



AGENDA
FERNANDINA BEACH CITY COMMISSION
REGULAR MEETING
MARCH 17, 2026
6:00 PM
CITY HALL COMMISSION CHAMBERS
204 ASH STREET
FERNANDINA BEACH, FL 32034

1. CALL TO ORDER

2. ROLL CALL

3. PLEDGE OF ALLEGIANCE / INVOCATION

Invocation by Reverend Bernard Thompson, New Zion Missionary Baptist Church.

4. PROCLAMATIONS / PRESENTATIONS

4.1 PROCLAMATION — RETIREMENT OF CODE ENFORCEMENT DIRECTOR MICHELLE FORSTROM — *In recognition of Code Enforcement Director Michelle Forstrom's retirement following twenty-one years of dedicated service. Director Forstrom retires March 31, 2026, and will be in attendance to accept.*

4.2 PROCLAMATION — RETIREMENT OF CONSERVATION AND ENVIRONMENTAL MANAGER KATHY RUSSELL — *In recognition of Conservation and Environmental Manager Kathy Russell's retirement following thirty-two years of dedicated service. Ms. Russell retires March 31, 2026, and will be in attendance to accept.*

4.3 PROCLAMATION — FLORIDA PUBLIC UTILITIES COMPANY AND LIGHT UP AMELIA, INC. — *In recognition of Florida Public Utilities Company and Light Up Amelia, Inc.'s partnership to host the annual New Year's Eve Shrimp Drop and Fireworks special event. Florida Public Utilities Company ("FPUC") State Affairs & Regional Engagement Director Steve Baccino, FPUC Governmental Affairs Manager/Light Up Amelia, Inc. President R.J. Sicre, Light Up Amelia, Inc. Vice President Charlie Corbett, and Light Up Amelia, Inc. Treasurer Sarah Pelican will be in attendance to accept.*

4.4 POLICE DEPARTMENT ANNUAL REPORT — *Police Chief Jeff Tambasco will present the 2025 Annual Report.*

4.5 ANNUAL AUDIT REPORT - *Mauldin & Jenkins CPA & Advisors representatives will present the Annual Audit Report for the Fiscal Year ending September 30, 2025.*

4.6 BUDGET SUMMARY - *Comptroller Susan Carless will review the February 2026 budget summary and be available to answer any questions.*

4.7 PROJECT/OPERATION UPDATES — *Deputy City Manager Jeremiah Glisson will provide an update on pending projects and operations.*

5. PUBLIC COMMENT REGARDING ITEMS NOT ON THE AGENDA OR CONSENT AGENDA

6. CONSENT AGENDA

- 6.1 **MENTORING PROGRAM AGREEMENT EXTENSION — BIG BROTHERS BIG SISTERS OF NORTHEAST FLORIDA** — RESOLUTION 2026-36 APPROVING A MENTORING AGREEMENT PROGRAM EXTENSION WITH BIG BROTHERS BIG SISTERS OF NORTHEAST FLORIDA FOR THE FIRE DEPARTMENT AND POLICE DEPARTMENT; AUTHORIZING ADMINISTRATIVE CORRECTION OF SCRIVENER'S ERRORS; AUTHORIZING EXECUTION; AND PROVIDING FOR AN EFFECTIVE DATE. *Synopsis: Approves the extension of the Big Brothers Big Sisters of Northeast Florida mentoring program agreement for two one-year terms, established for the Fire Department and Police Department to provide mentoring to Nassau County students.*
- 6.2 **AWARD OF INVITATION TO BID 26-01 - PRESCO SOUTH CONSTRUCTION INC. -** RESOLUTION 2026-37 AWARDING INVITATION TO BID 26-01 TO PRESCO SOUTH CONSTRUCTION INC. FOR THE ATLANTIC RECREATION CENTER WINDOWS AND STOREFRONT GLASS REPLACEMENT; AUTHORIZING ADMINISTRATIVE CORRECTION OF SCRIVENER'S ERRORS; AUTHORIZING EXECUTION; AND PROVIDING FOR AN EFFECTIVE DATE. *Synopsis: Awards Invitation to Bid ("ITB") 26-01 to Presco South Construction Inc. for the replacement of windows at the Atlantic Recreation Center in an amount not to exceed \$99,700.*
- 6.3 **AWARD OF INVITATION TO BID 26-07 - PRESCO SOUTH CONSTRUCTION INC. -** RESOLUTION 2026-38 AWARDING INVITATION TO BID 26-07 TO PRESCO SOUTH CONSTRUCTION INC. FOR THE MLK JR. RECREATION COMPLEX WINDOWS AND STOREFRONT GLASS REPLACEMENT IN THE AMOUNT OF \$74,400; AUTHORIZING ADMINISTRATIVE CORRECTION OF SCRIVENER'S ERRORS; AUTHORIZING EXECUTION; AND PROVIDING FOR AN EFFECTIVE DATE. *Synopsis: Awards Invitation to Bid ("ITB") 26-07 to Presco South Construction Inc. for the MLK Jr. Recreation Complex windows and storefront glass replacement, in an amount not to exceed \$74,000.*
- 6.4 **OUTSIDE LEGAL COUNSEL ENGAGEMENT AMENDMENT — GRAY ROBINSON PA -** RESOLUTION 2026-39 AMENDING RESOLUTION 2025-169 TO APPROVE AN AMENDED ENGAGEMENT LETTER WITH GRAY ROBINSON PA INCLUDING AVIATION LEGAL SERVICES ON THE LIST OF QUALIFIED OUTSIDE LEGAL COUNSEL IN FISCAL YEAR 2025/2026; AUTHORIZING ADMINISTRATIVE CORRECTION OF SCRIVENER'S ERRORS; AUTHORIZING EXECUTION; AND PROVIDING FOR AN EFFECTIVE DATE. *Synopsis: Amending Resolution 2025-169 by approving an amended engagement letter with Gray Robinson PA's now including aviation legal services to the list of qualified outside legal counsel in Fiscal Year 2025/2026.*
- 6.5 **LEASE AGREEMENT — TAKE STOCK IN CHILDREN** — RESOLUTION 2026-40 APPROVING THE TAKE STOCK IN CHILDREN LEASE AGREEMENT FOR PECK CENTER RENTAL SPACE; AUTHORIZING ADMINISTRATIVE CORRECTION OF SCRIVENER'S ERRORS; AUTHORIZING EXECUTION; AND PROVIDING FOR AN EFFECTIVE DATE. *Synopsis: Approves the Take Stock in Children lease agreement for Peck Center office space in the Peck Center.*
- 6.6 **EASEMENT AGREEMENT — NASSAU COUNTY SCHOOL BOARD -** RESOLUTION 2026-41 APPROVING AN EASEMENT AGREEMENT WITH THE NASSAU COUNTY SCHOOL BOARD FOR THE DATE STREET RIGHT OF WAY; AUTHORIZING ADMINISTRATIVE CORRECTION OF SCRIVENER'S ERRORS; AUTHORIZING EXECUTION; AND PROVIDING FOR AN EFFECTIVE DATE. *Synopsis: approves an easement agreement with the Nassau County School Board for use of City right-of-way on Date Street.*
- 6.7 **TEMPORARY WORK EASEMENTS — UNITED STATES ARMY CORPS OF ENGINEERS**

— RESOLUTION 2026-42 APPROVING UNITED STATES ARMY CORPS OF ENGINEERS TEMPORARY WORK EASEMENTS FOR BEACH RENOURISHMENT STAGING AND MOBILIZATION THROUGH JUNE 2027; AUTHORIZING ADMINISTRATIVE CORRECTION OF SCRIVENER'S ERRORS; AUTHORIZING EXECUTION; AND PROVIDING FOR AN EFFECTIVE DATE. *Synopsis: approves United States Army Corps of Engineers temporary work easements in support of beach renourishment staging and mobilization through June 2027.*

7. RESOLUTIONS

- 7.1 **AWARD OF REQUEST FOR PROPOSAL 26-04 - MANAGEMENT BANKING SERVICES -** RESOLUTION 2026-43 AWARDED RFP 26-04 FOR MANAGEMENT BANKING SERVICES TO FIRST FEDERAL BANK FOR A PERIOD OF FIVE (5) YEARS WITH TWO (2) ONE-YEAR RENEWAL OPTIONS; AUTHORIZING ADMINISTRATIVE CORRECTION OF SCRIVENER'S ERRORS; AUTHORIZING EXECUTION; AND PROVIDING FOR AN EFFECTIVE DATE. *Synopsis: Awards RFP 26-04 for Management Banking Services to First Federal Bank, for a period of five (5) years with two (2) one-year renewal options.*
- 7.2 **LEASE AMENDMENTS - AIRPORT FIXED BASE OPERATOR AND RELATED LEASES —** RESOLUTION 2026-44 APPROVING ADDENDUM 3 TO FERNANDINA BEACH MUNICIPAL AIRPORT FIXED BASE OPERATOR LEASE AND AMENDMENT 2 TO FHB AIRCRAFT HANGARS LLC LEASE AND AMENDMENT 1 TO FHB AIRCRAFT HANGARS 3, LLC LEASE EACH FOR CITY PROPERTY LOCATED ON THE FERNANDINA BEACH MUNICIPAL AIRPORT TO AUTHORIZE ACQUISITION AND RECONSTRUCTION OF AIRPORT-OWNED "HANGAR D"; TO EXTEND AND ALIGN EACH LEASE TERM TO JUNE 30, 2054, WITH ONE TEN (10) YEAR EXTENSION OPTION; AUTHORIZING ADMINISTRATIVE CORRECTION OF SCRIVENER'S ERRORS; AUTHORIZING EXECUTION; AND PROVIDING FOR AN EFFECTIVE DATE *Synopsis: Approves Fixed Base Operator lease agreement and related leases previously to authorize acquisition and reconstruction of Airport-owned Hangar "D" in support of a permanent facility for Air Methods aeromedical operations, and aligning multiple fixed base operator ground lease terms for capital development purposes.*
- 7.3 **AUTHORIZING CONSTRUCTION, AWARD OF INVITATION TO BID 26-08, BUDGET TRANSFER - CLINCH DRIVE WATER MAIN EXTENSION -** RESOLUTION 2026-45 AUTHORIZING CONSTRUCTION OF THE CLINCH DRIVE WATER MAIN EXTENSION; AWARDED INVITATION TO BID 26-08 TO AMERICAN CIVIL CONSTRUCTION, INC; AUTHORIZING ASSOCIATED BUDGET TRANSFERS; AUTHORIZING ADMINISTRATIVE CORRECTION OF SCRIVENER'S ERRORS; AUTHORIZING EXECUTION; AND PROVIDING FOR AN EFFECTIVE DATE. *Synopsis: Authorizing Clinch Drive water main extension construction, awarding ITB 26-08 to American Civil Construction, Inc. in the amount of \$399,771.00 and authorizing the associated budget transfer.*
- 7.4 **CITY COMMISSION GOALS FISCAL YEAR 2025/2026 -** RESOLUTION 2026-46 ADOPTING THE CITY COMMISSION GOALS FOR FISCAL YEAR 2025/2026; AUTHORIZING ADMINISTRATIVE CORRECTION OF SCRIVENER'S ERRORS; PROVIDING FOR AN EFFECTIVE DATE. *Synopsis: Adopts the City Commission Fiscal year 2025/2026 goals as identified at their February 12, 2026, goals/vision workshop.*
- 7.5 **PROPERTY ACQUISITION — BUDGET AMENDMENT - 115 SOUTH 2ND STREET AND 0 SOUTH 2ND STREET —** RESOLUTION 2026-47 APPROVING THE PURCHASE OF REAL PROPERTY LOCATED AT 115 SOUTH 2ND STREET AND 0 SOUTH 2ND STREET EACH OWNED BY NEW ENGLAND FLAG BANNER, INC. N/K/A ONPOINT VISUALS, INC. TOTALING APPROXIMATELY 0.45 ACRES; APPROVING THE ASSOCIATED BUDGET AMENDMENT(S); AUTHORIZING ADMINISTRATIVE CORRECTION OF SCRIVENER'S

ERRORS; AND PROVIDING FOR AN EFFECTIVE DATE. *Synopsis: Approves the acquisition of 115 South 2nd Street and 0 South 2nd Street, demolition of the warehouse, and the associated budget amendment(s), in the amount of \$2,225,000.*

8. ORDINANCE - FIRST READING

- 8.1 **MASTER FEE SCHEDULE AMENDMENT - ORDINANCE 2026-06 AMENDING THE MASTER FEE SCHEDULE ESTABLISHED BY ORDINANCE 2025-14 BY AMENDING THE CITY MANAGER'S OFFICE, GOLF CLUB, PLANNING AND CONSERVATION, STREETS, PUBLIC WORKS, UTILITIES, WATER, WASTEWATER, AND PARKS AND RECREATION FEE SCHEDULES; EXCLUDING WATER AND WASTEWATER CAPACITY FEES AND IMPACT FEES; AUTHORIZING ADMINISTRATIVE CORRECTION OF SCRIVENER'S ERRORS; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE.** *Synopsis: Amends the Master Fee Schedule established by Ordinance 2025-14 to provide for amendments to the City Manager's Office, Planning and Conservation, Streets, Public Works, Utilities, Water, Wastewater, and Parks and Recreation fee schedules, in Fiscal year 2025/2026.*

9. ORDINANCE - SECOND READING

- 9.1 **(Legislative) LAND DEVELOPMENT CODE TEXT AMENDMENT - CONSERVATION LANDS SIGNAGE - ORDINANCE 2026-04 AMENDING LAND DEVELOPMENT CODE SECTION 5.03.00 SIGNS TO PERMIT LIMITED SIGNAGE ON CONSERVATION LANDS FOR THE RECOGNITION OF DONORS, SPONSORS, OR PARTNERS WHO HAVE CONTRIBUTED TO THE ACQUISITION, RESTORATION, OR STEWARDSHIP OF SUCH PROPERTIES, WHILE PRESERVING THE NATURAL CHARACTER AND ECOLOGICAL INTEGRITY OF THESE LANDS; AUTHORIZING ADMINISTRATIVE CORRECTION OF SCRIVENER'S ERRORS; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE.** *Synopsis: Amends the Land Development Code (LDC) to establish regulations and design criteria for conservation signage. Currently, the ordinance prohibits signs on properties designated as Conservation (CON) zones. The suggested ordinance aims to allow certain signage on conservation lands which acknowledges donors, sponsors, or partners who have played a role in the acquisition, restoration, or management of these areas, all while maintaining the natural character and ecological integrity of the land. The language in red in Exhibit A reflects a change recommended by the Planning Advisory Board in 5.05.02(1) to clarify the reference to five (5) acres and changes recommended by City Attorney in 5.05.02(6) to address the requirements of the permit.*
- 9.2 **(Legislative) LAND DEVELOPMENT CODE TEXT AMENDMENT - VIOLATION OF TREE PERMIT REQUIREMENTS - ORDINANCE 2026-05 AMENDING LAND DEVELOPMENT CODE SECTION 11.08.04 SPECIFIC PENALTIES FOR VIOLATION OF TREE PERMIT REQUIREMENTS WITH TABLE 11.08.04 FINES FOR UNAUTHORIZED TREE REMOVAL (2 OR MORE) TO CLARIFY THE CALCULATION OF THE FINES AND TO RETAIN MINIMUM FINE ASSOCIATED WITH MULTI-FAMILY, SUBDIVISIONS, MIXED USE, AND NON-RESIDENTIAL VIOLATIONS AND AN APPEAL OF SUCH FINES SHALL BE TO THE SPECIAL MAGISTRATE IN ACCORDANCE WITH CITY CODE OF ORDINANCES SECTION 2-399; AUTHORIZING ADMINISTRATIVE CORRECTION OF SCRIVENER'S ERRORS; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE.** *Synopsis: Amends the Land Development Code (LDC) to clarify the calculation of the fines and to retain a minimum fine associated with multi-family, subdivisions, mixed use, and non-residential violations.*

10. CITY MANAGER REPORTS

11. CITY CLERK REPORTS

12. CITY ATTORNEY REPORTS

13. MAYOR/COMMISSIONER COMMENTS

14. ADJOURNMENT

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- A THREE (3) MINUTE TIME LIMIT MAY BE IMPOSED FOR ALL SPEAKERS (EXCEPT IN A QUASI-JUDICIAL HEARING). A “REQUEST TO SPEAK” FORM IS AVAILABLE ON THE COUNTER AT THE ENTRANCE TO THE COMMISSION CHAMBERS. THE FORM SHOULD BE GIVEN TO THE CITY CLERK UPON COMPLETION.
 - THE MAYOR WILL DETERMINE THE ORDER OF THE SPEAKERS AND MAY IMPOSE MORE RESTRICTIVE TIME LIMITS.
 - ONE PERSON WILL SPEAK AT A TIME AND ADDRESS COMMENTS TO THE MAYOR, NOT INDIVIDUAL CITY COMMISSION MEMBERS.
 - THE CITY COMMISSION MAY ASK QUESTIONS OF SPEAKERS WHO WILL HAVE ONE MINUTE TO RESPOND. ADDITIONAL TIME MAY BE GRANTED AT THE DISCRETION OF THE MAYOR OR BY A MOTION BY THE CITY COMMISSION.
 - SPEAKERS MAY FILE COPIES OF THEIR REMARKS WITH THE CITY CLERK WHO WILL MAKE THEM AVAILABLE TO THE COMMISSION.
 - MULTI-MEDIA PRESENTATIONS MUST BE SUBMITTED TO THE CITY CLERK NO LATER THAN THE FRIDAY BEFORE THE MEETING.
 - FERNANDINA BEACH CITIZENS WILL SPEAK BEFORE NONRESIDENTS AND SPEAKERS WILL LIMIT REMARKS TO THE SPECIFIC SUBJECT MATTER.
 - DISCUSSION – DIRECTION - ACTIONS ITEMS MAY BE ACTED UPON BY THE CITY COMMISSION BY EITHER A MOTION AND VOTE IN ACCORDANCE WITH ROBERTS RULES OF ORDER, OR BY A CONSENSUS OF THE CITY COMMISSION.
 - PURSUANT TO RESOLUTION 95-32, IF AN ITEM IS NOT ON THE AGENDA IT REQUIRES A FOUR-FIFTHS VOTE OF THE CITY COMMISSION DECLARING THE ITEM AN EMERGENCY BEFORE ACTION CAN BE TAKEN.
 - *QUASI-JUDICIAL* - DENOTES THAT THE ITEM MUST BE CONDUCTED AS A QUASI-JUDICIAL HEARING IN ACCORDANCE WITH CITY COMMISSION ESTABLISHED PROCEDURE AND FLORIDA STATUTES. ANY PERSON WISHING TO APPEAL ANY QUASI-JUDICIAL DECISION MADE BY THE COMMISSION WITH RESPECT TO ANY MATTER CONSIDERED AT SUCH MEETING OR HEARING WILL NEED A RECORD OF THE PROCEEDINGS, AND, FOR SUCH PURPOSES, MAY NEED TO ENSURE THAT A VERBATIM RECORD OF THE PROCEEDINGS IS MADE, WHICH RECORD INCLUDES THE TESTIMONY AND EVIDENCE UPON WHICH THE APPEAL IS MADE.
 - AT THE DISCRETION OF THE MAYOR, A RECESS MAY BE SCHEDULED EVERY NINETY MINUTES.
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Persons with disabilities requiring accommodations in order to participate should contact the City Clerk at (904) 310-3115 or TTY/TDD 711 (for the hearing or speech impaired).