



**AGENDA
GOLF COURSE ADVISORY BOARD
REGULAR MEETING
DECEMBER 13, 2023
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. APPROVAL OF MINUTES**
- 5. PUBLIC COMMENT REGARDING ITEMS NOT ON THE AGENDA**
- 6. DISCUSSION ITEMS**
 - 6.1 Golf Course Advisory Board Resolution
 - 6.2 Recognition Of The Friends Of Fernandina Beach Golf Course
- 7. MGA UPDATE**
- 8. WGA UPDATE**
- 9. STAFF COMMENTS**
 - 9.1 General Manager Update
- 10. BOARD MEMBER COMMENTS**
- 11. 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.

RESOLUTION 2023-221

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF FERNANDINA BEACH, FLORIDA, RESCINDING RESOLUTION 2017-82 TO SUNSET THE GOLF COURSE ADVISORY BOARD AND CREATING THE “GOLF ADVISORY BOARD”; AND DEFINING THE MISSION AND DUTIES OF THE GOLF ADVISORY BOARD; AND PROVIDING FOR AN EFFECTIVE DATE.

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

WHEREAS, the City Commission adopted Resolution 2017-82, establishing a Golf Course Advisory Board; and

WHEREAS, the Commission now desires to rescind Resolution 2017-82, subsequently sun setting the Golf Course Advisory Board and creating the Golf Advisory Board to better reflect the role of the Board; and

WHEREAS, staff recommends the Golf Course Advisory Board be renamed the Golf Advisory Board which will serve in an advisory capacity to the City Commission with no authority or control over the Golf Course General Manager. The Golf Advisory Board will make their suggestions and recommendations to the City Commission through the Golf Course General Manager.

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~~ consists of five members, who ~~shall~~ must be residents of the City of Fernandina Beach, Florida, ~~and shall be~~ appointed by the City Commission of said City. One member each ~~shall~~ will 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~~ will 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~~ will 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.
- Future terms expire on December 31 of the end of the seat’s term year.

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, and 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 may adopt its own rules of procedure and determine its time of meeting. All meetings of the Board shall be are open to the public and all records of the Board shall be public records.

SECTION 5. ~~Role.~~ Mission

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

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 Club 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.~~
- A. The Golf Advisory Board operates in accordance with the municipal Code of Ordinances Chapter 2, Article III.
- B. The Golf Advisory Board shall provide the City Clerk's Office meeting minutes.

SECTION 7. Meeting Frequency.

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

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

ADOPTED this 5th day of December, 2023.

CITY OF FERNANDINA BEACH

BRADLEY M. BEAN
Commissioner – Mayor

ATTEST:

APPROVED AS TO FORM & LEGALITY:



CAROLINE BEST
City Clerk

TAMMI E. BACH
City Attorney

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:



Caroline Best
City Clerk

APPROVED AS TO FORM & LEGALITY:



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 A.

*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
