

CITY OF SANTA BARBARA  
PARKS AND RECREATION DEPARTMENT

Parks and Recreation Commission

**GOLF ADVISORY COMMITTEE**

***Player Course Improvement Fund (PIF) Sub-Committee***

I. PURPOSE

To provide advice to the Golf Advisory Committee (GAC), and the Parks and Recreation Department on matters pertaining to the Player Course Improvement Fund (PIF) Program. The PIF is an annual fund supported through a \$1 fee added to each greens fee, with funds dedicated to golf course improvements which improve the playability of the golf course and/or benefit the golfer experience. Funds are budgeted in the Golf Fund Capital Improvement Program on an annual basis. PIF funding decisions are made by the GAC with final project approval by the Parks and Recreation Director.

II. RESPONSIBILITY

The PIF Sub-Committee shall provide funding recommendations to the Golf Course Advisory Committee and the Parks and Recreation Department regarding the Player Course Improvement Fund (PIF) Program including:

- Serve as a channel for golf course stakeholders' feedback and input towards the improvement of the course, including individual golfers, home clubs, pro shop staff, and golf course maintenance staff.
- Maintain a record of all suggestions which will be shared with the Golf Advisory Committee as part of the funding recommendations.
- Identify and prioritize projects and provide funding recommendations to the GAC.
- Provide a report on Sub-Committee activities at regularly scheduled GAC meetings.
- Provide input to the Golf Course Marketing Team on how to keep golfers well-informed on the purpose, priorities, progress and successes of the PIF Program.
- Provide an annual report to the GAC on the activities of the PIF Sub-Committee which will be incorporated into the annual GAC report to the Parks and Recreation Commission in July.

III. AUTHORITY

The PIF Sub-Committee is established by and is responsible to the GAC. The Sub-Committee is responsible for working in concert with the GAC and staff to pursue resource enhancements, which benefit the Golf Course for general public enjoyment and education.

The Sub-Committee has no formal authority per se to dictate, authorize, or utilize City resources, personnel or facilities, and is not authorized to set policy.

IV. MEMBERSHIP

The PIF Sub-Committee shall be composed of five voting members and two non-voting members. At Large members may not serve on the Golf Advisory Committee concurrently.

Voting

- Golf Advisory Committee (3)
- At Large (2)

Non-Voting

- Golf Pro Shop Representative (1)
- Staff Liaison – Golf Superintendent (1)

V. APPOINTMENT PROCESS

Voting members of the PIF Sub-Committee will be appointed by the GAC at their January meeting, to coincide with the annual election of the GAC chair. Appointments may also take place as vacancies occur over the year. Members serve a one-year term as designated at the time of appointment.

VI. ELECTION OF CHAIR

As soon as practicable, following the first day of February of every year, the PIF Sub-Committee will elect one (1) member to serve as Chair.

VII. MEETINGS

The PIF Sub-Committee shall meet at the discretion of the Chair and the Sub-Committee. The Sub-Committee is required to follow all of the provisions of the Brown Act. All meetings of the Sub-Committee shall be publicly noticed, open to the public and all persons shall be permitted to attend such meetings.

VIII. ADMINISTRATION

The Chair shall set meetings days, time and location as needed to conduct the business of the Sub-Committee. The Chair shall set and distribute the agenda in a manner which is in accordance with the Brown Act. The agenda shall be provided to the Parks and Recreation Department staff liaison in sufficient time to allow staff to post the agenda 72 hours in advance of the scheduled meeting. The meeting notice will be posted in two locations: the Parks and Recreation Administration Office, 620- Laguna Street, and the glass enclosed display board located in the breezeway at the main entrance to the golf course, which is available for public viewing 24 hours a day. Whenever possible, Sub-Committee meetings should be scheduled a minimum of 10 days prior to a regularly scheduled GAC meeting to allow for materials to be included in the GAC agenda packet.

The Sub-Committee shall appoint a recording secretary to make a record of its proceedings (Chair may also fulfill this role). A copy of the Sub-Committee minutes will be provided to the Parks and Recreation Department staff liaison in a timely manner in order to be included in the GAC packet which is distributed to GAC members in advance of the meeting.

The Chair will provide a verbal or written report on the work of the PIF Sub-Committee to the GAC at their regularly scheduled meetings. If a written report is submitted in lieu of verbal report, the report must be submitted to the GAC staff liaison in a timely manner to be included with distribution of the GAC agenda packet.

Any item requiring action by the GAC will need to be included in the GAC agenda to meet Brown Act requirements. A description of the item and any related materials must be provided to the Parks and Recreation Department staff liaison in a timely manner in order to be included in the GAC agenda packet.