



# Golf Advisory Board

Work Session – March 24, 2022

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## Brief Recap – Evolution of GAB

- 1990 Rancho Solano Opens
- 1990 GAB Formed via Ordinance
- 1993 Paradise Valley Opens
- 1993 1<sup>st</sup> Amendment to Ordinance
- 1999 Council Directs Review of GAB Role/Responsibilities
- 1999 2<sup>nd</sup> Amendment to Ordinance (current)



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## Brief Review – Board Structure

### **PURPOSE:** *Assist in the promotion and development of golf*

- Seven (7) Members
  - Fairfield Resident (balance - cross section of community)
  - Representation of both golf courses
- Appointed by Mayor
- 4-Year Terms (Jan – Dec)
- Regular Meetings 1x every 2 months
- Selects among Group: Chair, Vice-Chair, Secretary



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## Brown Act - Summary

- **Appointed bodies** — whether permanent or temporary, decision-making or advisory — including planning commissions, civil service commissions and other subsidiary committees, boards, and bodies. Volunteer groups, executive search committees, task forces, and blue-ribbon committees created by formal action of the governing body are legislative bodies. When the members of two or more legislative bodies are appointed to serve on an entirely separate advisory group, the resulting body may be subject to the Brown Act



Ref: Pg 12

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## Meetings

- Brown Act defines a meeting as: "... and any congregation of a majority of the members of a legislative body at the same time and location, including teleconference location as permitted by Section 54953, to hear, discuss, deliberate, or take any action on any item that is within the subject matter jurisdiction of the legislative body." The term "meeting" is not limited to gatherings at which action is taken but includes deliberative gatherings as well.

Ref: Pg 18



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## Meetings Cont.

- The Brown Act provides that "[a] majority of the members of a legislative body shall not, outside a meeting ... use a series of communications of any kind, directly or through intermediaries, to discuss, deliberate, or take action on any item of business that is within the subject matter jurisdiction of the legislative body." The problem with serial meetings is the process, which deprives the public of an opportunity for meaningful observation of and participation in legislative body decision-making.

Ref: Pg 21



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## Meetings Cont.

- Often members are tempted to mix business with pleasure — for example, by holding a postmeeting gathering. Informal gatherings at which local agency business is discussed or transacted violate the law if they are not conducted in conformance with the Brown Act. A luncheon gathering in a crowded dining room violates the Brown Act if the public does not have an opportunity to attend, hear, or participate in the deliberations of members

Ref: Pg 24



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## Agenda

- Every regular meeting of a legislative body of a local agency — including advisory committees, commissions, or boards, as well as standing committees of legislative bodies — must be preceded by a posted agenda that advises the public of the meeting and the matters to be transacted or discussed. The agenda must be posted at least 72 hours before the regular meeting in a location “freely accessible to members of the public”

Ref: Pg 30



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## Agenda Cont.

- Non-agenda items. The Brown Act generally prohibits any action or discussion of items not on the posted agenda. However, there are three specific situations in which a legislative body can act on an item not on the agenda:
  1. Emergency Situation
  2. When 2/3 determine action “subsequent to posting”
  3. When item appeared and continued from earlier meeting (no more than 5 days)

Ref: Pg 34



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## Agenda Cont.

- Every agenda for a regular meeting must allow members of the public to speak on any item of interest, so long as the item is within the subject matter jurisdiction of the legislative body. Further, the public must be allowed to speak on a specific item of business before or during the legislative body’s consideration of it.

Ref: Pg 37



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# Questions?

Next: Robert's Rule of Order



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## Robert's Rules of Order - Summary

Parliamentary Procedure – *The Way Business is Conducted*

*After Chair announces the agenda item, staff will typically “present” - provide information and seek input and recommendation; Board asks questions, then a Board member makes a **MOTION...**, another member **SECONDS** the Motion; then vote is taken*

**ACTION** – the result of discussion and formal recommendations of the items presented



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# Robert's Rules of Order - Summary

Most Common

- #1
- #3
- #5
- #8
- #12

THIRTEEN RANKING MOTIONS						
Motion	Is a second required?	Is it amendable?	Is it debatable?	What vote is required?	Can it be reconsidered?	May it interrupt?
13 Fix the time to which to adjourn	yes	yes	no	majority	yes	no
12 Adjourn	yes	no	no	majority	no	no
11 Recess	yes	yes	no	majority	no	no
10 Raise a question of privilege	no	no	no	chair decides	no	yes
9 Call for the orders of the day	no	no	no	at the request of one member	no	yes
8 Lay on the table	yes	no	no	majority	no*	no
7 Previous question	yes	no	no	two-thirds	yes*	no
6 Limit or extend limits of debate	yes	yes	no	two-thirds	yes*	no
5 Postpone to a certain time (or definitely)	yes	yes	yes	majority	yes*	no
4 Commit or refer	yes	yes	yes	majority	yes*	no
3 Amend	yes	yes	yes	majority	yes	no
2 Postpone indefinitely	yes	no	yes	majority	yes*	no
1 Main motion	yes	yes	yes	majority	yes	no



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# Chairperson Main Duties

- Keeps Order of the Meeting
- Ensures Members Follow the Standing Rules
- Calls for/Reiterate Motion and Ask for Vote

Reminder:

- *To take action on an item, there must be a motion and a second, call for further discussion, then vote is taken*



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## Vice-Chairperson Duties

- Serves in absence of Chair, acts as Chair and assumes duties



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## Selection of Officers

- ▶ Officers selected annually at Regular Meeting in January
- ▶ Nominations are open for the office of Chair
- ▶ Nominations for Chair are taken
- ▶ Nominations for Chair are closed
- ▶ A vote is taken
- ▶ Immediately upon the selection of the new Chair, he/she takes over and presides over the remainder of the meeting
- ▶ Nominations are then made in the same fashion for Vice-Chair



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# Questions

Next: Ethics/Conflict of Interest/Conduct



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## Ethics

- ▶ What is best for the organization and its members should be placed above your personal interests
- ▶ Support the position of the Board (majority rules)
- ▶ Personal opinions must be handled in the appropriate manner

*See article from League of California Cities*



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## Conflict of Interest

- ▶ If you personally or your business, etc will have a benefit that relates to a vote, you need to abstain from the voting
- ▶ You should verbalize the conflict and technically should step away from the table until the discussion and voting has concluded
- ▶ Once returning to your seat, you should not make a comment regarding the item or vote, etc.
- ▶ The Recording Secretary should verbalize “let the record show that there was one abstention”



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## Code of Conduct

- ▶ All formal business must take place at Board Mtgs
- ▶ It is each member's responsibility to ensure that their voice is heard during discussion at Board meetings
- ▶ Keep in mind that as a board member you represent the City of Fairfield



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## Code of Conduct Cont.

- ▶ If you disagree with the end result of a vote, it is your responsibility to uphold whatever action the majority ruled on
- ▶ Board membership does not entitle you to any special privileges or treatment – there are no “perks” or “benefits” that come with the title



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## QUESTIONS

Next: Recommendations



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## Staff's Recommendation

- Continue as a Formal Advisory Board to City Council
- Change Meeting Frequency to Quarterly (or fewer)
- Confirm Length of Term (currently 4-years)
- Adjust Board Member Term Expirations
- Ensure Next Recruitment Balances Member Representation
  
- Other Miscellaneous "Clean Up" Items



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## GAB Discussion/Recommendation

Discussion



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# What's next.....

1. Refine Role/Responsibility
2. Amend Ordinance
3. Goal(s) for Promoting Golf



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# Q&A



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CITY OF FAIRFIELD

RESOLUTION NO. 99 - 302

**A RESOLUTION OF THE FAIRFIELD CITY COUNCIL AMENDING  
RESOLUTION NO. 93-40 TO REVISE THE ROLE AND RESPONSIBILITIES OF  
THE FAIRFIELD GOLF ADVISORY BOARD.**

**WHEREAS**, Resolution 93-40 renamed the Golf Board to the Fairfield Golf Advisory Board and expanded the Board to seven members; and

**WHEREAS**, the City Council has directed the Fairfield Golf Advisory Board to review their role and responsibilities and recommend appropriate revisions; and

**WHEREAS**, the Fairfield Golf Advisory Board believes there is a need for the Board to continue to exist to support and promote City of Fairfield golf operations and has reviewed its role and responsibilities and has recommended revisions; and

**WHEREAS**, the Community Services Commission has reviewed the revisions to the Fairfield Golf Advisory Board role and responsibilities and has approved the recommended revisions; and

**WHEREAS**, the City Council encourages golf awareness, participation and support for both Rancho Solano Golf Course and Paradise Valley Golf Course.

NOW, THEREFORE BE IT RESOLVED BY THE COUNCIL OF THE CITY OF FAIRFIELD that:

Resolution 93-40 is amended and the Fairfield Golf Advisory Board revised roles and responsibilities are as follows:

1. The Fairfield Golf Advisory Board will continue to encourage golf awareness in Fairfield at both Rancho Solano and Paradise Valley Golf Courses.
2. The members of the Board shall be appointed by the Mayor, with approval by City Council. The term of office shall be four years, beginning on January 1 and ending on December 31. The members shall serve at the pleasure of the Mayor for no more than two terms plus an expired term to which they are appointed, but in no event shall they serve for more than ten years. Appointees must be residents of Fairfield and must be active participants at Rancho Solano and/or Paradise Valley Golf Courses. If possible, a balance of Board members should be selected from all sections of the community of Fairfield.
3. The Fairfield Golf Advisory Board shall have the following roles and responsibilities:

a. Assist in the promotion and development of golf for all ages at both Rancho Solano and Paradise Valley Golf Courses.

b. Advise, inform and make recommendations to the Community Services Commission on golf operations for both Rancho Solano and Paradise Valley Golf Courses.

c. Research and recommend changes in the Fairfield Golf Course Manual as needed.

d. Provide ongoing golf course and customer service surveys to determine how Rancho Solano and Paradise Valley Golf Courses compare to other area golf courses and to measure customer satisfaction levels.

e. Exchange ideas, discuss and develop long term enhancements for both Ranch Solano and Paradise Valley Golf Courses.

f. Assist in the annual fee survey process to determine fee adjustments for the upcoming year.

4. The City Manager is hereby authorized to do everything necessary to implement this Resolution.

PASSED AND ADOPTED THIS 7th day of December 1999, by the following vote:

AYES: Councilmembers: BATSON/LESSLER/MACMILLAN/PRICE/PETTYGROVE

NOES: Councilmembers: none

ABSTAINED: Councilmembers: none

ABSENT: Councilmembers: none

George Pettygrove  
Mayor

ATTEST:

Gina Meurell  
City Clerk

**City of Fairfield**

**RESOLUTION NO. 93-40**

**A RESOLUTION OF THE FAIRFIELD CITY COUNCIL  
AMENDING RESOLUTION 90-89 TO RENAME AND REVISE THE  
GOLF COURSE ADVISORY BOARD.**

**WHEREAS, Resolution 90-89 established a five-member Rancho Solano Golf Course Advisory Board; and**

**WHEREAS, Paradise Valley Golf Course is scheduled to open in the spring of 1993; and**

**WHEREAS, the City Council encourages golf awareness, participation and expression for both Rancho Solano Golf Course and Paradise Valley Golf Course.**

**NOW, THEREFORE BE IT RESOLVED BY THE COUNCIL OF THE CITY OF FAIRFIELD that:**

- 1. The Rancho Solano Golf Course Advisory Board is renamed the Fairfield Golf Advisory Board (Board) and expanded to seven-members to assist in the promotion and development of golf for all ages in the community at both Paradise Valley Golf Course and Rancho Solano Golf Course.**
- 2. The members of the Board shall be appointed by the Mayor with approval of the City Council. The term of office shall be four years beginning on January 1 and ending on December 31. The members shall serve at the pleasure of the Mayor for no more than two terms plus an unexpired term to which they are appointed, but in no event shall they serve for more than ten years. Appointees must be residents of Fairfield and must be active participants at either or both golf courses. If possible, a balance of Board members should be selected from all sections of the community of Fairfield.**
- 3. The Board shall have the responsibility of making recommendations in the following areas:**
  - a. Advise and inform the Community Services Commission on all matters concerning budget, fees and operational policies for both Rancho Solano Golf Course and Paradise Valley Golf Course.**
  - b. Conduct an annual review of the Fairfield Golf Course Manual.**



c. Review policies, procedures, problems and pricing at both courses.

4. The members of the Board shall elect from and among them a Chair, a Vice Chair and a Secretary to serve for one year at the pleasure of the Board.
5. The failure of a member to attend three consecutive regular meetings of the Board without consent of the group shall be deemed to constitute the retirement of such member and the position declared vacant.
6. To continue exchange of ideas and improve communications, a member of the Board will brief the Community Services Commission quarterly and a member of the Community Services Commission will attend all regularly-scheduled Board meetings.
7. The Board shall hold at least one regular meeting every two months.
8. The City Manager is hereby authorized to do everything necessary to implement this Resolution.

PASSED AND ADOPTED THIS 2nd day of March, 1993, by the following

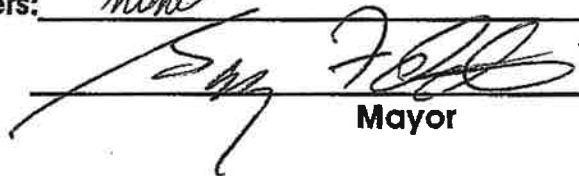
vote:

AYES: Councilmembers: HAMMOND/ICHIKAWA/PETTYGROVE/POLK/FALATI

NOES: Councilmembers: NONE

ABSENT: Councilmembers: NONE

ABSTAINED: Councilmembers: NONE

  
\_\_\_\_\_  
Mayor

ATTEST:

  
\_\_\_\_\_  
Nancy Bickham, Deputy  
City Clerk

Com Svs

**CITY OF FAIRFIELD  
COMMUNITY SERVICES COMMISSION**

City Council Chamber

MINUTES - February 17, 1993

The meeting was called to order by Chairperson Rob Wilson at 5:33 p.m.

Roll Call -Present: Commissioners Byrum, Fraser, Gillick, Griffin, Jordan, Sanders and Wilson

Absent: None

Staff Present: Michael Brown, Ron Collins, John Hartnett, Patty Iverson, Grace Lieberman and Gretchen Stranzl McCann

Visitors: See attached list

Approval of minutes of previous Commission meeting - On motion by Sanders and second by Fraser, the minutes of the February 3, 1993, meeting were approved as mailed.

Public comments (items not on the agenda) - None

Recommendation from Golf Advisory Board to expand to seven members - Ron Collins reviewed the recommendation from the Golf Course Advisory Board to increase the size of the Board from five to seven members and to change the name from the Rancho Solano Golf Course Advisory Board to the Fairfield Golf Advisory Board for Rancho Solano and Paradise Valley Golf Courses (FCAB-RSPV). The members would serve four-year terms and membership should be balanced with members selected from all sections of Fairfield.

Rob Wilson did not support expanding the size of the Board, due to the fiscal situation, when everything else is being reduced, and felt the five-member Board should be able to handle concerns for both golf courses. Bill Gillick stated the original suggestion was to have two Boards when Paradise Valley opened, but, due to the fiscal situation, he felt the current Board should be expanded to seven members, with the current five members providing background experience for both courses. Clarence Sanders felt that if the Commission didn't expand the Board now and include residents from the Paradise Valley area, they would hear from the residents there at a later date. Mel Jordan noted several members were from the Rancho Solano residential area and thought that two additional members should be from the Paradise Valley area. Wilson noted staff's suggestion that the name change not include the names of the golf courses and agreed with the suggestion.

On motion by Sanders and second by Jordan, the Commission unanimously approved renaming the Rancho Solano Golf Course Advisory Board to the Fairfield Golf Advisory Board, increasing the size from five to seven members with four-year terms and that members be selected to represent all sections of the community.

CITY OF FAIRFIELD

RESOLUTION NO. 90-89

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF FAIRFIELD  
ESTABLISHING THE RANCHO SOLANO GOLF COURSE ADVISORY BOARD.

WHEREAS, the City Council is desirous of encouraging golf awareness, participation and expression; and

WHEREAS, the Rancho Solano Golf Course Advisory Board was created to assist in the promotion and development of golf in the community; and

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Fairfield:

1. That a five-member Rancho Solano Golf Course Advisory Board (RSGCAB) reporting to the Civic Arts and Leisure Services Commission is hereby created in and for the City of Fairfield.
2. That the members of the RSGCAB shall be appointed by the Mayor with approval of the City Council. Upon the first appointment, the terms will be two members for a 2-year term and three members for a 4-year term. Thereafter, the term of office for GCAB members shall be four years beginning on January 1 and ending on December 31. The Advisory Board shall serve at the pleasure of the Mayor for no more than two terms plus an unexpired term to which they are appointed, but in no event shall they serve for more than 10 years. Appointees must be a resident of Fairfield and must be an active participant at Rancho Solano Golf Course.
3. That the RSGCAB shall have the responsibility of making recommendations in the following areas:
  - a) Advise Civic Arts and Leisure Services Commission on all matters concerning operational policies of Rancho Solano Public Golf Course.
  - b) Conduct and review annually the Rancho Solano Golf Course Manual.
  - c) Review policies, procedures and pricing at Rancho Solano.
4. That members of RSGCAB shall elect from and among them a chair and a vice chair to serve for one year at the pleasure of the Board.
5. That failure of a member to attend three consecutive regular meetings of the RSGCAB without the consent of the group shall be deemed to constitute the retirement of such member and the position declared vacant.

6. That the RSGCAB shall hold at least one regular meeting every two months.

PASSED AND ADOPTED this 17th day of April, 1990,  
by the following vote:

AYES:	Councilmembers	<u>HAMMOND/ICHIKAWA/PETTYGROVE/PULLEN/FALATI</u>
NOES:	Councilmembers	<u>None</u>
ABSENT:	Councilmembers	<u>None</u>
ABSTAINED:	Councilmembers	<u>None</u>

*Ray Falati*  
Mayor

ATTEST:

*B. M. Day*  
City Clerk

CITY OF FAIRFIELD

RESOLUTION NO. 90-89

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF FAIRFIELD  
ESTABLISHING THE RANCHO SOLANO GOLF COURSE ADVISORY BOARD.

WHEREAS, the City Council is desirous of encouraging golf awareness, participation and expression; and

WHEREAS, the Rancho Solano Golf Course Advisory Board was created to assist in the promotion and development of golf in the community; and

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Fairfield:

1. That a five-member Rancho Solano Golf Course Advisory Board (RSGCAB) reporting to the Civic Arts and Leisure Services Commission is hereby created in and for the City of Fairfield.
2. That the members of the RSGCAB shall be appointed by the Mayor with approval of the City Council. Upon the first appointment, the terms will be two members for a 2-year term and three members for a 4-year term. Thereafter, the term of office for GCAB members shall be four years beginning on January 1 and ending on December 31. The Advisory Board shall serve at the pleasure of the Mayor for no more than two terms plus an unexpired term to which they are appointed, but in no event shall they serve for more than 10 years. Appointees must be a resident of Fairfield and must be an active participant at Rancho Solano Golf Course.
3. That the RSGCAB shall have the responsibility of making recommendations in the following areas:
  - a) Advise Civic Arts and Leisure Services Commission on all matters concerning operational policies of Rancho Solano Public Golf Course.
  - b) Conduct and review annually the Rancho Solano Golf Course Manual.
  - c) Review policies, procedures and pricing at Rancho Solano.
4. That members of RSGCAB shall elect from and among them a chair and a vice chair to serve for one year at the pleasure of the Board.
5. That failure of a member to attend three consecutive regular meetings of the RSGCAB without the consent of the group shall be deemed to constitute the retirement of such member and the position declared vacant.

6. That the RSGCAB shall hold at least one regular meeting every two months.

PASSED AND ADOPTED this 17th day of April, 1990,  
by the following vote:

AYES: Councilmembers HAMMOND/ICHIKAWA/PETTYGROVE/PULLEN/FALATI  
NOES: Councilmembers none  
ABSENT: Councilmembers none  
ABSTAINED: Councilmembers none

[Signature]  
Mayor

ATTEST:

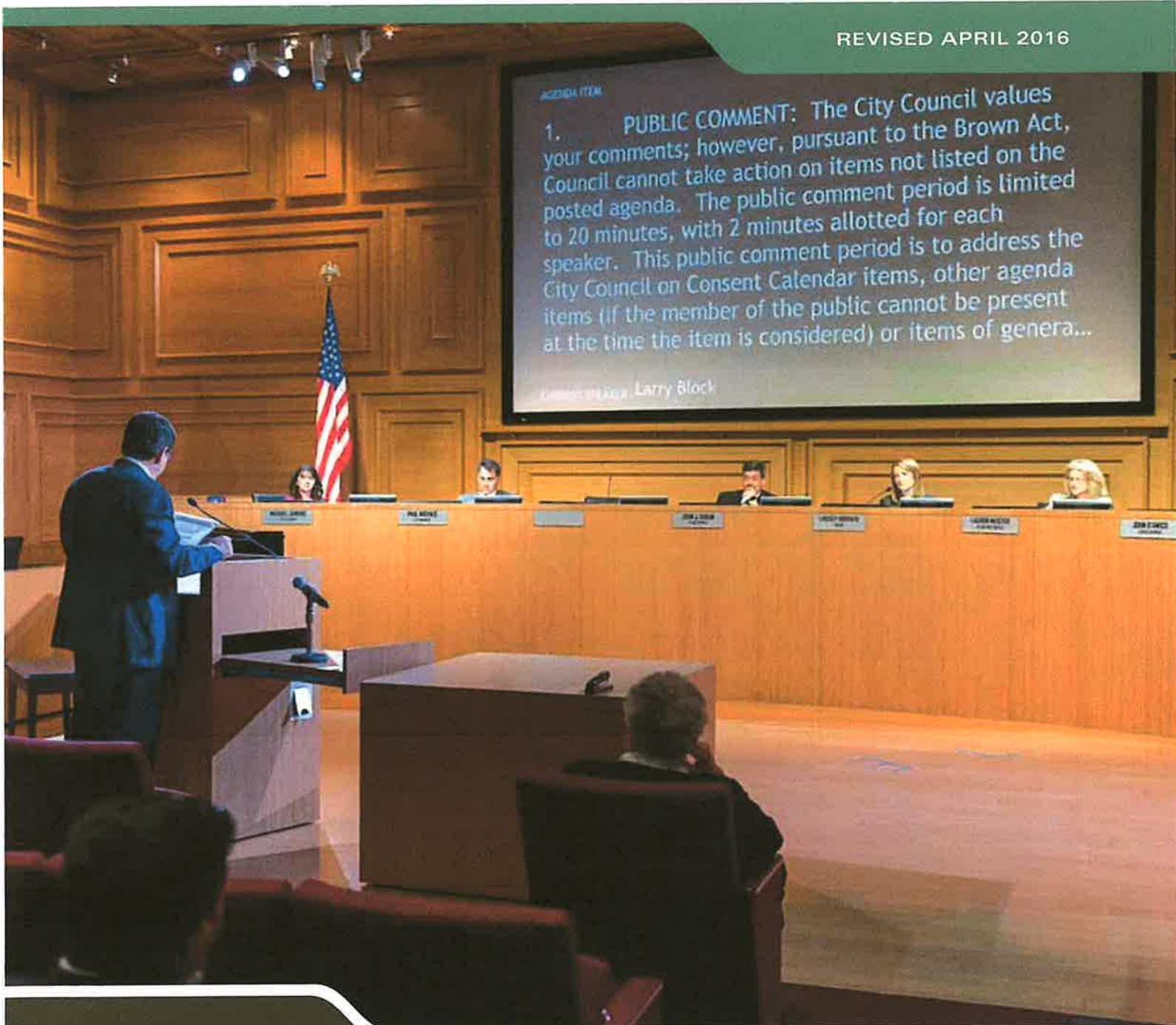
[Signature]  
City Clerk

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# Open & Public V

A GUIDE TO THE RALPH M. BROWN ACT

REVISED APRIL 2016



AGENDA ITEM

1. PUBLIC COMMENT: The City Council values your comments; however, pursuant to the Brown Act, Council cannot take action on items not listed on the posted agenda. The public comment period is limited to 20 minutes, with 2 minutes allotted for each speaker. This public comment period is to address the City Council on Consent Calendar items, other agenda items (if the member of the public cannot be present at the time the item is considered) or items of genera...

COMMITTEE: Larry Block

## What is an Enterprise Fund?

An enterprise fund establishes a separate accounting and financial reporting mechanism for municipal services for which a fee is charged in exchange for goods or services.

Under enterprise accounting, the revenues and expenditures of the service are segregated into a separate fund with its own financial statements, rather than commingled with the revenues and expenses of all other governmental activities.

Financial transactions are reported using standards similar to private sector accounting. Revenues are recognized when earned and expenses are recognized when incurred, under a full accrual basis of accounting. An enterprise fund provides management and taxpayers with information to measure performance, analyze the impact of financial decisions, determine the costs of providing a service and identify any subsidy from the general fund in providing a service.

Enterprise accounting allows a community to demonstrate to the public the portion of total costs of a service that is recovered through user charges and the portion that is subsidized by the tax levy or other available funds, if any.

Service costs include general daily operating expenses, capital improvements, deferred maintenance, equipment replacement, lease obligations, repayment of loans, and other one-time or direct service expenses.

*An Enterprise Fund “acts” similar to a commercial business.*

Under the Enterprise Fund financing concept:

- When the budget goes up the fees must be increased;
- If discounts are given to some users, other users must pay more, to offset the revenue loss;
- You can do Revenue Bonds for capital projects financed for Enterprise Fund projects; and,
- Fees must be raised with the additional funds being dedicated to pay for the debt (both the payment amount as well the duration of the bond loan). These revenues must be “dedicated.”

It is usually more politically acceptable to raise user fees a little each year, rather than to have a larger user fee increase every few years. It makes sense not to have non-service user taxpayers pay for public golf course operations. It also makes sense not to have taxpayers that are non-boat-owners subsidize a municipal-owned marina. Only the users should pay for such services, since they are the only one benefiting from them.

The use of Enterprise Funds treats a public service as a “profit center” – where only the users pay for the cost of the service.



# RECOMMENDATION SEQUENCE

