERSIGHT COMMITTEE; DEFINING ITS POWERS, DUTIES AND RESPONSIBILITIES; PROVIDING FOR MEMBERSHIP, VACANCIES, REMOVAL, QUORUM, ORGANIZATION, RULES, FINANCES, AND REPORTS; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the City of Fernandina Beach, Florida, is the owner and operator of the Fernandina Beach Municipal Golf Course; and

WHEREAS, the City Commission wishes to sunset the existing Golf Course Advisory Board established via Resolution 934; and

Whereas, the City Commission has decided to create a Greens and Oversight Committee to replace said Golf Course Advisory Board; and

WHEREAS, the City Commission has determined that the Greens and Oversight Committee is to consist of seven (7) members with the term of office to be for a period of three (3) years; and

WHEREAS, the City Commission shall appoint a City Commissioner liaison to interact with the Greens and Oversight Committee; and

WHEREAS, the Greens and Oversight Committee will serve in an oversight capacity only with no authority or control over the general manager or management company and would make their suggestions or recommendations to the City Commission through the general manager or management company and the City Manager; and

WHEREAS, the City Commission has determined it to be advisable and appropriate to clearly define this committee and to spell out the eligibility and terms of its appointments and to enumerate the purposes for which the committee has been formed.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COMMISSION OF THE CITY OF FERNANDINA BEACH, FLORIDA, THAT:

SECTION 1. The Greens and Oversight Committee.

The Committee shall consist of seven (7) members, who shall be residents of the City of Fernandina Beach, Florida, and shall be appointed by the City Commission of said City. One (1) member, each, shall be elected by the Men's Golf Association and the Ladies Golf Association to serve for a period of one (1) year, with the concurrence of the City Commission, and shall be eligible for re-election by their association and re-appointment by the City Commission. The five (5) remaining board members shall be appointed by the City Commission and shall serve for the term of three (3) years, each with the eligibility for reappointment. Any vacancy in membership shall be filled for the unexpired term by the City Commission. All members shall serve without compensation and at the pleasure of the City Commission but may be reimbursed for actual expenses incurred in connection with their official duties.

SECTION 2. Quorum.

Four (4) members of the Greens and Oversight Committee shall constitute a quorum for the transaction of business, providing, however, that no action shall be taken which is binding upon said Committee unless concurred in by no less than a majority of all members comprising the Committee.

SECTION 3. Organization.

The Greens and Oversight Committee shall elect a Chairperson, Vice-Chairperson, and Secretary from among its members. The term of these positions shall be one (1) year with eligibility for re-election. The Committee shall adopt its own rules of procedure and determine its time of meeting. All meetings of the Committee shall be open to the public and all records of the Committee shall be public records.

SECTION 4. Role.

The Greens and Oversight Committee shall review activities at the Fernandina Beach Golf Course with the Fernandina Beach Golf Course management team and report to the City Commission/City Manager (or City Commission designee) to assure the best possible management of the Golf Course.

SECTION 5. Powers and Duties.

- A. Review financial results versus submitted Golf Course Management plan;
- B. Review Golf Course Maintenance plans and track results versus the timeline established by the Golf Course Management team for the following:
 - 1. Cutting schedule for tees, greens, rough and fairways;
 - 2. Chemical treatment schedule;
 - 3. Irrigation schedule;
 - 4. Clubhouse maintenance schedule;
 - 5. Curb appeal (what the customer experiences/views upon arrival at the golf course);
 - 6. Safety;
- C. Review Food and Beverage plan/results;
- D. Review Marketing plans. Efforts to increase rounds/revenue (mailings, emails, website, tournaments, etc.);
- E. The City Commissioner liaison/City Manager shall meet the Greens and Oversight Committee chairperson for visual review;
- F. The City Commissioner liaison shall be made available to assist the Greens and Oversight Committee at any time;
- G. To provide the City Clerk with copies of minutes covering meetings of the Committee and prepare and submit to the City Commission as soon as possible after the end of the fiscal year a comprehensive annual report of the Committee's activities.

OVERALL GOAL OF THE GREENS AND OVERSIGHT COMMITTEE:

Assist the City Commission/City Manager in the management of the Fernandina Beach Golf Course by reviewing the seven (7) areas (A-G above), identifying deficiencies, and determining the next steps with the Fernandina Beach Golf Course Management team. The Fernandina Beach Golf Course Management team will readily share operational plans and results with the Greens and Oversight Committee. The Greens and Oversight Committee also shall contribute to maintenance budget reviews with the Fernandina Beach Golf Course Management team.

SECTION 6. Meeting Frequencies.

- A. The Greens and Oversight Committee shall meet on a monthly basis;
- B. The Greens and Oversight Committee and the City Commissioner liaison shall meet on a quarterly basis;
- C. The Greens and Oversight Committee and the Fernandina Beach Golf Course Management team shall meet on a quarterly basis.

SECTION 7. This Resolution shall become effective immediately upon passage.

ADOPTED this 4th day of March, 2014.

CITY OF FERNANDINA BEACH



Edward E. Boner
Commissioner – Mayor

ATTEST:

APPROVED AS TO FORM & LEGALITY:



Caroline Best
City Clerk



Tammi E. Bach
City Attorney

CITY COMMISSION AGENDA ITEM
CITY OF FERNANDINA BEACH

SUBJECT: **CORRECTED** Resolution 2014-10
Sunsetting the Golf Course Advisory Board and Creating the Greens & Oversight Committee

DEPARTMENT: City Commission

ATTACHMENTS: ☐ Ordinance ☒ Resolution
☐ Support Documents ☐ Other

RECOMMENDED ACTION: Approve Resolution 2014-10

SUMMARY: This Resolution was adopted on January 21, 2014 at a special City Commission meeting. The Resolution contained some scrivener errors regarding a 5-member board when the new Greens & Oversight Committee will have 7 members as approved by the City Commission. Adoption of this corrected Resolution makes clear the City Commission's intent that the Greens and Oversight Committee have 7 members with 3-year terms for 5 members and 1-year terms for Men's and Women's Golf Association appointed members.

FISCAL IMPACT: N/A

CITY ATTORNEY COMMENTS: No additional comments.

DEPARTMENT HEAD	Submitted by: Joe Gerrity City Manager	Date: 2/25/2014
	Requested Agenda	Date: 3/04/2014
FINANCE DEPARTMENT	Approved as to Budget Requirements	Date:
CITY ATTORNEY	Approved as to Form & Legality <i>TB</i>	Date: 2/25/2014
CITY MANAGER	Approved Agenda Item for 03/04/2014 <i>Just</i>	Date: 2/25/2014

COMMISSION ACTION: ☒ Approved As Recommended ☐ Disapproved
☐ Approved With Modification ☐ Postponed to Time Certain
☐ Other ☐ Tabled

Approved at the City Commission
Regular Meeting
Held on *3/4/14*
Voted: *5-0* Initial: *JB*

CORRECTED
RESOLUTION 2014-10

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF FERNANDINA BEACH, FLORIDA, SUNSETTING THE GOLF COURSE ADVISORY BOARD; CREATING A GREENS AND OVERSIGHT COMMITTEE; DEFINING ITS POWERS, DUTIES AND RESPONSIBILITIES; PROVIDING FOR MEMBERSHIP, VACANCIES, REMOVAL, QUORUM, ORGANIZATION, RULES, FINANCES, AND REPORTS; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the City of Fernandina Beach, Florida, is the owner and operator of the Fernandina Beach Municipal Golf Course; and

WHEREAS, the City Commission wishes to sunset the existing Golf Course Advisory Board established via Resolution 934; and

Whereas, the City Commission has decided to create a Greens and Oversight Committee to replace said Golf Course Advisory Board; and

WHEREAS, the City Commission has determined that the Greens and Oversight Committee is to consist of ~~five (5)~~ seven (7) members with the term of office to be for a period of three (3) years; and

~~WHEREAS, that for the first term, one (1) person would be appointed for a one (1) year term; two (2) persons for a two (2) year term and two (2) persons for a three (3) year term with the terms of the appointees to be determined in alphabetical order; one (1) member each of the Men's and Ladies Golf Associations with the term of appointment to be for one (1) year; and~~

WHEREAS, the City Commission shall appoint a City Commissioner liaison to interact with the Greens and Oversight Committee; and

WHEREAS, the Greens and Oversight Committee will serve in an oversight capacity only with no authority or control over the general manager or management company and would make their suggestions or recommendations to the City Commission through the general manager or management company and the City Manager; and

WHEREAS, the City Commission has determined it to be advisable and appropriate to clearly define this committee and to spell out the eligibility and terms of its appointments and to enumerate the purposes for which the committee has been formed.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COMMISSION OF THE CITY OF FERNANDINA BEACH, FLORIDA, THAT:

SECTION 1. The Greens and Oversight Committee.

The Committee shall consist of seven (7) members, who shall be residents of the City of Fernandina Beach, Florida, and shall be appointed by the City Commission of said City. One (1) member, each, shall be elected by the Men's Golf Association and the Ladies Golf Association to serve for a period of one (1) year, with the concurrence of the City Commission, and shall be eligible for re-election by their association and re-appointment by the City Commission. The five (5) remaining board members shall be appointed by the City Commission and shall serve for the term of three (3) years, each with the eligibility for reappointment. Any vacancy in membership shall be filled for the unexpired term by the City

Commission. All members shall serve without compensation and at the pleasure of the City Commission but may be reimbursed for actual expenses incurred in connection with their official duties.

~~SECTION 2. The present terms of the five (5) city appointees shall expire as follows:~~

~~One (1) member on February 2015~~

~~Two (2) members on February 2016~~

~~Two (2) members on February 2017~~

SECTION 2. Quorum.

Four (4) members of the Greens and Oversight Committee shall constitute a quorum for the transaction of business, providing, however, that no action shall be taken which is binding upon said Committee unless concurred in by no less than a majority of all members comprising the Committee.

SECTION 3. Organization.

The Greens and Oversight Committee shall elect a Chairperson, Vice-Chairperson, and Secretary from among its members. The term of these positions shall be one (1) year with eligibility for re-election. The Committee shall adopt its own rules of procedure and determine its time of meeting. All meetings of the Committee shall be open to the public and all records of the Committee shall be public records.

SECTION 4. Role.

The Greens and Oversight Committee shall review activities at the Fernandina Beach Golf Course with the Fernandina Beach Golf Course management team and report to the City Commission/City Manager (or City Commission designee) to assure the best possible management of the Golf Course.

SECTION 5. Powers and Duties.

- A. Review financial results versus submitted Golf Course Management plan;
- B. Review Golf Course Maintenance plans and track results versus the timeline established by the Golf Course Management team for the following:
 - 1. Cutting schedule for tees, greens, rough and fairways;
 - 2. Chemical treatment schedule;
 - 3. Irrigation schedule;
 - 4. Clubhouse maintenance schedule;
 - 5. Curb appeal (what the customer experiences/views upon arrival at the golf course);
 - 6. Safety;
- C. Review Food and Beverage plan/results;
- D. Review Marketing plans. Efforts to increase rounds/revenue (mailings, emails, website, tournaments, etc.);
- E. The City Commissioner liaison/City Manager shall meet the Greens and Oversight Committee chairperson for visual review;
- F. The City Commissioner liaison shall be made available to assist the Greens and Oversight Committee at any time;
- G. To provide the City Clerk with copies of minutes covering meetings of the Committee and prepare and submit to the City Commission as soon as possible after the end of the fiscal year a comprehensive annual report of the Committee's activities.

OVERALL GOAL OF THE GREENS AND OVERSIGHT COMMITTEE:

Assist the City Commission/City Manager in the management of the Fernandina Beach Golf Course by reviewing the seven (7) areas (A-G above), identifying deficiencies, and determining the next steps with the Fernandina Beach Golf Course Management team. The Fernandina Beach Golf Course Management team will readily share operational plans and results with the Greens and Oversight Committee. The Greens and Oversight Committee also shall contribute to maintenance budget reviews with the Fernandina Beach Golf Course Management team.

SECTION 6. Meeting Frequencies.

- A. The Greens and Oversight Committee shall meet on a monthly basis;
- B. The Greens and Oversight Committee and the City Commissioner liaison shall meet on a quarterly basis;
- C. The Greens and Oversight Committee and the Fernandina Beach Golf Course Management team shall meet on a quarterly basis.

SECTION 7. This Resolution shall become effective immediately upon passage.

ADOPTED this 4th day of March, 2014.

CITY OF F

ATTEST:

Caroline Best
City Clerk

Tan
City F.

*marked up
copy*

CITY COMMISSION AGENDA ITEM
City of Fernandina Beach



SUBJECT: Resolution 2017-82

ITEM TYPE: Resolution

REQUESTED ACTION: Adopt Resolution 2017-82

SYNOPSIS: The City Commission directed the City Attorney to prepare a Resolution sunsetting the Greens and Oversight Committee. This Resolution sunsets the Greens and Oversight Committee and creates a new Golf Course Advisory Board.

The original Golf Course Advisory Committee was created in 1980 with 5 members. In 1983, the City Commission increased the membership to seven members with a representative each from the Men's and Ladies' Golf Associations. In 1988, the City Commission changed the name to the Golf Course Advisory Board.

In 2014, the City Commission sunsetted the Golf Course Advisory Board and created the Greens and Oversight Committee. The duties of the Greens and Oversight Committee included very specific reviews of food/beverage plans, greens maintenance plans and marketing plans to determine if the goals set by the management company were being met and were in line with what the City Commission expected for results.

The Golf Course Advisory Board is tasked with more general advisory duties which include recommendations to the City Manager and City Commission regarding Golf Course operations, maintenance, budget, and marketing.

FISCAL IMPACT: None

CITY ATTORNEY COMMENTS: See above.

CITY MANAGER RECOMMENDATION(S): I recommend that the City Commission adopt proposed Resolution 2017-82.

Dale Martin, City Manager

Tammi Bach, City Attorney

Vee Sellers, Paralegal

Date:05/23/2017

COMMISSION ACTION: Adopt

CITY COMMISSION AGENDA ITEM
City of Fernandina Beach



SUBJECT:

ITEM TYPE: Approval of Minutes

REQUESTED ACTION:

SYNOPSIS:

FISCAL IMPACT:

CITY ATTORNEY COMMENTS:

CITY MANAGER RECOMMENDATION(S):

Caroline Best

Date: December 17, 2021

Submitted By: Caroline Best, City Clerk

COMMISSION ACTION:

MINUTES

GOLF COURSE ADVISORY BOARD MEETING

Wednesday, October 13, 2021

City Hall Commission Chambers

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At 9:00 AM on Wednesday, October 13, ROLL CALL was taken. Present were Secretary/FBMGA Representative Lee Murray and FBWGA Representative Member Sue Simpson. Absent from the meeting were: Chairperson Ricky Robbins, Member Jayne Paige and Member John Pelican. No meeting was held due to the lack of a quorum.

Submitted by Lee W. Murray, GCAB Secretary

Ricky Robbins, Chairperson

Lee Murray, Secretary

MINUTES

GOLF COURSE ADVISORY BOARD

Wednesday, November 10, 2021

City Hall Commission Chambers

Page 1 of 3

1. CALL TO ORDER: 9:00 AM
2. ROLL CALL: Golf Course Advisory Board Member John Pelican called the roll: Present: Member John Pelican; Secretary/FBMGA Representative, Lee Murray; FBWGA Representative Sue Simpson; Member, Jayne Paige; FBGC General Manager, Mike Cooney; FB City Commissioner, Chip Ross; FB Digital Communications Specialist, Mary Hamburg and FB City resident Mike Meadows.
3. PLEDGE OF ALLEGIANCE: Member John Pelican led the Pledge of Allegiance to the Flag of the United States.
4. APPROVAL OF MINUTES:
 - 4.1 October 13, 2021 – Due to a lack of a quorum, there was not an October 13, 2021 meeting and the minutes reflected that information. Member Simpson made a motion to accept the minutes and it was seconded by Secretary, Murray. Vote upon passage of the motion was taken by ayes and nays, and being all ayes, the motion carried.
5. PUBLIC COMMENT: Mike Meadows spoke about the appearance of the grounds near the entrance to the FBGC. Specifically, he addressed the rose bushes blocking the sign on Amelia Island Parkway, the dirt piles in the parking lot, the sand piles in the parking lot and the broken fence that has not been repaired for months. He thought the maintenance crew for the City and the FBGC could do a much better job. Mike Cooney thanked him for his comments and would speak with his Superintendent Blaine Ellerbe about Mike's comments.
6. OLD BUSINESS: There was discussion about the new "No Tipping Suggested" signs" in the grill room at the FBGC. Mile Cooney explained that it was a decision from City Hall and he was only following directions. He said the same thing as it

related to the new membership rates and greens fees and cart fees. Mike said he and Mike Benjamin had come up with lesser rate increases, but they were told what the rates would be by the City Manager. All the GCAB members asked that Mike Cooney invite Dale Martin to our next meeting to explore and understand the rationale for the new rates, the new “No Tipping Suggested” policy and the overall relationship between the FB City Manager/Commissioners and their support for the FBGC. Secretary Murray asked Mike Cooney to find out if any other City owned golf course had this “No Tipping Suggested” policy.

7. NEW BUSINESS

7.1 Golf Cart Acquisition – Club Car and EzGo: Mike Cooney updated the Board on his hopes to have new golf carts by next August. There was discussion about the increased costs of having golf carts that would stop when leaving certain areas of the FBGC. Secretary Murray suggested that the increased costs of \$1,000 per golf cart for this upgrade was a waste of money for a municipal golf course.

7.2 Financials: Mike Cooney updated the Board on the results for the past fiscal year. October 2020 – September 2021. The total revenue was \$1,575,176 and expenses were \$1,688,797 resulting in a loss of \$89,247. The Top Tracer is not profitable and lost \$1,204 for the month of October, 2021. There was discussion among the Board members that with the recent price increases and less memberships that the next year for the FBGC may be another unprofitable year. The consensus was that there will be financial struggles with the increased salaries and the need for more employees. On the bright side, the \$20,000 monthly note payment that has been paid for the last 19 years will expire in December 2021.

8. MGA UPDATE: Secretary/FBMGA Representative Murray said that he was working on a plan to have at least one FBMGA member be in attendance and speak at every FB City Commission meeting. He would update the Board at the December meeting.

9. WGA UPDATE: FBWGA Representative Simpson said there was displeasure among the FBWGA of the increased rates and thought there would be less women players because of the price increases. She and Member Paige spoke about the GROUP rates they pay at Amelia River and North Hampton and that the FBGC needed to review their rate structure to attract more women players.

10. MARKETING UPDATE:

10.1 Lighthouse Driving Range – Top Tracer Rates and Lighting: Mike Cooney told the Board that four new LED lights would be installed at the Top Tracer allowing for night play. There was discussion about the rates for Top Tracer and the appearance of Top Tracer and the need for beautifying the whole area.

11. AGRONOMY UPDATE: There was a general discussion with Mike Cooney and the Board about the appearance of the FBGC and the need for more FB City assistance to improve the golf course. Secretary Murray asked why the City of FB couldn't do more to assist the Superintendent of the FBGC in regard to tree trimming/pruning instead of paying outside contractors. Member Simpson asked that a DROP AREA be formed for hole #7 South and Mike Cooney said he would take care of that.

12. NEXT MEETING DATE – December 8, 2021: Mike Meadows asked to be recognized and said he thought the GCAB needed to become much more aggressive in their support of the FBGC, especially with the five FB City Commissioners. There was discussion about Chairperson Ricky Robbins not being in attendance and that missing three consecutive meetings is reason to remove him from the GCAB. Mike Cooney said he would investigate that matter and report back to the Board.

13. ADJOURNMENT: A motion to adjourn was made by Member Simpson, seconded by Secretary Murray, to adjourn. Vote upon passage was taken by ayes and nays, and being all ayes, the motion carried.

Submitted by Lee W. Murray, GCAB Secretary

Ricky Robbins, Chairperson

Lee Murray, Secretary

CITY COMMISSION AGENDA ITEM
City of Fernandina Beach



SUBJECT:

ITEM TYPE: New Business

REQUESTED ACTION:

SYNOPSIS:

FISCAL IMPACT:

CITY ATTORNEY COMMENTS:

CITY MANAGER RECOMMENDATION(S):

Caroline Best

Date: December 17, 2021

Submitted By: Caroline Best, City Clerk

COMMISSION ACTION:

City of Fernandina Beach YEAR-TO-DATE BUDGET REPORT

PRELIMINARY

FOR 2021 12

	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	% USED
410 GOLF							
410 34710		GREEN FEES					
	-317,399.00	-317,399.00	-424,978.83	-36,085.59	0.00	107,579.83	133.9%
410 34713		GOLF CARTS					
	-472,022.00	-472,022.00	-369,613.24	-23,688.05	0.00	-102,408.76	78.3%
410 34714		RANGE FEES					
	-127,926.00	-127,926.00	-33,639.25	-3,325.00	0.00	-94,286.75	26.3%
410 34715		PRO SHOP SALES					
	-80,771.00	-80,771.00	-82,254.47	-7,558.79	0.00	1,483.47	101.8%
410 34716		FOOD AND BEVERAGE REVENUE					
	-391,952.00	-391,952.00	-204,971.36	-19,934.51	0.00	-186,980.64	52.3%
410 34718		FACILITY RENTAL					
	-43,525.00	-43,525.00	-35,103.21	0.00	0.00	-8,421.79	80.7%
410 34719		GOLF INSTRUCTION					
	-2,400.00	-2,400.00	0.00	0.00	0.00	-2,400.00	.0%
410 34733		MEMBERSHIPS					
	-135,617.00	-135,617.00	-185,582.26	-78,778.00	0.00	49,965.26	136.8%
410 34790		TOP TRACER BAY SPONSORSHIP					
	0.00	0.00	-0.30	0.00	0.00	0.30	100.0%
410 36990		OTHER REVENUE					
	-24,260.00	-24,260.00	-19,033.42	16,190.24	0.00	-5,226.58	78.5%
410 38101		FROM GENERAL FUND					
	-220,000.00	-220,000.00	-220,000.00	-18,333.00	0.00	0.00	100.0%
410 38910		CASH BALANCE FORWARD					
	1,230,902.00	1,230,902.00	0.00	0.00	0.00	1,230,902.00	.0%
410 51200		SALARIES					
	0.00	41,450.00	37,209.03	13,514.38	0.00	4,240.97	89.8%
410 51300		SEASONAL/TEMPORARY					
	0.00	346,550.00	261,026.20	25,493.14	0.00	85,523.80	75.3%
410 51350		PART-TIME					
	0.00	2,500.00	2,408.55	0.00	0.00	91.45	96.3%
410 51400		OVERTIME					
	0.00	9,900.00	10,173.26	2,122.24	0.00	-273.26	102.8%
410 52100		FICA					
	0.00	31,000.00	24,889.69	3,296.08	0.00	6,110.31	80.3%
410 52200		RETIREMENT					
	0.00	9,200.00	8,382.14	2,911.02	0.00	817.86	91.1%
410 52300		HEALTH INSUR					
	0.00	41,700.00	18,813.84	3,042.24	0.00	22,886.16	45.1%
410 52301		LIFE INSUR					
	0.00	2,000.00	144.19	48.64	0.00	1,855.81	7.2%

City of Fernandina Beach YEAR-TO-DATE BUDGET REPORT

PRELIMINARY

FOR 2021 12

	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	% USED
410 52350		OPEB COSTS					
	794.00	794.00	794.00	68.00	0.00	0.00	100.0%
410 52400		WORKERS' COMP					
	0.00	2,000.00	0.00	0.00	0.00	2,000.00	.0%
410 53100		PROFESSIONAL SERVICES					
	7,525.00	7,525.00	7,111.55	0.00	0.00	413.45	94.5%
410 53200		AUDITING					
	6,975.00	6,975.00	6,975.00	584.00	0.00	0.00	100.0%
410 53400		CONTRACTUAL					
	708,896.00	292,396.00	274,827.88	6,898.66	0.00	17,568.12	94.0%
410 54000		TRAINING/TRAVEL					
	1,710.00	4,210.00	4,128.09	300.00	0.00	81.91	98.1%
410 54100		COMM - PHONE/FAX/ALARM					
	1,824.00	1,824.00	1,027.09	70.17	0.00	796.91	56.3%
410 54101		COMMUNICATIONS-CELLULAR					
	2,340.00	2,340.00	1,177.61	0.00	0.00	1,162.39	50.3%
410 54103		COMMUNICATIONS-INTERNET					
	5,500.00	5,500.00	3,771.30	311.96	0.00	1,728.70	68.6%
410 54200		POSTAGE					
	300.00	300.00	239.46	0.00	0.00	60.54	79.8%
410 54300		UTILITIES ELECTRIC					
	66,600.00	66,600.00	59,978.71	5,205.02	0.00	6,621.29	90.1%
410 54310		UTILITIES-WATER & WASTEWATER					
	10,200.00	10,200.00	10,017.84	1,620.83	0.00	182.16	98.2%
410 54400		RENTALS/LEASES					
	24,000.00	25,500.00	25,353.61	2,728.88	0.00	146.39	99.4%
410 54500		INSURANCE					
	23,671.00	23,671.00	15,019.79	823.00	0.00	8,651.21	63.5%
410 54610		R/M BLDG & GROUNDS					
	500.00	500.00	467.27	34.98	0.00	32.73	93.5%
410 54611		R/M FACILITIES					
	5,300.00	9,400.00	9,396.90	2,453.84	0.00	3.10	100.0%
410 54620		R/M EQUIPMENT					
	27,600.00	30,650.00	30,616.27	923.62	0.00	33.73	99.9%
410 54630		R/M VEHICLES-LABOR					
	500.00	570.00	569.47	119.47	0.00	0.53	99.9%
410 54640		R/M VEHICLES-PARTS					
	500.00	500.00	369.99	35.37	0.00	130.01	74.0%
410 54800		PROMOTIONAL					
	40,200.00	40,200.00	24,328.32	1,656.77	0.00	15,871.68	60.5%
410 55100		OFFICE SUPPLIES					
	1,200.00	1,200.00	684.80	241.49	0.00	515.20	57.1%
410 55200		OPERATING SUPPLIES					
	194,575.00	187,220.00	142,578.37	14,158.37	0.00	44,641.63	76.2%

City of Fernandina Beach YEAR-TO-DATE BUDGET REPORT

PRELIMINARY

FOR 2021 12

	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	% USED
410 55210		UNIFORMS					
	6,000.00	6,335.00	6,333.60	653.35	0.00	1.40	100.0%
410 55220		JANITORIAL SUPPLIES					
	0.00	500.00	351.90	202.69	0.00	148.10	70.4%
410 55230		GAS/OIL					
	33,200.00	33,200.00	25,303.05	3,362.53	0.00	7,896.95	76.2%
410 55400		BOOKS/SUBS/DUES					
	7,459.00	7,459.00	3,122.29	1,106.00	0.00	4,336.71	41.9%
410 55545		PRO SHOP COST OF SALES					
	50,078.00	50,078.00	41,714.37	5,702.74	0.00	8,363.63	83.3%
410 55550		F&B COST OF SALES					
	178,582.00	178,582.00	96,815.36	10,336.16	0.00	81,766.64	54.2%
410 55555		F&B PERSONNEL COSTS					
	132,979.00	49,479.00	33,481.91	0.00	0.00	15,997.09	67.7%
410 56300		IMPROVEMENTS					
	460,100.00	460,100.00	319,766.56	0.00	0.00	140,333.44	69.5%
410 56400		MACH/EQUIP					
	75,000.00	68,440.00	60,169.15	2,488.98	0.00	8,270.85	87.9%
410 56401		EQUIP-NON CAPITAL					
	0.00	6,560.00	6,559.86	0.00	0.00	0.14	100.0%
410 57100		PRINCIPAL					
	116,931.00	116,893.00	111,066.80	111,066.80	0.00	5,826.20	95.0%
410 57200		INTEREST					
	1,595.00	1,633.00	1,632.06	795.05	0.00	0.94	99.9%
410 59990		RESERVE					
	-1,607,664.00	-1,607,664.00	0.00	0.00	0.00	-1,607,664.00	.0%
TOTAL GOLF	0.00	-9,000.00	113,620.79	52,863.77	0.00	-122,620.79	-1262.5%
TOTAL REVENUES	-584,970.00	-584,970.00	-1,575,176.34	-171,512.70	0.00	990,206.34	
TOTAL EXPENSES	584,970.00	575,970.00	1,688,797.13	224,376.47	0.00	-1,112,827.13	
4107260 GOLF TOPTRACER							
4107260 34716		TT FOOD & BEVERAGE					
	0.00	0.00	-7,822.64	-567.97	0.00	7,822.64	100.0%
4107260 34717		BAY RENTALS					
	0.00	0.00	-18,703.81	-1,460.00	0.00	18,703.81	100.0%
4107260 34790		TOPTRACER BAY SPONSORSHIP					
	0.00	0.00	-5,500.58	-916.63	0.00	5,500.58	100.0%

City of Fernandina Beach YEAR-TO-DATE BUDGET REPORT

PRELIMINARY

FOR 2021 12

4107260 GOLF TOPTRACER	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	% USED
4107260 54103	0.00	COMMUNICATIONS-INTERNET 2,000.00	1,648.94	180.01	0.00	351.06	82.4%
4107260 54800	0.00	PROMOTIONAL 5,000.00	4,867.50	1,483.50	0.00	132.50	97.4%
4107260 55550	0.00	F&B COST OF SALES 2,000.00	1,136.87	0.00	0.00	863.13	56.8%
TOTAL GOLF TOPTRACER	0.00	9,000.00	-24,373.72	-1,281.09	0.00	33,373.72	-270.8%
TOTAL REVENUES	0.00	0.00	-32,027.03	-2,944.60	0.00	32,027.03	
TOTAL EXPENSES	0.00	9,000.00	7,653.31	1,663.51	0.00	1,346.69	
GRAND TOTAL	0.00	0.00	89,247.07	51,582.68	0.00	-89,247.07	100.0%

** END OF REPORT - Generated by Michele Brown **

Golf	Budget		Sept YTD	
Pro Shop Sales	80,771.00		82,254.47	
Cost of Good Sold	<u>50,078.00</u>		<u>83,236.66</u>	
Profit/(Loss)	30,693.00	61.3%	(982.19)	(1.2%)
Golf	Budget		Sept YTD	
F&B Sales*	391,952.00		212,794.00	
Cost of Good Sold	<u>311,561.00</u>		<u>(232,848.48)</u>	
Profit/(Loss)	80,391.00	25.8%	(20,054.48)	(8.6%)

BACKGROUND

The draft Request for Proposals is presented for review and comment prior to publication. In general, the City is seeking parties interested in leasing the kitchen, grill, and banquet areas to provide exclusive food and beverage service in the clubhouse, on the golf course, and at the Toptracer facility. Furthermore, interested parties may also offer a proposal to serve as the exclusive food and beverage provider at the City's conference room and observation deck at the City Airport terminal.

The preliminary members of the planned Review Committee would include a representative of the Men's Golf Association, the Women's Golf Association, Golf Club General Manager Mr. Michael Cooney, and City Manager Dale Martin.

1.1 INTENT: The City of Fernandina Beach, FL (“City”) is seeking proposals from parties with demonstrated experience operating a successful, food and beverage business that are interested in submitting a sealed competitive proposal for a limited facility lease and food and beverage service at the Fernandina Beach Golf Club.

1.1.1 It is the intention of the City to select one lessee for the facility lease and food and beverage services at the Fernandina Beach Golf Club.

1.1.2 Financial terms of the contract, although generally referenced in this Request for Proposals (RFP), will be formally codified in a subsequent lease agreement with the selected Lessee.

1.2 LOCATION: The Fernandina Beach Golf Club is located at 2800 Bill Melton Road, Fernandina Beach, Florida, 32034, located near the southern city limits (but the geographic center of Amelia Island), approximately five miles from historic downtown Fernandina Beach. In addition to the Fernandina Beach Golf Club, Amelia Island has five other golf courses: Amelia River Golf Club is City-owned, but leased to a private operator; Oak Marsh, Long Point, and Little Sandy Short Course (formerly Ocean View) are Omni Resort courses; and the Golf Club of Amelia Island is a Ritz-Carlton course.

1.3 BACKGROUND: The Fernandina Beach Golf Club, with the original nine-hole North Course constructed in 1956, is a municipally owned twenty-seven-hole facility. The grounds also include a 13,000 square foot clubhouse (kitchen; grill and banquet seating; conference room; locker/restrooms; pro shop; constructed in 2000). The newest addition to the facility inventory is a reconstructed (2021) driving range that includes a ten-bay Toptracer facility (beverage coolers available). The Golf Club has historically hosted approximately 36,000 rounds of golf annually. Both golf and food and beverage operations were part of a private management agreement (Billy Casper Golf), but the management agreement was not renewed in 2020, ending that ten-year relationship, and returning the facilities and operations to internal City management.

1.4 FACILITIES: The Golf Club has two facilities which require food and beverage services: the clubhouse (and related mobile food and beverage service on the golf course) and the Toptracer facility.

1.4.1 Clubhouse- The facility is made up of the following space (measurements approximate; see Appendix A for floor plan of facility):

1.4.1.1	Kitchen area	750 sf
1.4.1.2	Grill dining area (including serving counter and bar)	900 sf
1.4.1.3	Banquet area	2700 sf
1.4.1.4	Conference room	240 sf
1.4.1.5	Locker/restrooms (total: mens, womens)	900 sf
1.4.1.6	Pro shop (sales space and three offices)	<u>700 sf</u>
		6190 sf

The Clubhouse also includes a wraparound porch and a two-sided (gas) fireplace.

1.4.2 Kitchen Equipment/Storage- The kitchen includes the following amenities:

- 1.4.2.1 HM 2000 warmer
- 1.4.2.2 Groen hyper steamer
- 1.4.2.3 Sunfire regular and convection oven
- 1.4.2.4 Imperial gas grill (six burner)
- 1.4.2.5 Imperial charbroiler (req maintenance/replacement)
- 1.4.2.6 Imperial flat grill
- 1.4.2.7 Imperial basket deep fryer
- 1.4.2.8 Galaxy freezer
- 1.4.2.9 Atosa sandwich unit/table
- 1.4.2.10 Toasters (two)
- 1.4.2.11 Hoshizaki ice maker
- 1.4.2.12 Walk-in cooler/freezer
- 1.4.2.13 Dry storage

1.4.3 Toptracer- The 3,400 sf facility was constructed in 2021 and includes ten bays for use. The facility includes a dedicated room for support services (520 sf; currently limited to registration, packaged food, and beverage coolers). The additional room currently does not have food preparation or restroom facilities (those facilities are in the Clubhouse, approximately two hundred yards from the Toptracer facility). It is possible to add those amenities to the Toptracer facility in the future.

The general area of the Toptracer facility also contains a traditional driving range. Other areas are available for such uses as outdoor gathering (picnic tables, fire pit, etc.) or games (cornhole, horseshoes, etc.).

1.5 TERM OF LEASE/CONTRACT: The City of Fernandina Beach will negotiate a lease of the clubhouse kitchen, banquet, and grill areas with a Lessee to subsequently provide food and beverage services therein and elsewhere at the Fernandina Beach Golf Club.

- 1.5.1 The intent is to transition food and beverage services no later than May 1, 2022 (although an earlier transition can be considered, if desired and agreed upon by both parties).
- 1.5.2 The proposed lease and contract resulting from this Request for Proposals (RFP) will be for an initial term of five years. Additionally, the proposed contract will also offer up to two additional five-year extensions upon mutual agreement of both parties.

1.6 SCOPE OF SERVICES: The City seeks a Lessee to provide the following services at the Fernandina Beach Golf Club:

- 1.6.1 Exclusive food and beverage services at the clubhouse and Toptracer facilities and limited mobile service on the golf course (commonly referred to as a “beverage cart”) every day the Golf Course is open for operations (as determined and/or published by the Golf Club General Manager).
 - 1.6.1.1 Food and beverage operations in the clubhouse, at a minimum, are requested for typical lunch service and for meeting/banquet services

(morning, afternoon, evening operations). The scope of morning food and beverage service (not including meeting/banquet services) should be provided but is subject to further discussion between the City and selected Lessee. Due to the neighborhood location of the Golf Club, the use of the facility for typical restaurant-style operations (especially during evening hours) can be considered. The Lessee will be responsible for promoting and scheduling activities in the banquet and grill areas.

1.6.1.2 Food and beverage operations at the Toptracer facility (currently based from the clubhouse) are requested for afternoon and evening hours (approximately 12:00 PM through 8:00 PM).

1.6.1.3 Mobile operations on the golf course can be implemented at the Lessee's discretion based upon factors such as participation and weather. The City has a cart available to support mobile food and beverage operations.

1.7 STANDARD OF SERVICE: The Lessee will strive to implement and sustain exceptional customer service using consistently high-quality products. Food and beverage operations will be conducted in a professional business manner to enhance the reputation and image of the Fernandina Beach Golf Club.

1.8 STAFFING: The Lessee will solely bear all responsibility for the staffing (including hiring, training, support, and all other personnel administration) to support the Scope of Services described in Section 1.6 and the Standard of Service described in Section 1.7. to provide courteous and efficient customer service. The Lessee will adhere to all federal, state, and local regulations governing employment and food service operations.

1.8.1 The Lessee will hire and assign a full-time qualified and experienced food and beverage manager. This person (or designee, such as an assistant manager) will be physically on the premises or available to personally manage and oversee food and beverage operations during operating hours. The manager or designee will work collaboratively with the Golf Club General Manager to provide appropriate support for Golf Club operations.

1.8.2 Wages, other benefits, and all other conditions of employment will be the sole responsibility of the Lessee. The City of Fernandina Beach will have no employment relationship or obligation to the employees of the Lessee.

1.9 EQUIPMENT/FURNISHINGS: The City is the owner of all equipment and furnishings at the Golf Club.

1.9.1 The equipment listed in Sec. 1.4.2 is available for use by the Lessee. Replacement by the City will be based upon depreciation and normal wear and use of such commercial grade equipment. Additional equipment may be recommended for City purchase by the Lessee to support food and beverage operations, but the City at its sole discretion determines whether to proceed with such a purchase (and associated ownership).

- 1.9.2 Furnishings in the banquet area and grill areas (available for use by the Lessee) include fifteen round six-foot tables, six round four-foot tables, three rectangular eight-foot-long tables, and approximately one hundred chairs. Additional or remodeled furnishings (and the cost thereof) can be negotiated.
- 1.9.3 Toptracer furnishings (available for use by the Lessee) include ten sets (one set at each of the ten bays) of two chairs, one bench, and one table (heavy duty, all-weather material). In the support services area, two high-top style tables, eight high-top style chairs, and one rectangular eight-foot table are available.

1.10 MAINTENANCE OF EQUIPMENT/FURNISHINGS: Maintenance of equipment and furnishings will be the responsibility of the Lessee. Replacement of equipment and furnishings will be the responsibility of the City insofar as the replacement is due to normal wear and tear and not misuse, abuse, or negligence.

1.11 MAINTENANCE OF PREMISES: The Lessee will be responsible for the routine maintenance and cleaning of the kitchen equipment and services (including, but not limited to, plumbing, heating, electrical, fixtures, floors, walls, etc.) and the banquet and grill areas (including, but not limited to, countertop, floors, doors, windows, fireplace, etc.). The Lessee will provide timely notice to the City of the need to replace equipment or fixtures, the replacement of which will be the responsibility and at the cost of the City (unless due to misuse, abuse, or negligence).

1.12 UTILITIES: The City will be responsible for the cost of the following utilities: water, wastewater, electricity, and basic internet services. The Lessee will be responsible for the cost of solid waste collection (dumpster), grease trap cleaning, and desired premium internet services.

1.13 SUPPORT SERVICES: The City will be responsible for fire alarm, security, and pest control services in the leased area.

1.14 LICENSING/PERMITS: The Lessee will be responsible for securing all appropriate licenses and permits necessary to conduct food and beverage operations. At all times, the Lessee will comply with relevant health rules, regulations, and requirements.

1.15 SIGNAGE: All interior signage desired by the Lessee (at its expense) must be in good taste and be approved by the Golf Course General Manager. Exterior signage is currently not permitted.

1.16 SALES AND PROPERTY TAXES: The Lessee will be responsible for the prompt and timely payment of all taxes associated with food and beverage operations and the lease of the leased area.

1.17 RECORDS AND REPORTS: The Lessee will be responsible for maintaining typical business records and providing monthly and annual reports to the City. The list of records and reports will be described in the final lease agreement.

1.18 ADDITIONAL NOTES OF INTEREST:

- 1.18.1 The City holds a liquor license to support activities. The Lessee will be able to operate as a subordinate user of the City's liquor license.

- 1.18.2 A signature event hosted by the Fernandina Beach Golf Club is the Bonhams Amelia Island Auction, part of the annual Amelia Island Concours d'Elegance (traditionally held the first weekend in March). The Golf Club provides contracted food and beverage service to support a preliminary evening reception and the subsequent day-long auction. The City has a contract with Bonhams through the March 2024, event.
- 1.18.3 Other routine events include wedding receptions; golf tournaments; and corporate, civic, and non-profit agency meetings.
- 1.18.4 Site visits to the Fernandina Beach Golf Club can be coordinated with Mr. Michael Cooney, General Manager, (904) 310-3178, mcooney@fbfl.org.

2.1 REQUEST FOR PROPOSAL SUBMISSION: All submissions in response to this RFP must include City of Fernandina Beach Exhibits A through H.

- 2.1.1 The proposed lease terms (flat monthly fee, revenue-sharing, etc.) to support the Scope of Services (Section 1.6) and other additional proposals/terms (if appropriate) should be attached to Exhibit A (Contact Sheet) as Exhibit A-1 (Bid Form).
- 2.1.2 A sample menu, including food, beverage, and approximate prices, must be included as part of Exhibit A-1. The Lessee will be able to revise the menu based upon market conditions and consumer preferences as needed, but revisions should be, in general, consistent with the fare and prices originally proposed.

3.1 PROPOSAL ADDITIVE: In addition to the Scope of Services (Section 1.6), interested parties may submit an additional monthly lease proposal (part of Exhibit A-1) to serve as the exclusive food and beverage provider at the City-managed portion of the City's Airport terminal (located approximately two miles from the Golf Club clubhouse). The terminal facility has become a desired location for small gatherings and meetings such as homeowners' associations, business entities, and non-profit agencies (approximately ten gatherings monthly).

- 3.1.1 The Airport terminal (constructed 2018) includes a second-floor conference room comfortably seating approximately forty individuals with a maximum fire code capacity of forty-six individuals. The room is equipped with seating, flexible-use conference room tables, complimentary wi-fi, and a flat-screen television with audio/visual capabilities.
- 3.1.2 Adjoining the conference room is a catering kitchen with ample counter space, commercial refrigerator, commercial freezer, microwave, and sink.
- 3.1.3 The second floor also includes an outdoor (covered) 1,500 sf observation deck with a capacity of 115 persons.
- 3.1.4 Rental rates for the terminal facilities are set by the City Commission.

4.1 EVALUATION AND SELECTION: Upon timely receipt of all proposals, the City Manager will appoint a Review Committee to score the proposals.

4.1.1 The Review Committee will score each proposal based upon the factors below, that in totality, represent the best value to the City:

4.1.1.1 Experience (previous food and beverage service operations; 20 points)

4.1.1.2 Proposed lease terms (financial value to City; 20 points)

4.1.1.3 Intangibles (factors such as menu, proposal additive, community familiarity; 10 points)

4.1.2 The Review Committee will make a recommendation to the Golf Course Advisory Council, which, in turn, will make a recommendation to the City Commission to authorize City staff to commence negotiations with the highest scored proposal.

4.1.3 If negotiations with the first recommended party are unsuccessful, following notification to the City Commission, City staff will commence negotiations with the second-highest scored party. This sequence will continue until a contract has been negotiated.

4.1.4 The negotiated contract will be presented to the City Commission for final approval.