**AGENDA**
**FERNANDINA BEACH CITY COMMISSION**
**REORGANIZATIONAL MEETING MEETING**
**DECEMBER 18, 2018**
**5:00 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 of New Zion Missionary Baptist Church.*

**4. PRESENTATION OF PLAQUE**

4.1 **COMMISSIONER ROY G. SMITH** - *For serving as City Commissioner in the 2015-2018 term.*

**5. OATH OF OFFICE ADMINISTERED TO COMMISSIONER MIKE LEDNOVICH**

**6. ELECTION AND OATH OF OFFICE ADMINISTERED TO MAYOR**

**7. ELECTION AND OATH OF OFFICE ADMINISTERED TO VICE-MAYOR**

**8. COMMENTS FROM THE NEW MAYOR**

**9. APPOINTMENT OF COMMISSIONERS TO COMMITTEES**

9.1 AMELIA ISLAND TOURIST DEVELOPMENT COUNCIL (TDC)

9.2 NASSAU ALCOHOL CRIME DRUG ABATEMENT COALITION (NACDAC)

9.3 NASSAU COUNTY ECONOMIC DEVELOPMENT BOARD (NCEDB)

9.4 NASSAU HUMANE SOCIETY (NHS)

9.5 NORTHEAST FLORIDA REGIONAL PLANNING COUNCIL (NEFRC)

**10. APPOINTMENT OF COMMISSIONERS AS LIAISONS FOR BOARDS/COMMITTEES**

10.1 AIRPORT ADVISORY COMMISSION (AAC)

10.2 COMMUNITY REDEVELOPMENT AREA ADVISORY BOARD (CRAAB)

10.3 GOLF COURSE ADVISORY BOARD (GCAB)

10.4 MARINA ADVISORY BOARD (MAB)

10.5 PARKS & RECREATION ADVISORY COMMITTEE (PRAC)

**11. COMMISSIONER APPOINTEE TO PLANNING ADVISORY BOARD (PAB)**

**12. APPROVE ALTERNATE CITY COMMISSION REGULAR MEETING DATE**

12.1 JANUARY 2, 2019

**13. ADJOURNMENT**

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ANY PERSON WISHING TO APPEAL ANY 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.

*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).*

**CITY COMMISSION AGENDA ITEM**
*City of Fernandina Beach*

SUBJECT: Appointment of Commissioner to Amelia Island Tourist Development Council (TDC)

ITEM TYPE: Board Appointment

REQUESTED ACTION:

SYNOPSIS: The Amelia Island Tourist Development Council (TDC) was Created by the Nassau County Board of County Commissioners in 1988. The TDC oversees the development and marketing of Amelia Island as a world-class tourism destination. As provided by Florida law, the TDC is responsible for the expenditure of revenues received from the levy and imposition of the tourism development tax. The TDC is to serve the citizens and businesses of Amelia Island/Fernandina Beach by maximizing the economic impact of tourism and to generate visitation to Amelia Island and its attractions thereby increasing tax revenues, including sales taxes and those imposed on the hospitality industry. In turn, those tax revenues may be used to improve the quality of life for the citizens of the community, provide support for beach renourishment, and ensure a viable hospitality industry. The TDC meets the fourth Wednesday of every month unless otherwise notified at 4:00 pm in City Hall Commission Chambers, 204 Ash Street.

FISCAL IMPACT:

CITY ATTORNEY COMMENTS:

CITY MANAGER RECOMMENDATION(S):

Dale Martin, City Manager

Date: April 02, 2018

Submitted By: Nicole Bednar, Administrative Services Manager

COMMISSION ACTION:

**CITY COMMISSION AGENDA ITEM**
*City of Fernandina Beach*

SUBJECT: Appointment of Commissioner to Nassau Alcohol Crime Drug Abatement Coalition (NACDAC)

ITEM TYPE: Board Appointment

REQUESTED ACTION:

SYNOPSIS: Nassau Alcohol Crime, Drug Abatement Coalition (NACDAC) was created in 2002 as a grassroots coalition comprised of business and community members in response to matters surrounding underage substance use and the resultant consequences. NACDAC's members are from multiple sectors of the community including youth, parents, business community, media, schools, law enforcement agencies, religious organizations, civic and volunteer groups, healthcare professionals, state agencies, and other agencies. The coalition has a board of elected members who are voted in each year by the coalition members. NACDAC is funded by the Florida Department of Children and Families and the Drug Free Communities Grants. NACDAC meets each month at 4:00 pm at the Fernandina Beach Police Department, 1525 Lime Street.

FISCAL IMPACT:

CITY ATTORNEY COMMENTS:

CITY MANAGER RECOMMENDATION(S):

Dale Martin, City Manager

____________________________________ Date: April 02, 2018

Submitted By: Nicole Bednar, Administrative Services Manager

COMMISSION ACTION:

**CITY COMMISSION AGENDA ITEM**
*City of Fernandina Beach*

SUBJECT: Appointment of Commissioner to the Nassau County Economic Development Board (NCEBD)

ITEM TYPE: Board Appointment

REQUESTED ACTION:

SYNOPSIS: The Nassau County Economic Development Board (NCEDB) has a network of agencies available to assist in all stages of business development, including real estate/site assistance, technology transfer, access to financing, job training programs and access to state incentives. The NCEDB provides detailed demographic information on Nassau County to be used in the development of business planning. Additional resources include Enterprise Florida, Small Business Administration and the University of North Florida's Small Business Development Center. The Nassau County Economic Development Board meets the fourth Tuesday of every other month at 4:00 PM. Locations vary.

FISCAL IMPACT:

CITY ATTORNEY COMMENTS:

CITY MANAGER RECOMMENDATION(S):

Dale Martin, City Manager

Submitted By: ________________________________________ Date: April 02, 2018
Nicole Bednar, Administrative Services Manager

COMMISSION ACTION:

**CITY COMMISSION AGENDA ITEM**
*City of Fernandina Beach*

| | |
|---|---|
| SUBJECT: | Appointment of Commissioner to the Nassau Humane Society (NHS) |
| ITEM TYPE: | Board Appointment |
| REQUESTED ACTION: | |

SYNOPSIS: The Nassau Humane Society (NHS) is dedicated to the humane treatment of all animals and to foster an environment in which people respect all living creatures. NHS pursues workable solutions to the most urgent animal welfare needs, which are animal overpopulation and homeless pets. NHS facilitates pet adoption, animal-assisted therapy, pet care education, outreach spay and neuter programs and other welfare efforts, all in support of our comprehensive community service obligation. This is an Honorary Board Member position. NHS meets the fourth Wednesday of each month at 4:00 pm at the NHS Dog Park, 641 Airport Road.

FISCAL IMPACT:

CITY ATTORNEY COMMENTS:

CITY MANAGER RECOMMENDATION(S):

Dale Martin, City Manager

Date: April 02, 2018

Submitted By: Nicole Bednar, Administrative Services Manager

COMMISSION ACTION:

**CITY COMMISSION AGENDA ITEM**
*City of Fernandina Beach*

| | |
|---|---|
| SUBJECT: | Appointment of Commissioner to the Northeast Florida Regional Planning Council (NEFRPC) |
| ITEM TYPE: | Board Appointment |

REQUESTED ACTION:

SYNOPSIS: The Northeast Florida Regional Planning Council (NEFRPC) was formed in 1977 by inter-local agreement pursuant to Chapter 163, Florida Statutes. the NEFRPC mission is to provide visionary leadership and coordination between counties and governmental agencies to preserve and enhance the quality of Northeast Florida's natural, man-made, economic, and social environment. The Northeast Florida Regional Planning Council meets the first Thursday of each month at 10:00 am. Locations vary.

FISCAL IMPACT:

CITY ATTORNEY COMMENTS:

CITY MANAGER RECOMMENDATION(S):

Dale Martin, City Manager

Submitted By: ________________________ Date: April 02, 2018
Nicole Bednar, Administrative Services Manager

COMMISSION ACTION:

**CITY COMMISSION AGENDA ITEM**
*City of Fernandina Beach*

SUBJECT: Airport Advisory Commission
Commissioner liaison appointment

ITEM TYPE: Board Appointment

REQUESTED ACTION:

SYNOPSIS: Airport Advisory Commission (AAC) serves in an advisory capacity to the Airport Manager and the City Commission regarding the development, operation, and betterment of the Airport. Aviation experience is not required to serve on the Airport Advisory Commission. Meetings occur on the second Thursday of every month, 6:00 pm at the City Hall Commission Chambers.

FISCAL IMPACT:

CITY ATTORNEY COMMENTS:

CITY MANAGER RECOMMENDATION(S):

Dale Martin, City Manager

________________________________________ Date: April 02, 2018

Submitted By: Nicole Bednar, Administrative Services Manager

COMMISSION ACTION:

RESOLUTION 2011-45

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF FERNANDINA BEACH, FLORIDA RE-CREATING THE AIRPORT ADVISORY COMMISSION; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the City Commission initially created the Airport Advisory Commission in 1984 via Ordinance 671; and

WHEREAS, the City Commission incorporated the roles and responsibilities of the Airport Advisory Commission into City Code in 1984 and later into a newly created Land Development Code in 2006; and

WHEREAS, in March 2011, the City Commission decided that the roles and responsibilities of the Airport Advisory Commission should be removed from the provisions of the Land Development Code since it does not oversee or rule on land development issues throughout the City; and

WHEREAS, the City Commission wishes to re-create the Airport Advisory Commission ("AAC") and clarify its roles and responsibilities as a standing committee serving as an advisory body to the City Commission.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COMMISSION OF THE CITY OF FERNANDINA BEACH, FLORIDA, THAT:

SECTION 1. The City Commission hereby creates the Airport Advisory Commission, which is officially designated as a standing committee and an advisory board to the City Commission, and is responsible for adhering to the following:

a) The AAC shall consist of seven (7) members and one (1) non-voting member appointed by the City Commission;
b) All voting members shall reside within the City limits but the non-voting member does not have to reside within City limits; and a voting member who moves outside of the City shall be removed immediately;
c) Each member of the AAC serves at the pleasure of the City Commission;
d) The term of office for all board members shall be three (3) years effective with October 1 of year appointed unless appointed to fill a vacancy then appointment continues for the term of the vacancy;
e) Members shall attend all regular and called meetings. Any member who has been absent for three (3) regular meetings in one (1) fiscal year shall be subject to removal;
f) The AAC shall have a chair and a vice-chair to conduct each meeting, but the non-voting member shall not serve as chair or vice-chair;
g) The chair and vice-chair shall serve one (1) year terms;
h) For the purpose of transacting business at any meeting, a majority of voting AAC members shall constitute a quorum;
i) A member who is seeking re-appointment shall continue to be a voting member for two (2) months beyond the existing term, if necessary, to allow for the finalization of the re-appointment by the City Commission;
j) The AAC meetings are open to the public and its members (including non-voting member) are subject to the Florida Sunshine Law and Public Records Act;

k) All meetings will be conducted in accordance with parliamentary procedures as set forth and explained in the latest revised edition of Robert's Rules of Order, which shall serve as a guide for the rules of procedure of the meetings;

l) Minutes of its proceedings, indicating the attendance of each member and decision of each member, shall be kept, signed by the chair and filed with the City Clerk;

m) Members shall serve without compensation;

n) An AAC member may request information from the Airport Manager, which is necessary in order to carry out specific roles and responsibilities; and

o) The AAC shall provide advice and make recommendations to the City Commission as follows:

1. Make recommendations regarding a comprehensive plan for the physical development and betterment of the Airport;
2. Make recommendations on the operation of the Airport and for the improvement of the operation;
3. Make recommendations regarding the sale or lease of City-owned property located on or adjacent to the Airport and land use of property adjacent to the Airport or land use of nearby property that could reasonably affect or prevent safe operations at the Airport;
4. Make recommendations regarding the requested use or proposed grant of concessions on the Airport property;
5. Make recommendations regarding policies, such as Airport Rules and Regulations and Airport Minimum Standards, and rates to be charged for the use of Airport property, including hangar rent, Airport use fees, landing fees, parking fees, and other charges to the general public for the use of the Airport; and
6. Perform all acts requested by the City Commission to advise and assist in the continued operation and betterment of the Airport.

SECTION 2. This Resolution shall become effective immediately upon its final passage.

ADOPTED this 5th day of April, 2011.

ATTEST:

Mary L. Mercer

Mary L. Mercer
City Clerk

CITY OF FERNANDINA BEACH

Susan Hardee Steger

Susan Hardee Steger
Mayor – Commissioner

APPROVED AS TO FORM:

Tammi E. Bach
City Attorney

# AIRPORT ADVISORY COMMISSION

| AIRPORT ADVISORY COMMISSION | | | | |
|---|---|---|---|---|
| Meeting: Second Thursday of each month, 6:00 p.m., Peck Center Conference Room | | | | |
| Appointment Date | NAME | ADDRESS | TELEPHONE | TERM |
| *9/10* | Edward Grissom<br>egrissom@yahoo.com | 414 Georgia Avenue | 491-8163 (H) | 3 yrs-9/2012 |
| *01-06* | *Mickey Baity<br>mbaity@att.net | 1585 Park Avenue (Mail)<br>1707 McArthur (H) | 277-8360 (H) | 3 yrs 9/2011 |
| *09-07* | Nelson Showalter<br>showalter@bellsouth.net | 1834 S. Fletcher Avenue | 261-4885 (H) | 3 yrs-9/2012 |
| *9/10* | Diane Patten<br>diane.patten@wnco.com | 2845 First Avenue | 491-3417 (H) | 3 yrs-9/2012 |
| *02-02* | **Louis E. Goldman<br>louisgoldman@comcast.net | 20 South 6th Street | 261-0615 (H) | 3 yrs-9/2012 |
| *12-06* | Nancie Swope Crabb<br>Nanciesc@aol.com | 399 Portside Drive | 491-1223(H) | 3 yrs 9/2011 |
| *09-08* | David Dully<br>Dave.dully@bmcjax.com | 131 S. 17th Street | 334-2833 | 3 yrs 9/2011 |
| *Chair **Vice Chair ***Secretary | | | | |
| Staff Coordinator: Richard W. Johnson, Airport Manager<br>**NO FINANCIAL DISCLOSURE REQUIRED** | | | | |

CITY COMMISSION AGENDA ITEM
CITY OF FERNANDINA BEACH

SUBJECT: DISCUSSION - AIRPORT ADVISORY COMMISSION

DEPARTMENT: AIRPORT

ATTACHMENTS: __ Ordinance ___Resolution
___ Support Documents ___ Other

SUMMARY: At the Regular City Commission meeting of April 5, 2011, the City Commission voted to approve Resolution 2011-45 re-creating the Airport Advisory Commission as a standing committee acting as an advisory board to the City Commission regarding matters affecting the Airport. The Resolution included duties, responsibilities and rules of procedure, however, the membership of the committee was not clarified as to whether the existing members tenure continued and to their terms. Clarification is needed from the City Commission regarding the membership of the Airport Advisory Commission. Attached is a copy of the current members with terms of the Airport Advisory Commission. The City Commission approved adding an eighth member as ex-officio and we will be placing a notice on the City's website and Cable television for interest.

RECOMMENDED ACTION: Clarification of the membership of the Airport Advisory Commission.

| | | |
|---|---|---|
| DEPARTMENT HEAD | Submitted: Mary L. Mercer, City Clerk MLM<br>Requested Agenda | Date: 4-18-11<br>Date: 4-19-11 |
| FINANCE DEPARTMENT | Budgeted __ Yes __ No __ N/A | Date: |
| CITY ATTORNEY | Approved for Form | Date: |
| CITY MANAGER | Approved Agenda Item for | Date: 4/18/11 |

COMMISSION ACTION: ___ Approved As Recommended ___ Disapproved
___ Approved With Modification ___ Tabled to Time Certain
✓ Other

DISTRIBUTION: __BD __CA __CC __CM __CD __FI __FD __FM __GC __HR __MD__PD__PR__UD

Form: CCAI;5.23.02

The City Commission voted 5-0 to keep the existing Airport Advisory Commission members and terms and to affirm any decisions they may have made at their meeting on 4/14/11.

CITY COMMISSION AGENDA ITEM
CITY OF FERNANDINA BEACH

SUBJECT: RESOLUTION 2011-45
RE-CREATING THE AIRPORT ADVISORY COMMISSION

DEPARTMENT: AIRPORT

ATTACHMENTS: __ Ordinance _X_ Resolution
___ Support Documents __ Other

SUMMARY: The City Commission amended the Land Development Code to delete the Airport Advisory Commission's duties and responsibilities since the Land Development Code regulates the development and use of land throughout the City and probably was not an appropriate place to have the Airport Advisory Commission's duties. This Resolution re-creates the Airport Advisory Commission as a standing committee acting as an advisory board to the City Commission regarding matters affecting the Airport. The Resolution includes duties, responsibilities and rules of procedure.

RECOMMENDED ACTION: Resolution 2011-45

| | | |
|---|---|---|
| DEPARTMENT HEAD | Submitted: City Attorney, Tammi Bach, Requested Agenda | Date: 3-30-11 Date: 4-5-11 |
| FINANCE DEPARTMENT | Budgeted __ Yes __ No X N/A | Date: |
| CITY ATTORNEY | Approved for Form TEB | Date: 3/30/11 |
| CITY MANAGER | Approved Agenda Item for | Date: 3/30/11 |

COMMISSION ACTION: ___ Approved As Recommended ___ Disapproved
___ Approved With Modification ___ Tabled to Time Certain
___ Other

DISTRIBUTION: __BD __CA __CC __CM __CD __FI __FD __FM __GC __HR __MD__PD__PR__UD

Form: CCAI;5.23.02

Approved at the City Commission Meeting
Held on 4.5.11
Voted: 5-0 Initial:

k) All meetings will be conducted in accordance with parliamentary procedures as set forth and explained in the latest revised edition of Robert's Rules of Order, which shall serve as a guide for the rules of procedure of the meetings;

l) Minutes of its proceedings, indicating the attendance of each member and decision of each member, shall be kept, signed by the chair and filed with the City Clerk;

m) Members shall serve without compensation;

n) An AAC member may request information from the Airport Manager, which is necessary in order to carry out specific roles and responsibilities; and

o) The AAC shall provide advice and make recommendations to the City Commission as follows:

1. Make recommendations regarding a comprehensive plan for the physical development and betterment of the Airport;
2. Make recommendations on the operation of the Airport and for the improvement of the operation;
3. Make recommendations regarding the sale or lease of City-owned property located on or adjacent to the Airport and land use of property adjacent to the Airport or land use of nearby property that could reasonably affect or prevent safe operations at the Airport;
4. Make recommendations regarding the requested use or proposed grant of concessions on the Airport property;
5. Make recommendations regarding policies, such as Airport Rules and Regulations and Airport Minimum Standards, and rates to be charged for the use of Airport property, including hangar rent, Airport use fees, landing fees, parking fees, and other charges to the general public for the use of the Airport; and
6. Perform all acts requested by the City Commission to advise and assist in the continued operation and betterment of the Airport.

SECTION 2. This Resolution shall become effective immediately upon its final passage.

ADOPTED this 5th day of April, 2011.

ATTEST:

Mary L. Mercer

Mary L. Mercer
City Clerk

CITY OF FERNANDINA BEACH

Susan Hardee Steger

Susan Hardee Steger
Mayor – Commissioner

APPROVED AS TO FORM:

Tammi E. Bach
City Attorney

POLICE DEPARTMENT; INCREASING THE TOTAL CITY BUDGET BY AMENDING THE REVENUE AND EXPENDITURES BUDGET FOR THE LAW ENFORCEMENT RECOVERY FUND: According to the agenda support documents, this Resolution approved the transfer of funds to increase Revenue and Equipment Expenditure Accounts in the Law Enforcement Recovery Fund to authorize spending for the Federal Law Enforcement Initiative. Staff recommended approval of Resolution 2011-44. **A motion was made by Vice-Mayor Poynter, seconded by Commissioner Bunch, to approve the recommendation. Vote upon passage of the motion was taken by ayes and nays and being all ayes, carried.**

5.8 RESOLUTION 2011-45 RE-CREATING THE AIRPORT ADVISORY COMMISSION: According to the agenda support documents, this Resolution recreated the Airport Advisory Commission as a "standing committee" acting as an advisory board to the City Commission regarding matters affecting the Airport. Staff recommended approval of Resolution 2011-45. Mr. Andrew Curtin, 1227 South Fletcher Avenue, pointed out that the Airport is not just a City asset it is a regional asset. He expressed his opinion that the Airport Advisory Commission (AAC) has the possibility of a seat with voting privileges for someone that doesn't live within the City due to the nature of the Airport and its regional impact. He commented that when he was first on the AAC Mr. Jack Healan was on the AAC, but he didn't have voting privileges. City Attorney Bach pointed out that in the Charter there is a provision that any committee appointed by the City Commission that the members have be residents of the City. Commissioner Bunch questioned if the City needed an AAC since most of the duties the Airport Manager should be doing. He noted that the AAC has helped get the Airport where it was now and the Airport is a reliever for Jacksonville. He inquired if the City would want someone from the Jacksonville Airport Authority as a non-voting member on the AAC since we are part of their regional airport system. **A motion was made by Vice-Mayor Poynter, seconded by Commissioner Childers, to approve Resolution 2011-45 to include a non-voting member that does not live in the City.** Commissioner Filkoff commented that other departments have advisory committees and she wasn't certain why this would be different. Commissioner Bunch stated that he didn't have a problem having an AAC, but questioned whether the City really needed one. After a brief discussion about the AAC consisting of seven members, Commissioner Bunch suggested amending the motion to include a non-voting member that does not live in the City. Vice-Mayor Poynter accepted this amendment to the motion. Commissioner Childers concurred with the amendment. Airport Manager Richard Johnson explained that he recently found out that the Airport was never officially a reliever airport it was just a general aviation airport. **Vote upon passage of the motion was taken by ayes and nays and being all ayes, carried.**

REQUESTS FROM THE PUBLIC TO BE HEARD ON ITEMS NOT ON THE AGENDA:

DUMPSTER: Ms. Joan Bean, 141 North 15th Street, presented photos of a dumpster by the library that is an eyesore. City Manager Czymbor reported that staff was dealing with the problem and would be notifying people about the use of roll out containers rather than having a dumpster there. There was a brief discussion about this.

BICENTENNIAL CELEBRATIONS: Mr. Mike Harrison, 820 Someruelos Street, stated that the bicentennial celebrations on Saturday were a resounding success. He estimated that there were between 2,000 to 3, 000 people that visited Old Town. He briefly expressed his thanks to everyone that helped make this event a success. Mayor Steger also expressed her thanks to everyone for a fabulous day.

7.1 FIRST READING OF ORDINANCE 2011-08 CODE AMENDMENT – ALCOHOL SALES ON SUNDAY: City Attorney Bach read Ordinance 2011-08 by title only, which was as follows: "AN ORDINANCE OF THE CITY COMMISSION OF THE CITY OF FERNANDINA BEACH, FLORIDA, AMENDING SECTION 10-2 OF THE CODE OF ORDINANCES TO DELETE RESTRICTIONS ON HOURS OF SALE OF ALCOHOLIC BEVERAGES ON SUNDAY AND DELETING DISTANCE RESTRICTIONS FROM CHURCHES OR SCHOOLS FOR SALE OF ALCOHOLIC BEVERAGES; PROVIDING FOR SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE." **A motion was made by Vice-Mayor Poynter, seconded by Commissioner Childers, to approve Ordinance 2011-08.** Mr. Ron Flick, Chamber of Commerce, applauded the City Commission for consideration of the proposed Ordinance. He explained that the Chamber believed that changing the hours for sale of alcohol to be the same everyday meets the criteria of sound business practice and is a responsible action of the City Commission. He pointed out that this change will accommodate our customers, increase sales in local businesses, sustain and potentially increase the opportunity for more employment; and generate additional tax revenues for the City.

Mr. Jeff Overton spoke in opposition to the proposed change. He questioned how much research was done on the impact of alcohol on the community and the lifestyles of those that live here. He pointed out that he was a child of an alcoholic and watched his house sold on the courthouse steps twice, because alcohol took priority. He stated that he watched his father suffer physically because of the use of alcohol. He explained that as a pastor in this community he has people that sit at his desk and

RESOLUTION 2014-15

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF FERNANDINA BEACH, FLORIDA, STATING THE MISSION, VISION, GOALS, AND OBJECTIVES OF THE FERNANDINA BEACH MUNICIPAL AIRPORT; ADOPTING THE SUPPORTING ACTION PLAN; AUTHORIZING EXECUTION; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the Mission, Vision, Goals, and Objectives of the Fernandina Beach Municipal Airport as well as the Action Plan supporting these items have been discussed at several Airport Advisory Commission (AAC) meetings, and were finalized and approved by the AAC on October 24, 2013; and

WHEREAS, the proposed Mission, Vision, Goals, and Objectives are in support of the Airport Master Plan and Airport Layout Plan; and

WHEREAS, the City Commission wishes to adopt the following Mission Statement: "Fernandina Beach Municipal Airport is a coastal resort, general aviation airport, which is operated, maintained, and preserved for the benefit of the community and airport users"; and

WHEREAS, the City Commission wishes to adopt the following Vision Statement: "The Fernandina Beach Municipal Airport is committed to supporting the economic, environmental, and recreational needs of the community through safe and secure operations and fiscal self-sustainment"; and

WHEREAS, the AAC endorses the attached Goals, Objectives, and Action Plan supporting the Airport Vision, Mission, Goals and Objectives.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COMMISSION OF THE CITY OF FERNANDINA BEACH, FLORIDA, THAT:

SECTION 1. The City Commission hereby adopts the Mission and Vision Statements of the Fernandina Beach Municipal Airport as stated above along with the supporting Goals, Objectives, and Action Plan, attached hereto as Exhibit "A".

SECTION 2. This Resolution shall become effective immediately upon passage.

ADOPTED this 18th day of February, 2014.

ATTEST:

Caroline Best

Caroline Best
City Clerk

CITY OF FERNANDINA BEACH

Edward E. Boner
Mayor – Commissioner

APPROVED AS TO FORM & LEGALITY:

Tammi E. Bach
City Attorney

# Mission, Vision, Goals and Objectives
## Fernandina Beach Municipal Airport

**Mission:**
*"Fernandina Beach Municipal Airport is a coastal resort, general aviation airport, which is operated, maintained~~,~~ and preserved for the benefit of the community and airport users."*

**Vision:**
*"The Fernandina Beach Municipal Airport is committed to supporting the economic, environmental, and recreational needs of the community through safe and secure operations and fiscal self-sustainment."*

**Airport Goals and Objectives:**

The objective of the Fernandina Beach Municipal Airport is to support its mission and vision through the operation, maintenance, and development of airport services and infrastructure that is *accountable* to its constituents, provides appropriate airport *facilities*, and supports compatible *business* uses and development. The following goals further define and clarify airport accountability, facilities and business:

| ACCOUNTABILITY | BUSINESS | FACILITIES |
|---|---|---|
| Accountable to provide services to:<br>• Users<br>• Tenants<br>• Customers<br>Financially accountable to:<br>• Airport sponsor (enterprise fund)<br>• Grantors<br>Meeting Regulatory obligations to:<br>• FAA<br>• FDOT<br>• EPA<br>• DHS<br>• City of Fernandina<br>Self-sustaining<br>Sensitive to the needs of the community<br>Sensitive to the environment | Compatible with the mission and vision of the airport<br>Encouraging economic growth that is specific and targeted<br>Encourages revenue-generating activities that are competitively priced<br>Fostering partnerships<br>Promoting tourism<br>Responding to the demands of dynamically changing economic influences and aviation technologies<br>Supporting non-aviation uses on airport or city- owned property that are compatible with typical airport activities<br>Welcoming to aviation-compatible businesses | Addressing the needs of general aviation users<br>Addressing the general aviation needs of businesses<br>Enabling and supporting the acquisition of new assets<br>Ensuring efficient and effective service quality<br>Maintaining and retaining current airport assets, including real property, existing runways, taxiways, ramps, runway lengths, and operational utility<br>Maintaining modern and up to date facilities<br>Providing a safe environment for all concerned<br>Providing services and/or economic value to the community<br>Providing a welcoming gateway to Amelia Island and local communities<br>Secure (controlled access)<br>Serving as a regional resource for emergencies |

**Action Plan Supporting the Airport Vision, Mission, Goals and Objectives:**

- Clarify the role of the AAC in support of the airport mission, vision and objectives through better definition of specific AAC advisory activities and through the definition of specific communications requirements in support of that role
- Conduct an airport market study in conjunction with the efforts of the Nassau County Economic Board. This study should define the economic value, and potential economic value of the Fernandina Beach Municipal Airport.
- Develop three year airport business plan that integrates airport master planning with an airport financial plan. The business plan will provide guidance for the operation and development of the airport. It will include the following elements: operations, organizational development, finance, capital planning, development standards, business and revenue development and targets, property management, airport marketing, and airport services management and development.
- Engage airport users, tenants, and businesses, members of the AAC, and interested members of the community in a dialogue necessary to ensure airport plans are aligned to the airport mission, vision, goals and objectives.
- Prepare a long term Airport master plan update. The airport master plan will provide guidance for the development and operations of the airport.
- Review and Update the Airport Rules and Regulations, and Minimum Standards
- Update the airport action plan on an annual basis.

Fwd: CMO Bibby

CITY COMMISSION AGENDA ITEM
CITY OF FERNANDINA BEACH

SUBJECT: Resolution 2014-15
Airport Mission, Vision, Goals & Objectives and the supporting Action Plan

DEPARTMENT: Airport

ATTACHMENTS: ___ Ordinance _X__ Resolution
___ Support Documents ___ Other

RECOMMENDED ACTION: Approve Resolution 2014-15

SUMMARY: On October 24, 2013, the Airport Advisory Commission (AAC) finalized and approved the Airport Mission, Vision, Goals and Objectives and the Action Plan supporting these items.

The AAC recommends the adoption of these items (attached as Exhibit "A") which were also presented at the joint AAC and City Commission Special Meeting on January 28, 2014.

FISCAL IMPACT: None

CITY ATTORNEY COMMENTS: No additional comments.

| | | |
|---|---|---|
| DEPARTMENT HEAD | Submitted by: Joe Gerrity<br>City Manager | Date: 02/06/2014 |
| | Requested Agenda | Date: 02/18/2014 |
| FINANCE DEPARTMENT | Approved as to Budget Requirements | Date: |
| CITY ATTORNEY | Approved as to Form and Legality TEB | Date: 2/6/14 |
| CITY MANAGER | Approved Agenda Item for 2/18/2014 | Date: 02/06/2014 |

COMMISSION ACTION: ✓ Approved As Recommended ___ Disapproved
___ Approved With Modification ___ Postponed to Time Certain
___ Other ___ Tabled

Approved at the City Commission Regular Meeting
Held on 2/18/14
Voted: 5-0 Initial: AB

**CITY COMMISSION AGENDA ITEM**
*City of Fernandina Beach*

SUBJECT: Community Redevelopment Area Advisory Board (CRAAB) Commissioner liaison appointment

ITEM TYPE: Board Appointment

REQUESTED ACTION:

SYNOPSIS: The Community Redevelopment Area Advisory Board is charged with the task of advising the Community Redevelopment Agency on issues including implementation of the CRA Plan by providing recommendations and assistance in identifying and prioritizing projects to be undertaken as consistent with the CRA Plan. The focus of this group is economic development of properties in the City's established CRA and the adjoining Central Business District with specific consideration on attracting and retaining businesses. The board currently meets the second Thursday of each month at 3:15 PM at City Hall.

FISCAL IMPACT:

CITY ATTORNEY COMMENTS:

CITY MANAGER RECOMMENDATION(S):

Dale Martin, City Manager

Submitted By: ______________________________ Date: April 02, 2018
Nicole Bednar, Administrative Services Manager

COMMISSION ACTION:

RESOLUTION NO. 2004-71

A RESOLUTION OF CITY COMMISSION OF THE CITY OF FERNANDINA BEACH, FLORIDA, RELATING TO COMMUNITY REDEVELOPMENT; DECLARING THE CITY COMMISSION TO BE THE COMMUNITY REDEVELOPMENT AGENCY; PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, pursuant to Amended and Restated Resolution No. 2004-70, adopted on April 20, 2004, the City Commission of the City of Fernandina Beach, Florida, made a finding of necessity for the creation and establishment of a community redevelopment agency; and

WHEREAS, Part III, Chapter 163, Florida Statutes (the "Redevelopment Act") sets forth the procedure for the creation of a community redevelopment agency; and

WHEREAS, as provided in the Redevelopment Act, the City Commission may declare itself to be the community redevelopment agency for any area of the City determined to be a community redevelopment area pursuant to the Redevelopment Act,

NOW, THEREFORE, BE IT RESOLVED BY CITY COMMISSION OF THE CITY OF FERNANDINA BEACH, FLORIDA:

Section 1. The City Commission declares itself to be the Community Redevelopment Agency of Florida, for purposes of the Redevelopment Act.

Section 2. The powers of the Community Redevelopment Agency shall be exercised in accordance with and as contemplated by the Redevelopment Act.

Section 3. This resolution shall take effect immediately upon its approval.

PASSED AND APPROVED this 20th day of April, 2004

CITY OF FERNANDINA BEACH

Joe Gerrity

JOE GERRITY
Commissioner - Mayor

ATTEST:

Cassandra Mitchell

CASSANDRA MITCHELL
City Clerk

| | |
|---|---|
| Date of Notice to Taxing Authorities: | April 2, 2004 |
| Date of Advertisement: | April 7, 2004 |
| Date of Adoption: | April 20, 2004 |

CITY COMMISSION AGENDA ITEM
CITY OF FERNANDINA BEACH

SUBJECT: Resolution No. 2004-41; Declaring the City Commission to be the Community Redevelopment Agency

DEPARTMENT: City Attorney

ATTACHMENTS: ___ Ordinance X Resolution
___ Support Documents ___ Other

SUMMARY: The attached resolution establishes the City Commission as the Community Redevelopment Agency pursuant to Part III, Chapter 163, Florida Statutes (the "Redevelopment Act"). The resolution was advertised in the display section of the April 7, 2004 edition of the News Leader, and a Notice was sent to the taxing authorities via registered mail pursuant to Florida Statutes.

RECOMMENDED ACTION: Approve Resolution No 2004-41

| | | | |
|---|---|---|---|
| DEPARTMENT HEAD | Submitted Requested Agenda | Debra A. Braga, CA | Date: 04/13/04<br>Date: 04/20/04 |
| FINANCE DEPARTMENT | Budgeted __Yes __No __N/A | | Date |
| CITY ATTORNEY | Approved for Form and Correctness | | Date: 4/13/04 |
| CITY MANAGER | Approved Agenda Item for | | Date: 4/20/04 |

COMMISSION ACTION: ___ Approved As Recommended ___ Disapproved
___ Approved With Modification ___ Tabled To Time Certain
___ Other

DISTRIBUTION: __CA __CC __CM __CDD __FIN __FD __GC __HR __MD __PD __PRD __UT

Form: CCAI;5.23.02

**RESOLUTION 2012-118**

**A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF FERNANDINA BEACH, FLORIDA, ESTABLISHING A COMMUNITY REDEVELOPMENT AGENCY (CRA) ADVISORY BOARD; AND PROVIDING FOR AN EFFECTIVE DATE.**

**WHEREAS,** Resolution 2004-71 declared the City Commission to be the Community Redevelopment Agency pursuant to Florida Statutes Section 163.357; and

**WHEREAS,** the City's Community Redevelopment Agency is interested in receiving recommendations and advice from property owners, businesses, real estate and design professionals and citizens regarding the Amelia River Waterfront Community Redevelopment Area (CRA);

**NOW THEREFORE, BE IT RESOLVED BY THE CITY COMMISSION OF THE CITY OF FERNANDINA BEACH, FLORIDA, THAT:**

Section 1. CREATION. The Amelia River Waterfront Community Redevelopment Agency (CRA) Advisory Board is hereby created.

Section 2. PURPOSE. The Amelia River Waterfront CRA Advisory Board is charged with the task of advising the Community Redevelopment Agency on issues including implementation of the CRA Plan by providing recommendations and assistance in identifying and prioritizing projects to be undertaken as consistent with the CRA Plan. The focus of this group is economic development of properties in the City's established CRA and the adjoining Central Business District with specific consideration on attracting and retaining businesses.

Section 3. MEMBERSHIP. The Amelia River Waterfront CRA Advisory Board shall consist of seven (7) members. Members shall either reside within the City of Fernandina Beach or shall be engaged in business within the City of Fernandina Beach. The composition and representative membership of the Board shall be as follows:

*3- Legal Professional or Financial Professional or Marketing/ Advertising/ Branding Professional or Economic Development Professional or General Contractor or Developer or Project Manager or Real Estate Professional or Architect or Engineer or Landscape Professional or Former City Commissioner
2- City Residents or Property Owners or Business Owners
1- Business Owner or Property Owner (or their agent) within the Amelia River Waterfront CRA
1- Resident of the Amelia River Waterfront CRA or within one-mile radius
*7 Total Voting Members*
*Retired Professionals/ Individuals are acceptable

Section 4. TERM OF MEMBERSHIP. Members appointed to the Amelia River Waterfront CRA Advisory Board shall serve for terms of three (3) years and may be re-appointed. Terms for members first appointed shall be staggered so that two members shall serve for two (2) years and the remaining for three (3) years. Vacancies shall be filled for the unexpired term of any member whose term becomes vacant.

Section 5. QUORUM. A quorum shall consist of four (4) members.

Section 6. MEETINGS. The Amelia River Waterfront CRA Advisory Board shall hold an organizational meeting within thirty (30 days) of the effective date of this resolution. At the organizational meeting, a Chairperson shall be elected to serve for a period of one (1) year and a new Chairperson shall be elected each subsequent year. At the organizational meeting, the Board shall establish a meeting schedule which shall be held, at least, monthly.

Section 7. ATTENDANCE. Any member, who misses three (3) consecutive Amelia River Waterfront CRA Advisory Board meetings, unless otherwise excused by the Chairperson, shall automatically be removed from membership.

Section 8. SUNSHINE LAW. Meetings of the Amelia River Waterfront CRA Advisory Board are "public meetings" as defined by Florida Statutes Section 286.011 and are open to the public and are otherwise subject to Florida's "Sunshine Law". Reasonable notice of the time and place of all meetings shall be given consistent with Florida Law and Fernandina Beach City policy.

Section 9. PROCEDURAL RULES. The City of Fernandina Beach City Commission Rule of Procedure shall be followed in conducting meetings of the Amelia River Waterfront CRA Advisory Board.

Section 10. STAFFING. The City Manager shall appoint a City employee to serve as the staff member for the Amelia River Waterfront CRA Advisory Board.

Section 11. AMENDMENT. This Resolution, and all provisions herein, may be amended at the discretion of the CRA Agency by an affirmative vote of a majority of members present at a regularly scheduled meeting.

Section 12. EFFECTIVE DATE. This Resolution shall take effect immediately upon passage.

ADOPTED this 7th day of August, 2012.

CITY OF FERNANDINA BEACH

Arlene R. Filkoff

ARLENE R. FILKOFF
Commissioner - Mayor

ATTEST:

Mary L. Mercer

MARY MERCER
City Clerk

APPROVED AS TO FORM:

TAMMI E. BACH
City Attorney

CITY COMMISSION AGENDA ITEM
CITY OF FERNANDINA BEACH

SUBJECT: Resolution 2012- 118
Establishing the Amelia River Waterfront CRA Advisory Board

DEPARTMENT: Community Development Department- Planning

ATTACHMENTS: ___ Ordinance _X_ Resolution
___ Support Documents ___ Other

RECOMMENDED ACTION: APPROVE RESOLUTION 2012- 118

SUMMARY: The CRA Agency took action to recommend establishing a CRA Advisory Board at its July 17, 2012 quarterly meeting. This resolution provides the mechanism with which an advisory board can be established.

RATIONALE: To create an advisory board capable of providing recommendations and assistance to the CRA Agency in identifying and prioritizing projects to be undertaken as consistent with the CRA Plan. The focus of this group will be on the economic development of properties in the City's established CRA and the adjoining Central Business District with specific consideration on attracting and retaining businesses.

FISCAL IMPACT: None.

CITY ATTORNEY COMMENTS: No additional comments

| | | |
|---|---|---|
| DEPARTMENT HEAD | Submitted: Kelly N. Gibson/Marshall McCrary | Date: 7/18/2012 |
| | Requested Agenda Regular Meeting | Date: 8/7/2012 |
| FINANCE DEPARTMENT | Approved as to Budget Requirements | Date: |
| CITY ATTORNEY | Approved as to Form TEB | Date: 7/26/12 |
| CITY MANAGER | Approved Agenda Item For 08-07-12 | Date: 7/30/12 |

COMMISSION ACTION: _✓_ Approved As Recommended ___ Disapproved
___ Approved With Modification ___ Postponed to Time Certain
___ Other ___ Tabled

Approved at the City Commission
Regular Meeting
Held on 8-7-12
Voted: 5-0 Initial: [illegible]

cc: Kelly Gibson
Sent 8/22/12

CITY COMMISSION AGENDA ITEM
CITY OF FERNANDINA BEACH

SUBJECT: CRA Advisory Board Appointments

DEPARTMENT: City Clerk

ATTACHMENTS: ___ Ordinance ___ Resolution
___ Support Documents _X_ Other

RECOMMENDED ACTION: Consideration of approval of board appointments to the Community Redevelopment Agency (CRA) in accordance with the CRA recommendation to establish a CRA Advisory Board at its July 17, 2012 quarterly meeting, and Resolution #2012-118 which established a CRA Advisory Board on August 7, 2012.

SUMMARY: The Community Redevelopment Agency (CRA) Advisory Board shall consist of seven (7) members. Members shall either reside within the City of Fernandina Beach or shall be engaged in business within the City of Fernandina Beach. The composition and representative membership of the Board shall be as follows:

*3 – Legal Professional or Financial Professional or Marketing/Advertising/Branding Professional or Economic Development Professional or General Contractor or Developer or Project Manager or Real Estate Professional or Architect or Engineer or Landscape Professional or Former City Commissioner
*(*Retired Professionals/Individuals are acceptable)*
2 – City Residents or Property Owners or Business Owners
1 – Business Owner or Property Owner (or their agent) within the Amelia River Waterfront CRA
1 – Resident of the Amelia River Waterfront CRA or within one-mile radius

CRA Advisory Board Members shall serve for terms of three (3) years; however, terms for members first appointed shall be staggered so that two members shall serve for two (2) years and the remaining for three (3) years. The following citizens have submitted their board application/resume for consideration for appointment members to the CRA Advisory Board:

- **Lou Goldman (Real Estate Professional/General Contractor/Property Owner Downtown & CRA area/City resident CRA area)**
- **Tony Herndon (City Resident/Business Owner)**
- **Marla McDaniel (City Resident CRA area/Property Owner)**
- **Mike Zaffaroni (City Resident/Landscape Professional)**
- **Cindy Jackson (Downtown/CRA area Business Owner)**
- **Debra Stephenson (Retired Professional/ City Resident)**
- **Andrew Curtin (Retired Professional/ City Resident)**
- **Asa Gillette (Practicing Engineer/ City Resident/ Downtown Business Owner)**

The above applicants listed are City residents and/or engaged in business within the City of Fernandina Beach.

RATIONALE: To fulfill requirements of Resolution #2012-118

FISCAL IMPACT: None.

CITY ATTORNEY COMMENTS: N/A

| | | |
|---|---|---|
| DEPARTMENT HEAD | Submitted: Mary L. Mercer, City Clerk MM<br>Requested Agenda Regular Meeting | Date: 8/8/2012<br>Date: 8/21/2012 |
| FINANCE DEPARTMENT | Approved as to Budget Requirements N/A | Date: |
| CITY ATTORNEY | Approved as to Form N/A | Date: |
| CITY MANAGER | Approved Agenda Item For 8-21-12 | Date: 8-9-12 |

COMMISSION ACTION:

✓ Approved As Recommended
___ Approved With Modification
___ Other
___ Disapproved
___ Postponed to Time Certain
___ Tabled

The City Commission voted to appoint the Following members to the CRA Advisory Board for three (3) year terms:
Lou Goldman, Mike Zaffaroni, Debra Stephenson, Andrew Curtin, and Lisa Gillette.
For two (2) year terms:
Tony Herndon and Marla McDaniel
Ms. Cindy Jackson withdrew her application at this time.

SECTIONS IN CONFLICT; SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE.
*Synopsis: Approving a Franchise Agreement with Advanced Disposal Services Stateline, LLC for a period of six (6) years.*
**APPROVED: 5-0 with the latest changes to the Agreement as outlined by City Attorney Bach.**

**9. BOARD APPOINTMENTS**

*9.1* **AUDIT COMMITTEE-** *4 Appointments.* ***Moved to the next City Commission meeting.***
**ACTION TAKEN: It was the consensus of the Commission to place this item on the next City Commission agenda and include all applicants resumes including the previous Audit Committee members and the Commission would consider all applicants and choose a committee of 4 plus appoint 1 City Commissioner for a total of five (5) on the Audit Committee.**

*9.2* **BOARD OF ADJUSTMENT –** *2 Appointments*
**ACTION TAKEN: The City Commission voted 5-0 to reappoint Pat Gass and Wyndham Riotte for a three year term expiring June 2015.**

*9/3* **PLANNING ADVISORY BOARD –** *1 Appointment. .*
**ACTION TAKEN: The City Commission voted 5-0 to appoint Charles W. Rogers as Alternate #2 for a three year term expiring June 2015.**

**10. DISCUSSION – DIRECTION – ACTION ITEMS**

*10.1* **COMMUNITY REDEVELOPMENT AREA (CRA) UPDATE.**
**ACTION TAKEN: It was the consensus of the Commission for: (1) the City Commission to remain the CRA Agency; (2) The CRA Agency continue meeting quarterly; (3) the CRA Agency to create an Advisory Board; (4) for the CRA Agency to re-set the base year; and (5) for the CRA Agency to keep the boundaries the same as they currently are.**

**11. CITY MANAGER REPORTS – City Manager Joe Gerrity announced his attendance at two meetings, one being the Safety Committee and the other regarding Workers' Compensation Insurance. Being the percentage rate of the insurance is calculated by the percentage of accidents incurred; Mr. Gerrity reported the City's insurance rate is higher than had been in the past noting a higher Worker's Compensation bill. City Manager Joe Gerrity expressed his desire to have the safety sign reinstated showing the public the running total of accident free days worked with the hopes that the visual will increase safety awareness.**

**12. CITY ATTORNEY REPORTS – No reports at this time.**

**13. CITY CLERK REPORTS – No reports at this time.**

**14. MAYOR/COMMISSIONER COMMENTS –**

**Commissioner Pelican: Expressed her thanks to all those who contributed toward the fireworks display and invited everyone to a firework fund raiser to be held Wednesday, June 20, 2012 at the Crab Trap from 5-7 pm.**

**Commissioner Poynter: Addressed the public regarding this budget period and difficult decision making of the Commission that no action is directed to any one individual or group and the budget has many moving parts necessary to keep the City running efficiently. He stated that no action or decision**

# The 2012 Florida Statutes

Title XI
COUNTY ORGANIZATION AND INTERGOVERNMENTAL RELATIONS

Chapter 163
INTERGOVERNMENTAL PROGRAMS

View Entire Chapter

**163.357** [redacted]

(1)(a) As an alternative to the appointment of not fewer than five or more than seven members of the agency, the governing body may, at the time of the adoption of a resolution under s. 163.355, or at any time thereafter by adoption of a resolution, declare itself to be an agency, in which case all the rights, powers, duties, privileges, and immunities vested by this part in an agency will be vested in the governing body of the county or municipality, subject to all responsibilities and liabilities imposed or incurred.

(b) The members of the governing body shall be the members of the agency, but such members constitute the head of a legal entity, separate, distinct, and independent from the governing body of the county or municipality. If the governing body declares itself to be an agency which already exists, the new agency is subject to all of the responsibilities and liabilities imposed or incurred by the existing agency.

(c) A governing body which consists of five members may appoint two additional persons to act as members of the community redevelopment agency. The terms of office of the additional members shall be for 4 years, except that the first person appointed shall initially serve a term of 2 years. Persons appointed under this section are subject to all provisions of this part relating to appointed members of a community redevelopment agency.

(d) As provided in an interlocal agreement between the governing body that created the agency and one or more taxing authorities, one or more members of the board of commissioners of the agency may be representatives of a taxing authority, including members of that taxing authority's governing body, whose membership on the board of commissioners of the agency would be considered an additional duty of office as a member of the taxing authority governing body.

(2) Nothing in this part prevents the governing body from conferring the rights, powers, privileges, duties, and immunities of a community redevelopment agency upon any entity in existence on July 1, 1977, which has been authorized by law to function as a downtown development board or authority or as any other body the purpose of which is to prevent and eliminate slums and blight through community redevelopment plans. Any entity in existence on July 1, 1977, which has been vested with the rights, powers, privileges, duties, and immunities of a community redevelopment agency is subject to all provisions and responsibilities imposed by this part, notwithstanding any provisions to the contrary in any law or amendment thereto which established the entity. Nothing in this act shall be construed to impair or diminish any powers of any redevelopment agency or other entity as referred to herein in existence on the effective date of this act or to repeal, modify, or amend any law establishing such entity, except as specifically set forth herein.

**History.**—s. 2, ch. 77-391; s. 75, ch. 79-400; s. 2, ch. 83-231; s. 5, ch. 84-356; s. 3, ch. 2006-307.

**CITY COMMISSION AGENDA ITEM**
*City of Fernandina Beach*

SUBJECT: Golf Course Advisory Board (GCAB)
Commissioner liaison appointment

ITEM TYPE: Board Appointment

REQUESTED ACTION:

SYNOPSIS: 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. Meets the second Wednesday of each month at 2:00 pm at the Fernandina Beach Municipal Golf Course.

FISCAL IMPACT:

CITY ATTORNEY COMMENTS:

CITY MANAGER RECOMMENDATION(S):

Dale Martin, City Manager

Date: April 02, 2018

Submitted By: Nicole Bednar, Administrative Services Manager

COMMISSION ACTION:

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

________________________________

Robin C. Lentz
Commissioner – Mayor

ATTEST:

Caroline Best

________________________________

Caroline Best
City Clerk

APPROVED AS TO FORM & LEGALITY:

TEB

________________________________

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

Caroline Best
City Clerk

APPROVED AS TO FORM & LEGALITY:

Tammi E. Bach
City Attorney

Bd. File

CITY COMMISSION AGENDA ITEM
CITY OF FERNANDINA BEACH

| | |
|---|---|
| SUBJECT: | **CORRECTED** Resolution 2014-10<br>Sunsetting the Golf Course Advisory Board and Creating the Greens & Oversight Committee |
| DEPARTMENT: | City Commission |
| ATTACHMENTS: | ___ Ordinance    X Resolution<br>___ 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<br>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 TB | Date: 2/25/2014 |
| CITY MANAGER | Approved Agenda Item for 03/04/2014 | 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: YB

**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:

marked up copy

Caroline Best
City Clerk

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City A

**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

**CITY COMMISSION AGENDA ITEM**
*City of Fernandina Beach*

| | |
|---|---|
| SUBJECT: | Marina Advisory Board (MAB)<br>Commissioner liaison appointment |
| ITEM TYPE: | Board Appointment |
| REQUESTED ACTION: | |

SYNOPSIS: The MAB shall provide advice and make recommendations to the City Commission as follows: make recommendations regarding a comprehensive plan for the physical development and betterment of the Marina, recommendations on the operation of the Marina and for the improvement of the operations, make recommendations regarding policies, such as Marina Rules and Regulations and the Marina Code of Conduct, perform additional functions as requested by the City Commission to advise and assist in the continued operation and betterment of the Marina. Meets the 4th Monday of each month at 6:00 pm, City Hall Commission Chambers.

FISCAL IMPACT:

CITY ATTORNEY COMMENTS:

CITY MANAGER RECOMMENDATION(S):

Nicole Bednar, Administrative Services Manager

Dale Martin, City Manager

Submitted By: ______________________________________ Date: December 12, 2018
Nicole Bednar, Administrative Services Manager

COMMISSION ACTION:

RESOLUTION 2018-128

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF FERNANDINA BEACH, FLORIDA, ESTABLISHING THE MARINA ADVISORY BOARD; PROVIDING FOR GOALS, MISSION, ORGANIZATION, CONDUCT OF BUSINESS AND STAFF SUPPORT; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the Marina is of vital importance to the City of Fernandina Beach as a landmark; and

WHEREAS, the City of Fernandina Beach is responsible for management of Marina operations; and

WHEREAS, the City Commission has established advisory boards for other enterprise funds, such as the Fernandina Beach Municipal Airport and Fernandina Beach Golf Course; and

WHEREAS, in June 2018, the City Commission decided to consider a Marina Advisory Board as a way to generate feedback from community members; and

WHEREAS, the City Commission wishes to establish the Marina Advisory Board and set forth its roles and responsibilities as an ad hoc advisory board to the City Commission.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COMMISSION OF THE CITY OF FERNANDINA BEACH, FLORIDA, THAT:

SECTION 1. The City Commission hereby creates the Marina Advisory Board ("MAB"), which is officially designated as an ad hoc advisory board to the City Commission, and is responsible for adhering to the following:

a) The MAB will consist of seven members and one non-voting member appointed by the City Commission; no more than four of the voting members ~~must~~ can be permanent slip holders/renters in the Fernandina Harbor Marina.
b) All voting members must reside within the City limits, but the non-voting member does not have to reside within City limits; and a voting member who moves outside of the City must be removed immediately.
c) Each member of the MAB serves at the pleasure of the City Commission.
d) The term of office for inaugural board members will be staggered: two voting members will be appointed for one-year terms (expiring September 30, 2019); two voting and the one non-voting member will be appointed to two-year terms (expiring September 30, 2020) and three voting members will be appointed to three-year terms (expiring September 30, 2021).
e) Thereafter, all terms will be for three years, with expiring terms concluding on September 30 and new terms beginning on October 1.
f) Members will attend all regular and additional meetings. Regular meetings will be conducted monthly. Additional meetings may be called with the consent of four voting members. All meetings will convene at City Hall.
g) Any member who has been absent for three regular meetings in one fiscal year (October-September) is subject to removal by the City Commission.
h) The MAB will have the following officers: a Chairperson and a Vice-Chairperson to conduct each meeting and a Recording Secretary to record the proceedings of each

meeting in accordance with applicable State statutes and City policies. The non-voting member may not serve as a MAB officer.

i) The Chairperson and Vice-Chairperson will serve one-year terms (commencing October 1) and are appointed annually by the voting members of the MAB.

j) For the purpose of transacting business at any meeting, a majority of voting MAB members will constitute a quorum.

k) The MAB meetings are open to the public and MAB members (including the non-voting member) are subject to the Florida Sunshine Law and Public Records Act.

l) All meetings will be conducted in accordance with parliamentary procedures as set forth and explained in the latest revised edition of Robert's Rules of Order, which will serve as a guide for the rules of procedure of the meetings.

m) Minutes of its proceedings, indicating the attendance of each member and decision of each member, shall be kept, signed by the Chairperson and filed with the City Clerk.

n) Members shall serve without compensation.

o) A majority of MAB members may request information from the Marina Manager at a public meeting, which is necessary in order to carry out specific roles and responsibilities.

p) The MAB shall provide advice and make recommendations to the City Commission as follows:

   1. Make recommendations regarding a comprehensive plan for the physical development and betterment of the Marina.
   2. Make recommendations on the operation of the Marina and for the improvement of the operations.
   3. Make recommendations regarding policies, such as Marina Rules and Regulations and the Marina Code of Conduct.
   4. Perform additional functions as requested by the City Commission to advise and assist in the continued operation and betterment of the Marina.

q) The City Commission and City Manager shall provide requested information to the MAB within a reasonable amount of time.

SECTION 2. This Resolution shall become effective immediately upon its final passage.

ADOPTED this 4th day of September, 2018.

ATTEST:

Caroline Best

______________________________

Caroline Best
City Clerk

CITY OF FERNANDINA BEACH

______________________________

John A. Miller
Mayor – Commissioner

APPROVED AS TO FORM & LEGALITY:

______________________________

Tammi E. Bach
City Attorney

RESOLUTION 2018-98

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF FERNANDINA BEACH, FLORIDA, ESTABLISHING THE MARINA ADVISORY BOARD; PROVIDING FOR GOALS, MISSION, ORGANIZATION, CONDUCT OF BUSINESS AND STAFF SUPPORT; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the Marina is of vital importance to the City of Fernandina Beach as a landmark; and

WHEREAS, the City of Fernandina Beach is responsible for management of Marina operations; and

WHEREAS, the City Commission has established advisory boards for other enterprise funds, such as the Fernandina Beach Municipal Airport and Fernandina Beach Golf Course; and

WHEREAS, in June 2018, the City Commission decided to consider a Marina Advisory Board as a way to generate feedback from community members; and

WHEREAS, the City Commission wishes to establish the Marina Advisory Board and set forth its roles and responsibilities as an ad hoc advisory board to the City Commission.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COMMISSION OF THE CITY OF FERNANDINA BEACH, FLORIDA, THAT:

SECTION 1. The City Commission hereby creates the Marina Advisory Board ("MAB"), which is officially designated as an ad hoc advisory board to the City Commission, and is responsible for adhering to the following:

a) The MAB will consist of seven members and one non-voting member appointed by the City Commission; four of the voting members must be permanent slip holders/renters in the Fernandina Harbor Marina.
b) All voting members must reside within the City limits, but the non-voting member does not have to reside within City limits; and a voting member who moves outside of the City must be removed immediately.
c) Each member of the MAB serves at the pleasure of the City Commission.
d) The term of office for inaugural board members will be staggered: two voting members will be appointed for one-year terms (expiring September 30, 2019); two voting and the one non-voting member will be appointed to two-year terms (expiring September 30, 2020) and three voting members will be appointed to three-year terms (expiring September 30, 2021).
e) Thereafter, all terms will be for three years, with expiring terms concluding on September 30 and new terms beginning on October 1.
f) Members will attend all regular and additional meetings. Regular meetings will be conducted monthly. Additional meetings may be called with the consent of four voting members. All meetings will convene at City Hall.
g) Any member who has been absent for three regular meetings in one fiscal year (October-September) is subject to removal by the City Commission.
h) The MAB will have the following officers: a Chairperson and a Vice-Chairperson to conduct each meeting and a Recording Secretary to record the proceedings of each

meeting in accordance with applicable State statutes and City policies. The non-voting member may not serve as a MAB officer.

i) The Chairperson and Vice-Chairperson will serve one-year terms (commencing October 1) and are appointed annually by the voting members of the MAB.

j) For the purpose of transacting business at any meeting, a majority of voting MAB members will constitute a quorum.

k) The MAB meetings are open to the public and MAB members (including the non-voting member) are subject to the Florida Sunshine Law and Public Records Act.

l) All meetings will be conducted in accordance with parliamentary procedures as set forth and explained in the latest revised edition of Robert's Rules of Order, which will serve as a guide for the rules of procedure of the meetings.

m) Minutes of its proceedings, indicating the attendance of each member and decision of each member, shall be kept, signed by the Chairperson and filed with the City Clerk.

n) Members shall serve without compensation.

o) A majority of MAB members may request information from the Marina Manager at a public meeting, which is necessary in order to carry out specific roles and responsibilities.

p) The MAB shall provide advice and make recommendations to the City Commission as follows:

   1. Make recommendations regarding a comprehensive plan for the physical development and betterment of the Marina.
   2. Make recommendations on the operation of the Marina and for the improvement of the operations.
   3. Make recommendations regarding policies, such as Marina Rules and Regulations and the Marina Code of Conduct.
   4. Perform additional functions as requested by the City Commission to advise and assist in the continued operation and betterment of the Marina.

q) The City Commission and City Manager shall provide requested information to the MAB within a reasonable amount of time.

SECTION 2. This Resolution shall become effective immediately upon its final passage.

ADOPTED this 17th day of July, 2018.

ATTEST:

Caroline Best

Caroline Best
City Clerk

CITY OF FERNANDINA BEACH

John A. Miller
Mayor – Commissioner

APPROVED AS TO FORM & LEGALITY:

Tammi E. Bach
City Attorney

**CITY COMMISSION AGENDA ITEM**
*City of Fernandina Beach*

SUBJECT: Parks & Recreation Advisory Committee (PRAC) Commissioner liaison appointment

ITEM TYPE: Board Appointment

REQUESTED ACTION:

SYNOPSIS: Parks & Recreation Advisory Committee (PRAC) - Recommends to the City Commission plans and programs developed and available designed to meet and satisfy the recreational needs of the community. Recommends to the City Commission improvements to the parks system. Meetings occur on the second Tuesday of every month, 4:00 pm in City Hall Commission Chambers.

FISCAL IMPACT:

CITY ATTORNEY COMMENTS:

CITY MANAGER RECOMMENDATION(S):

Dale Martin, City Manager

Date: April 02, 2018

Submitted By: Nicole Bednar, Administrative Services Manager

COMMISSION ACTION:

RESOLUTION 2009- 05

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF FERNANDINA BEACH, FLORIDA AMENDING RESOLUTION #2005-67 CREATING A PARKS & RECREATION ADVISORY COMMITTEE BY AMENDING THE MISSION, TERMS, WORK PLAN AND AGE STIPULATIONS; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, Resolution #2005-67, adopted April 5, 2005, created the Parks and Recreation Advisory Committee to recommend plans and programs designed to meet and satisfy the recreational needs of the community, and to make recommendations for improvements to the park system that will attain the goals and objectives set forth in the Recreation and Open Space Element of the adopted Comprehensive Plan; and

WHEREAS, the City Commission desires to add to their mission to assist with the long range planning of the Parks & Recreation Departments; and

WHEREAS, the City Commission desires to keep the members to seven (7) regular members, but with no age stipulation; and change the terms to two (2) members for three (3) years terms; two (2) members for two (2) year terms; and three (3) members for one (1) year term; and

WHEREAS, the City staff will actively participate in and support the mission of the Parks and Recreation Advisory Committee.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COMMISSION OF THE CITY OF FERNANDINA BEACH, FLORIDA, THAT:

SECTION 1. Resolution #2005-67 is hereby amended by adding to the Parks and Recreation Advisory Committee's mission to assist with the long range Capital Improvement planning of the Parks and Recreation Department, to remove the age stipulation on the members, and change the terms to two (2) members for three (3) years terms, two (2) members for two (2) year terms, and three (3) members for one (1) year term.

SECTION 2. This Resolution shall become effective immediately upon its final passage.

ADOPTED this 6th day of January, 2009.

CITY OF FERNANDINA BEACH

Bruce Malcolm
Commissioner-Mayor

ATTEST:

Mary L. Mercer
City Clerk

APPROVED AS TO FORM:

Tammi E. Bach
City Attorney

CITY OF FERNANDINA BEACH FLORIDA 1824

CITY COMMISSION AGENDA ITEM
CITY OF FERNANDINA BEACH

| | |
|---|---|
| SUBJECT: | Resolution 2009-05 Amending Resolution 2005-67 Creating a Parks & Recreation Advisory Committee by amending the Mission, Terms, Work Plan, and Age Stipulation |
| DEPARTMENT: | CITY CLERK |
| ATTACHMENTS: | ___ Ordinance ___ Resolution<br>___ Support Documents X Other |

SUMMARY: Resolution #2005-67 adopted April 5, 2005, created the Parks and Recreation Advisory Committee. City staff recommends amending this Resolution by creating the attached Resolution to provide adding a mission to assist with the long range Capital Improvement planning of the Parks and Recreation Department; to remove the age stipulation of the members; and change the terms to two (2) members for three (3) years terms; two (2) members for two (2) year terms; and three (3) members for one (1) year term.

All of the Parks and Recreation Advisory Committee members terms are up and each one of them have expressed their interest in serving again. The Parks and Recreation Advisory Committee met in a Special Meeting on October 15, 2008 and voted unanimously to recommend each members reappointment. Therefore, City staff recommends the City Commission consider the following re-appointments with the new terms provided in the Resolution attached:

1) John Cotner – 3 year term – expiring January 2012
2) Arlene Filkoff – 3 year term – expiring January 2012
3) Chris Rasch – 2 year term – expiring January 2011
4) Burton Bright – 2 year term – expiring January 2011
5) John Megna – 1 year term – expiring January 2010
6) Vacant Position – 1 year term
7) Vacant Position – 1 year term

The City Clerk's office has advertised these two (2) vacancies on the City's website, Cable TV station, and the ad is currently running quarterly in the Fernandina Beach News-Leader.

RECOMMENDED ACTION: 1) To approve Resolution #2009 - 05 as presented; and (2) To re-appoint John Cotner and Arlene Filkoff for three (3) year terms expiring January 2012; Chris Rasch and Burton Bright for two (2) year terms expiring January 2011; John Megna for a one (1) year term expiring January 2010.

| | | |
|---|---|---|
| DEPARTMENT HEAD | Submitted: Mary L. Mercer, City Clerk MM | Date: 12/22/08 |
| | Requested Agenda | Date: 1/6/09 |
| FINANCE DEPARTMENT | Budgeted __Yes ✓No __N/A | Date: N/A |
| CITY ATTORNEY | Approved for Form TEB | Date: 12/23/08 |
| CITY MANAGER | Approved Agenda Item for M | Date: 12/23/08 |

COMMISSION ACTION: ___ Approved As Recommended ___ Disapproved ___ Other
___ Approved With Modification ___ Tabled To Time Certain

CC: Nan Voit
Sent 1/7/09 MM

Approved at the City Commission Regular Meeting
Held on 1-6-09
Voted: 5-0 Initial MM