AGENDA

GOLF COURSE ADVISORY BOARD

CITY OF PORT ORANGE

Meeting Date: Tuesday, June 14, 2016 **Time:** 5:00 PM

Type of Meeting: Regular **Location:** 2nd Floor Conference Room
City Hall, 1000 City Center Circle

A. CALL TO ORDER

1. Roll Call
2. Election of Officers

B. DISCUSSION/ACTION

3. Duties and Responsibilities of Board Members
4. Rules and Regulations
5. Training
   a) Sunshine Law
   b) Public Records
6. Approve Meeting Calendar

C. PUBLIC COMMENTS

D. MEMBER COMMENTS

E. ADJOURNMENT

ANY PERSON WHO DECIDES TO APPEAL ANY DECISION MADE BY THE **GOLF ADVISORY BOARD** WILL NEED A RECORD OF THE PROCEEDINGS, AND FOR SUCH PURPOSE HE OR SHE MAY NEED TO ENSURE AT HIS OR HER OWN EXPENSE FOR THE TAKING AND PREPARATION OF A VERBATIM RECORD OF ALL TESTIMONY AND EVIDENCE OF THE PROCEEDINGS UPON WHICH THE APPEAL IS TO BE BASED. NOTE: IF YOU ARE A PERSON WITH A DISABILITY WHO NEEDS ANY ACCOMMODATION IN ORDER TO PARTICIPATE IN THIS PROCEEDING, YOU ARE ENTITLED, AT NO COST TO YOU, TO THE PROVISION OF CERTAIN ASSISTANCE. PLEASE CONTACT THE CITY CLERK FOR THE CITY OF PORT ORANGE, 1000 CITY CENTER CIRCLE, PORT ORANGE, FLORIDA 32129, TELEPHONE NUMBER 386-506-5563, WITHIN 2 WORKING DAYS OF YOUR RECEIPT OF THIS NOTICE OR 5 DAYS PRIOR TO THE MEETING DATE; IF YOU ARE HEARING OR VOICE IMPAIRED, CONTACT THE RELAY OPERATOR AT 1-800-955-8771.

ORDINANCE NO. 2016-4

AN ORDINANCE OF THE CITY OF PORT ORANGE, VOLUSIA COUNTY, FLORIDA, ESTABLISHING GOLF COURSE ADVISORY BOARD; AMENDING CHAPTER 50, CODE OF ORDINANCES, CITY OF PORT ORANGE FLORIDA, ENTITLED "PARKS AND RECREATION"; CREATING DIVISION 2 OF ARTICLE IV OF CHAPTER 50 TO BE ENTITLED "GOLF COURSE ADVISORY BOARD"; CREATING SECTION 50-106 TO PROVIDE FOR ESTABLISHMENT OF GOLF COURSE ADVISORY BOARD; CREATING SECTION 50-107 TO PROVIDE FOR PURPOSE, DUTIES AND FUNCTIONS OF THE BOARD; CREATING SECTION 50-108 TO PROVIDE FOR COMPOSITION AND QUALIFICATIONS OF MEMBERS; CREATING SECTION 50-109 TO PROVIDE FOR APPOINTMENTS AND TERMS; CREATING SECTION 50-110 TO PROVIDE FOR VACANCIES AND REMOVAL OF MEMBERS; CREATING SECTION 50-111 TO PROVIDE FOR ORGANIZATION AND PROCEDURES OF THE BOARD; PROVIDING FOR REPEAL OF CONFLICTING ORDINANCES; PROVIDING FOR SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE.

BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF PORT ORANGE, VOLUSIA COUNTY, FLORIDA:

Section 1. Chapter 50 of the Code of Ordinances, City of Port Orange, Florida, is hereby amended to create a new Division 2 of Article IV, comprised of Sections 50-106 through 50-111, inclusive, and entitled as follows:

DIVISION 2. – GOLF COURSE ADVISORY BOARD

Section 2. Section 50-106 of the Code of Ordinances, City of Port Orange, Florida, is hereby created to read as follows:

Sec. 50-106. - Establishment of golf course advisory board.

There is hereby created and established a golf course advisory board of the City of Port Orange, Florida.

Section 3. Section 50-107 of the Code of Ordinances, City of Port Orange, Florida, is hereby created to read as follows:

Sec. 50-107. - Purpose, duties and functions.

(a) The purpose of the golf course advisory board shall be to advise and assist the city council on matters relating to the municipal golf course.

(b) The golf course advisory board shall make recommendations to the city council concerning operation of the municipal golf course. In this regard the golf course advisory board shall exercise specific responsibilities as enumerated herein. In addition, the city council may refer other golf course related matters to the golf course advisory board for review and recommendation. To accomplish these goals, the specific responsibilities of the golf course advisory board shall include, but not be limited to, the following:

(1) Review and make recommendations to the city council regarding maintenance, equipment and capital facilities of the municipal golf course.

(2) Serve as liaison between the city council and individuals and organizations using the municipal golf course.

(3) Serve as liaison between the city staff or contractors responsible for operation of the municipal golf course and individuals or organizations using the municipal golf course.

(4) Review and make recommendations to the city council regarding the performance of contractors responsible for operation, management, maintenance, marketing, and other aspects of the municipal golf course.

(5) Make reports to the city council, as necessary, regarding physical condition, capital facilities and other matters relating to the municipal golf course.

However, nothing in this article shall prohibit the city council from acting upon any matter not previously referred to or reviewed by the golf advisory board.

Section 4. Section 50-108 of the Code of Ordinances, City of Port Orange, Florida, is hereby created to read as follows:

Sec. 50-108. - Composition and qualifications of members.

(a) The golf course advisory board shall consist of seven (7) members appointed by the city council consisting of a single council member and at least one member from each of the following organizations: Cypress Head Master Homeowners' Association, Cypress Head Men's Golf Association and Cypress Head Women's Golf Association. However, In the event that no member(s) from the organizations mentioned above apply for a position to serve on the board, the seat may be filled by appointment of an otherwise qualified candidate by city council.

(b) Members of the board shall have knowledge of golf course operations. They should be guided by a sincere interest in developing and promoting the operation

of the municipal golf course for the city and in accomplishing the purposes and goals set forth herein.

(c) Appointments shall be made on the basis of experience or interest in the areas of finance, insurance, golf course management, engineering, architecture, golf course maintenance, and construction.

Section 5. Section 50-109 of the Code of Ordinances, City of Port Orange, Florida, is hereby created to read as follows:

Sec. 50-109. - Appointments and terms.

The initial appointments to the board shall be as follows:

(a) Two (2) members shall be appointed for a term expiring April 1, 2017.

(b) Two (2) members shall be appointed for a term expiring April 1, 2018.

(c) Three (3) members shall be appointed for a term expiring April 1, 2019.

Thereafter all appointments shall be made for a term of three (3) years. All terms shall expire on April 1 in the year of their given expiration. A board member may be reappointed for any number of consecutive terms.

Section 6. Section 50-110 of the Code of Ordinances, City of Port orange, Florida, is hereby created to read as follows:

Sec.50-110. - Vacancies and removal of members.

Any member who fails to attend two (2) of three (3) successive meetings without good cause shall forfeit his or her appointment, and the city council may determine a vacancy to exist which shall be promptly filled by the city council. A member of the

board may be removed from the board by the city council for cause upon written charges and after a public hearing before the city council. Appointments to fill any vacancy shall be for the remainder of the unexpired term of the former member.

Section 7. Section 50-111 of the Code of ordinances, City of Port Orange, Florida is hereby created to read as follows:

Sec. 50-111. - Organization and procedures.

(a) *Election of officers.* The member of the board shall elect a chairman and a vice-chairman to preside in the absence of the chairman. Such election shall take place at the first meeting of the board of each calendar year.

(b) *Responsibilities of chairman.* The chairman shall be responsible for the orderly running of all meetings, shall direct the preparation of all reports and shall make all necessary reports to the city council.

(c) *Meetings.* The board shall meet quarterly. A special meeting may be called by the chairman or by majority vote of the members.

(d) *Minutes.* The city recording secretary shall be responsible for keeping and recording minutes. A copy of the minutes of each meeting shall be kept on file in the city clerk's office.

(e) *Quorum; rules of order.* The presence of four (4) or more members shall constitute a quorum of the board necessary to take action or conduct business. The board shall adopt Robert's Rules of Order (latest edition) or such other written rules and procedures as may be desirable and necessary to promote and

effectuate the purposes, objectives and business of the board in an orderly, timely and productive manner.

(f) *Compensation.* Members of the board shall serve without compensation but may be reimbursed for such travel, mileage, per diem or other expenses as may be authorized by city council.

Section 8. All ordinances or parts of ordinances in conflict with the provisions of this ordinance are hereby repealed to the extent of such conflict.

Section 9. If any provision of this ordinance or the application thereof to any person or circumstance is held invalid, the invalidity shall not affect other provisions or applications of this ordinance which can be given effect without the invalid provision or application, and to this end the provision of this ordinance are declared severable.

Section 10. This Ordinance shall become effective upon adoption.

MAYOR ALLEN GREEN

ATTEST:

Robin L. Fenwick, CMC, City Clerk

Passed on first reading this 5 day of April, 2016.

Passed and adopted on second reading and final reading on the 19 day of April, 2016

Reviewed and approved:

Matthew J. Jones, Deputy City Attorney

CITY OF PORT ORANGE, FLORIDA
GOLF COURSE ADVISORY BOARD
RULES AND REGULATIONS

I. NAME

This seven-member board shall be known as the "Golf Course Advisory Board of the City of Port Orange, Florida."

II. OFFICERS AND DUTIES

A. The officers shall be a Chair and a Vice-Chair. The Secretary of the Board shall be an employee of the City of Port Orange designated by the City Clerk.
B. The Chairman shall preside at all meetings and hearings of the Board and shall have the duties normally conferred by parliamentary usage of such office.
C. The Vice-Chair shall act in the absence of the Chair.
D. The Chair and Vice-Chair shall be voting members of the Board. The Chair and Vice-Chair shall have the privilege of making or seconding motions and discussing all matters before the Board.

III. ELECTION OF OFFICERS

A. Nomination of officers shall be made by the members and the election shall be held immediately thereafter at the annual organizational meeting held during the Board's first meeting each calendar year, or as soon as practicable thereafter.
B. A candidate who receives a majority of the votes cast shall be declared elected and shall serve a term of one (1) year or until a successor takes office.
C. Vacancies in the office of Chair or Vice-Chair shall be filled immediately by the regular election procedure.

IV. MEETINGS

A. The Golf Course Advisory Board meetings shall be held on the first Tuesday quarterly (March, June, September, and December) at 5:00 p.m. in the 2nd floor conference room located at 1000 City Center Circle, Port Orange, Florida.
B. Special meetings may be called by the Chair upon written notice to the Secretary or by request of at least three (3) members of the Board at a duly called meeting.
C. Notice of regular meetings and special meetings shall be provided to all Board members at least five (5) days in advance of the meeting.

Notice of all meetings shall be provided to the public as required by Florida Law.

D. Due to no business or whenever there will not be a quorum due to excused absences, the Chair may cancel the regularly scheduled meeting. The Chair shall inform the secretary to send a notice to the other board members and appropriate staff. Said notice shall be sent at least 24 hours prior to the scheduled time of the meeting.
E. Members shall notify the Secretary of the Board if they cannot attend a meeting. If a member fails to attend two (2) of three (3) consecutive meetings without cause and without prior approval of the Chair, the Board shall declare the members' office vacant.
F. A quorum of the Board shall consist of four (4) members. An affirmative vote of a majority of those members present shall be necessary to pass any motion or adopt any order.
G. The Board shall conduct its business in a duly called and noticed meeting as required by Section 286.011, Florida Statutes, the "Sunshine Law."
H. Parliamentary procedure at Board meetings shall be governed by Robert's Rules of Order latest edition and by the Rules and Regulations contained herein. In the event of a conflict with Parliamentary procedure, the Rules and Regulations shall govern.
I. Members of the public shall be given a reasonable opportunity to be heard on a proposition before the Golf Course Advisory Board, in accordance with Section 286.0114, Florida Statutes.

V. ORDER OF BUSINESS

A. Regular meetings of the Board shall be governed by the following order of business:

A. **CALL TO ORDER**

1. Roll Call

B. **DISCUSSION/ACTION ITEMS**

2. Approval of Minutes
3. Report from Golf Course Management Company

C. **PUBLIC COMMENTS**

D. **MEMBER COMMENTS**

E. **NEXT MEETING DATE**

F. **ADJOURNMENT**

The order of business may be suspended or amended at any time by an affirmative vote of a majority of those members present.

VI. MISCELLANEOUS

A. These Rules and Regulations may be amended during a regular meeting of a special meeting by an affirmative vote of the members present, provided that notice of the proposed amendment is given to the Board along with notice of the meeting.
B. All notices of meetings shall contain a footnote advising that a record of the hearing is required for any appeal.
C. All notices of meetings issued by this Board shall include notices to persons with disabilities as follows:

> "If you are a person with a disability who needs any accommodation in order to participate in this proceeding, you are entitled, at no cost to you, to the provision of certain assistance. Please contact the City Clerk for the City of Port Orange, 1000 City Center Circle, Port Orange, FL 32129, telephone number: 386-506-5563 within 2 working days of your receipt of this notice or 5 days prior to the meeting date; if you are hearing or voice impaired, contact the Relay Operator at 1-800-955-8771 (TDD) for information."

D. All records of the Board shall be maintained in the office of the City Clerk and shall be open to public examination, inspection, and copying in according with the provisions of Ch. 119, Florida Statutes
E. If any provision of these rules and regulations or the application thereof to any person or circumstances is held invalid, the invalidity shall not affect the other provisions or applications of these rules and regulations which can be given effect without the invalid provision or application, and to this end the provisions of these rules and regulations are declared severable.

Approved and adopted by the Golf Course Advisory Board at their meeting held on ____ _____ day of June, 2016.

Signature: _____
Printed name: _____
Chair

CITY OF PORT ORANGE
GOLF ADVISORY BOARD
MEETING SCHEDULE

All meetings are scheduled for 5:00 p.m. to be held in the 2nd Floor Conference Room; subject to changes made by the Board.

2016:

June 14, 2016
September 6, 2016
December 6, 2016

2017:

March 7, 2017
June 6, 2017
September 5, 2017
December 5, 2017