



**AGENDA
FERNANDINA BEACH CITY COMMISSION
WORKSHOP
NOVEMBER 2, 2021
5:00 PM
CITY HALL COMMISSION CHAMBERS
204 ASH STREET
FERNANDINA BEACH, FL 32034**

- 1. CALL TO ORDER**
- 2. ROLL CALL**
- 3. DISCUSSION**
 - 3.1 CEREMONIAL DOCUMENTS: POLICY, GUIDELINES, and APPLICATION** - *This item is placed on the agenda at the request of Mayor Lednovich.*
 - 3.2 ENTERPRISE FUND KEY PERFORMANCE INDICATORS** - *This item is placed on the agenda at the request of Mayor Lednovich.*
 - 3.3 COASTAL UPLAND PROTECTION ZONE - DUNES** - *This item is placed on the agenda at the request of Vice Mayor Kreger.*
- 4. ADJOURNMENT**

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. AT THE DISCRETION OF THE MAYOR, A RECESS MAY BE SCHEDULED EVERY NINETY MINUTES.

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: CEREMONIAL DOCUMENTS: POLICY, GUIDELINES, and APPLICATION

ITEM TYPE: Discussion

REQUESTED ACTION: At the pleasure of the City Commission.

SYNOPSIS: The City Commission previously expressed interest in developing a Ceremonial Documents issuance policy. The attached (draft) Ceremonial Documents: Policy, Guidelines, and Application is offered for Commissioner review and comment.

FISCAL IMPACT:

CITY ATTORNEY COMMENTS:

CITY MANAGER RECOMMENDATION(S):

Caroline Best, City Clerk	10/6/2021
Monica Benischeck, Administrative Services Manager	10/7/2021
Dale Martin, City Manager	10/25/2021



Date: October 05, 2021

Submitted By: Caroline Best, City Clerk

COMMISSION ACTION:



CEREMONIAL DOCUMENTS POLICY, GUIDELINES, and APPLICATION

Overview: Ceremonial Documents are *Proclamations, Certificates of Achievement, Letters of Recognition/Welcome/Congratulations/Achievement, and Keys to the City*. Ceremonial Documents are reserved for people, organizations, groups, or events that positively contribute to the economic, social and/or cultural fabric of the City of Fernandina Beach.

Proclamations are an official City related announcement and/or public declaration issued by the City Commission. They are ceremonial in nature and do not hold any legislative value.

Certificates of Achievement are documents which recognize an individual, organization, or group's outstanding service or extraordinary achievement. They are ceremonial in nature and do not hold any legislative value.

Letters of Recognition/Welcome/Congratulation/Achievement are correspondence which recognize individuals, groups, or organizations for outstanding service or extraordinary achievement. They do not hold any legislative value.

Key to the City is an honor bestowed upon distinguished persons and honored guests/visitors (not residents) of the City of Fernandina Beach. It symbolizes the recipients outstanding civic contributions and is given only in extraordinary circumstances. They are ceremonial in nature and do not hold any legislative value.

Ceremonial Documents Criteria/Occasions for Issuance: Ceremonial Documents may be issued for the following reasons:

1. Recognition of action or service above and beyond the call of duty;
2. Recognition of extraordinary achievement;
3. Supporting actions that improve the quality of life of the City of Fernandina Beach;
4. To raise public awareness of issues that directly affect the City of Fernandina Beach.

Ceremonial Documents will **not** be issued when:

- The request promotes campaigns, events or ideological/political beliefs that are contrary to the policies or laws of the City of Fernandina Beach.
- The request is for commercial/for-profit purposes.
- The request conflicts with federally recognized months, weeks, or days of observance.
- The request takes a side/position regarding local, national, or international disputes.
- The request is a subjective statement of ideology.
- The request is for an event that is expected to happen but has not yet been confirmed.
- The request is on behalf of individuals/groups/organizations of which the requester has no affiliation.
- The request is to replace a damaged or missing document from a previous administration.

Proclamation; occasions for issuance: Proclamations may be issued for the following occasions:

- Civic celebrations
- Fund-raisers benefiting the citizens of Fernandina Beach
- Organizations/groups/individuals who made a significant contribution to society

- Retirements
- Significant birthdays (beginning at 50th birthdays and the years thereafter)
- Significant clergy and house of worship anniversaries (5 years, 10 years, 15 years, etc.)
- Significant events or anniversaries of major Fernandina Beach based institutions and companies

Certificate of Achievement; occasions for issuance: Certificates of Achievement may be issued for the following occasions:

- Outstanding educational achievement / athletic achievement
- Significant career achievements which benefit the City of Fernandina Beach and/or citizen quality of life

Letter of Recognition/Welcome/Congratulation/Achievement; occasion for issuance:

- Outstanding educational achievement
- Outstanding athletic achievement
- Significant career achievements which benefit the City of Fernandina Beach and/or citizen quality of life
- Conferences/Conventions/Seminars
- Class reunions for schools and institutions located in Fernandina Beach, or for reunions held in Fernandina Beach
- Family reunions (the City does not provide welcome bags or gifts)
- Professional celebrations
- Religious anniversaries and celebrations
- Significant birthdays or anniversaries
- Eagle Scout Award
- Girl Scout Gold Award
- Grand Openings
- Book Releases
- Religious Installations
- Citizenship

Keys to the City; occasion for issuance:

- Issued in rare circumstances, to recognize exceptional achievement or to bestow honor upon distinguished visitors and honored guests of the City of Fernandina Beach.

Format

Proclamation: Prepared on 8 ½ x 14 heavyweight paper and includes the following:

- *Whereas* clauses providing information that describe the five W's (who, what, when, where, and why)
- A *Now, Therefore Be It Resolved* clause proclaiming a specific event
- An execution date representing the date the Mayor signed the document or the date of the event
- Signature of the Mayor
- Affixed with an embossed City Seal on ribbon
- Enclosed in a certificate holder

Certificate of Achievement: Prepared on 8 x 10 ½ cardstock, along with the *who* and *what* (the achievement) as supplied by the requestor, affixed with an embossed City Seal on ribbon, and signed by the Mayor.

Letter of Recognition/Welcome/Congratulations/Achievement: Prepared on 8 x 10 ½ City stationary, along with two to four *who* and *what* paragraphs (the achievement) as supplied by the requester and signed by the Mayor.

Keys to the City: a symbolic gold tone key affixed with the City Seal and presented in a decorative box.

Ceremonial Documents Request Process: Complete and submit the Ceremonial Document Request application (attached) for a Proclamation, Certificate of Achievement, Letter of Recognition, or Key to the City. Applications must be submitted to the City Clerk's Office at least 30 business days prior to the event, along with any sample proclamations/writings. Individuals/organizations/groups are encouraged to submit requests as early as possible. Applications received after the deadline will be prepared based upon staff availability. Requestors will be advised when issuance may not occur prior to their event date.

The City Clerk's Office will review all requests and seek concurrence from the Mayor and/or City Commission when necessary.

Receipt of Final Ceremonial Document: Individuals/organizations/groups have several options for receiving their finalized Ceremonial Document:

- Proclamations/Certificates/Letters may be picked up from the City Clerk's Office/City Hall.
- Presentations can occur at City Commission Regular Meetings (held the 1st and 3rd Tuesday of each month), which require additional information for agenda purposes.
- Presentation can occur at an event sponsored by the individual/organization/group subject to availability of the Mayor or a City Commissioners. The Clerk's Office will administer scheduling on behalf to the Mayor and/or City Commissioners.

Media Coverage: The individual/organization/group requesting a Ceremonial Document will arrange all media coverage independent of the City of Fernandina Beach.

Contact Information:

Office of the City Clerk Caroline Best
City of Fernandina Beach
204 Ash Street
Fernandina Beach, Florida 32034

Telephone: (904) 310-3115
Email: cbest@fbfl.org



CEREMONIAL DOCUMENT REQUEST APPLICATION

Date: _____

Ceremonial Document Requested:

___ Proclamation ___ Certificate of Achievement

___ Letter of Recognition ___ Key to the City

Requestor's Name: _____

Requestor's Telephone: _____ Requestor's Email: _____

Individual/Organization/Group to be Honored: _____

Event Title: _____

Event Date: _____ Event Time: _____ Event Location: _____

Mayor/Commissioner presence requested at Event? Yes ___ No ___

Mayor/Commissioner Regular Meeting presentation requested? Yes ___ No ___

Provide detailed reason for request including accomplishments, dates achieved, and how the individual/organization/group benefits the quality of life in the City of Fernandina Beach (attach additional pages if necessary):

*The City Clerk's Office reserves the right to make use of submitted facts as deemed appropriate and may request additional information when necessary.

For Official Use Only: ___ Approved ___ Denied



Owner's Report For September 2021

Presented To: Mr. Dale Martin
City Manager-Fernandina Beach
204 Ash St.
Fernandina Beach, FL 32034

Prepared By: Taylor J. Fitzsimmons
General Manager-Oasis Marinas
3 S. Front St.
Fernandina Beach, FL 32034



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Executive Summary

September marks the beginning of the fall season at Fernandina Harbor, and the close of the fiscal year. It is safe to say that we closed out the year on a high note! Gross profit for the year fell only 4% short of budget despite seven months of no fueling operations. This is a remarkable accomplishment for the TEAM, the marina and the City of Fernandina Beach. The ability to drive dockage revenue throughout the course of the year, and the ground made up in fuel sales for the remaining 5 months of a year all played a role in this accomplishment.

In September the marina hosted another successful holiday weekend, and welcomed boaters far and wide during the Island Hop Craft Beer Festival. These events play a crucial role in driving both new and returning boaters to Fernandina Harbor, and the experience provided during these visits is what creates raving fans of both the marina and the City of Fernandina Beach.

Regularly scheduled dock maintenance inspections continue to be a top priority, and even more so during the height of hurricane season. During the September inspection our TEAM was able to identify an issue with the hanging hardware of the fuel lines, which was addressed in under 24 hours! A remarkable job by Mr. Jonah Luna for having a sharp eye during these checks!

As the southern migration inches closer and closer, the TEAM is making every preparation for another busy transient season. We look forward to kicking off the new fiscal year with another strong month in October. Thank you again for the opportunity to serve the City of Fernandina Beach as your marina partner!

Sincerely,

Oasis Marinas

Operations Update

Staffing

As we transition from Summer to Fall, our staffing levels remained the same through September. While things have started to pick up as we inch closer to the busy fall transient season, we were able to effectively manage payroll with the existing staff to accomplish all daily tasks while keeping payroll under budget. Interviews were conducted in the latter half of the month, with one new hire scheduled to begin in the first week of October.

Contracts and Long-Term Dockage

There are currently 40 (forty) long-term slip holders at Fernandina Harbor Marina. The wait list for long-term slips has now grown to 55 (fifty-five) boats. The existing long-term occupancy and demand for transient slips does not warrant the addition of any more long-term slip holders at this point in time.



(M/Y "Viaggio" approaching Dock D)

Marina & Grounds

Through a cumulative effort on our Quality Assurance audits and monthly dock inspections, maintenance tasks continue to be identified and acted upon in a timely manner. It was noticed in the September inspection that some of the hanging hardware for the fuel lines had failed, and the installer was able to rectify the issue within 24 hours! Additionally, Marina Utilities was able to resolve the electric issues with the power pedestals on C Dock, and there have been no reported issues in the last 30 days!

The Team was able to change out the cover plates on the walk way next to the ship store that posed a tripping hazard and were unsightly. The marina shed area was cleaned thoroughly and old materials disposed of in preparation for the sea wall resiliency project. Regularly scheduled dock cleanings and polishing of all metal dock fixtures has been done to ensure a well kempt appearance. Larger non-skid strips have been added to the gangways. Additional cleanings have been added to the schedule for the ADA public restroom, which has a tendency to get abused after hours.



(Yacht approaching Fernandina Harbor Fuel Dock)

Marketing/Promotion

In September, Taylor attended the Newport International Boat Show in Rhode Island with the Oasis Team, in an effort to market Fernandina Harbor to New England boater's that will be making the trip South this fall. The feedback was tremendous, and certainly helped to put Fernandina Harbor on the map!

The Oasis Marketing team has been using our connections to work with the MTOA (Marine Trawler Owners Association) on hosting a club rendezvous. The group plans to bring 40 vessels to Fernandina Harbor in mid-April!

Capital Improvement Status Report

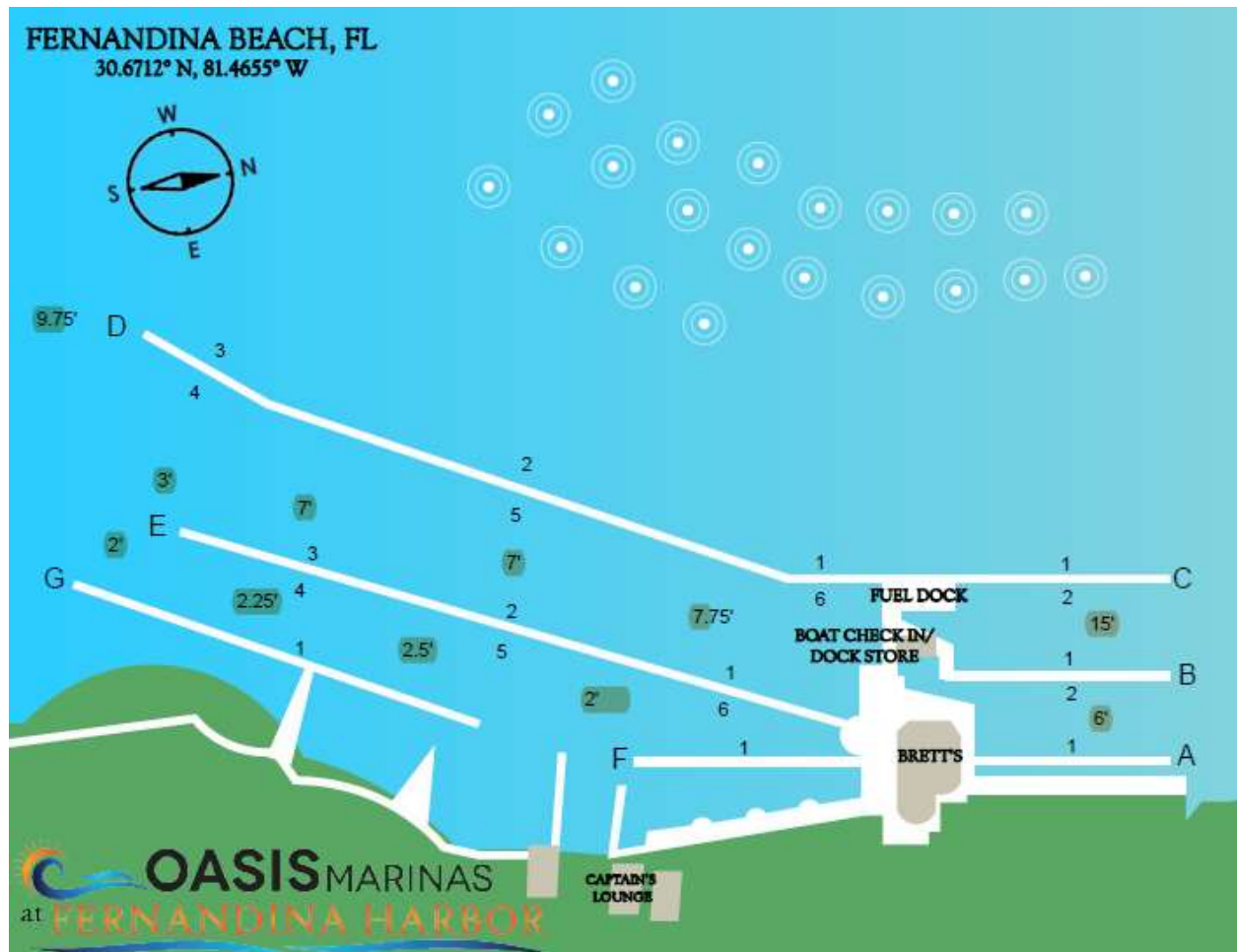
Guardian has been in contact with Florida DEP regarding delays in parts needed to perform the remaining testing on the overfill protection system for the fuel tanks. Additionally, there has been parts delays on the necessary materials needed to fix the remaining hose reel motor. One of the old hose reel motors has also ceased to work, which Guardian will investigate. Marina utilities was able to correct wiring issues that were causing faulty alarms on the fuel monitoring system which were a result of improper wiring at installation.



(Vessel "China Time" running three fuel pumps for a 2,000 gallon fill up)

Depth Monitoring/Dredging

There was no loss of water depth realized during the month of September. Our team is actively monitoring water depth, particularly in the fairway between Docks E, F and G to ensure adequate depth for vessels transiting in and out of both the slips and the boat ramp.



Remarkable Experience Spotlight

In September we received feedback from 41 transient boaters, 39 of which were 5 star reviews! This overwhelming feedback comes from both mooring and dock slip customers, all of which has provided great tid-bits of information. Dredging and bathroom updating continue to be the shortfall areas, which we are excited to have progress being made in these areas!

Skip on September 2nd, 2021:



VESSEL NAME	BOAT TYPE	VESSEL LOA	VESSEL DRAFT
Flying Pig	Sailboat	45 ft	7 ft



We were on Ball 4, the one we'd used last November, and right next to the red marker. Access to shore was a doddle; nearly a straight shot, directly opposite where we moored. However, the dinghy dock may be in for some dredging; it's aground at low tide, and we were instructed to use E dock during periods when the tide was out. The entire marina is new, previously having been destroyed by a hurricane some years ago, and the docks are in great nick. They also now have fuel and gasoline available, something which had not yet been in effect last November. Staff were very helpful, and we'll certainly return on our next cruise.

Scott on September 12th, 2021:



VESSEL NAME	BOAT TYPE	VESSEL LOA	VESSEL DRAFT
Sanctuary	Power	51 ft	5.0 ft



Had a great visit and Taylor, Joseph, Adam and the whole Team did an excellent job. The new docks and facilities are big upgrades and all are side ties. Had a 164 footer next to us. Job well done.

Michael on September 15th, 2021:



VESSEL NAME	BOAT TYPE	VESSEL LOA	VESSEL DRAFT
Mah Nà Mah Nà	Sailboat	64 ft	8 ft



Outstanding facility all-around. Professional, responsive, and friendly dock hands. Perfect location for a visit to Fernandina, Cumberland Island, and north Amelia Island.

Looking Ahead/Events

Labor Day weekend drew a great crown of vessels and patrons to the marina! There were 52 vessels that visited over the course of the holiday weekend! The Island Hop Craft Beer Festival also provided us with yet another busy weekend of transient and day docking vessels looking to explore the town and festival.

The Falling for Shrimp Festival is slated to be yet another great weekend for the marina and City of Fernandina Beach. After two long years without the Spring Festival, it is sure to be a sellout event!



Incident Reporting

Safety/Environmental

In the month of September, there were zero (0) Safety/Environmental issues.

Insurance Claims

In the month of September, there were zero (0) Insurance Claims.

Litigation

In the month of September, there were zero (0) Litigation Cases.

Financial Reporting

Category	September Actual	September Budget	Variance
Revenue	\$184,110	\$254,317	(\$70,207)
Gross Profit	\$99,796	\$136,630	(\$36,834)
Payroll	\$26,448	\$35,746	(\$9,298)
Other Expenses	\$57,348	\$50,821	\$6,527
NOI	\$16,000	\$50,063	(\$34,063)

Revenue

Revenues came in under budget, mostly due to lesser diesel sales in September. Dockage revenues were on par, and while revenues were down, cost of goods sold were also down, resulting in a gross profit miss of only \$9,298.

Operating Expenses

Effective management of payroll and Repairs and Maintenance costs allowed us to keep operating expenses relatively low, despite the increased insurance premium and credit card fees that were unbudgeted.

Non-Routine Expenses

There were zero (0) non-routine expenses in September.

Occupancy

There were forty long term monthly slip holders in August. \$25,715 in long term slip revenue was collected in September.

There were 197 transient reservations in September for a total of 476 booked transient nights. \$41,104 in transient revenue was collected in September.

Fuel Sales

In the month of September there were \$116,764 in fuel sales, a 32% increase over August.

Retail Sales

There were \$2,920.28 in retail sales during the month of September.



Fernandina Harbor Marina
Financial Statements
September 30, 2021

Fernandina Harbor Marina
BALANCE SHEET
As of September 30, 2021

Assets

	<u>Current Month</u>	<u>Prior Month</u>	<u>B/(W)</u>
Current Assets			
Cash	\$ 527,679	\$ 459,029	\$ 68,650
Petty Cash	270	280	(10)
Accounts Receivable	14,296	17,442	(3,147)
*Undeposited Funds	86,358	44,093	42,264
Inventory - Fuel - Gasoline	10,302	9,444	859
Inventory - Fuel - Diesel	20,115	15,064	5,050
Total Current Assets	659,019	545,352	113,667
 Total Assets	 659,019	 545,352	 113,667

Liabilities and Stockholders' Equity

	<u>Current Month</u>	<u>Prior Month</u>	<u>Variance</u>
Current Liabilities			
Accounts Payable - Trade	94,962	71,234	23,729
Intercompany	347,115	304,129	42,986
Accrued Other Expenses	6,438	6,874	(436)
Deferred Revenue	1,126	512	614
Sales Tax Payable - Fernandina	10,738	7,865	2,873
External Booking Liability	68,012	39,995	28,017
Total Current Liabilities	528,392	430,609	97,783
 Total Liabilities	 528,392	 430,609	 97,783
Stockholders' Equity			
Opening Balance Equity	2,884	2,884	-
Net Income	127,743	111,859	15,884
Total Stockholders' Equity	130,628	114,743	15,884
 Total Liabilities and Stockholders' Equity	 \$ 659,019	 \$ 545,352	 \$ 113,667

Fernandina Harbor Marina
STATEMENT OF CASH FLOWS
For the Month Ended September 30, 2021

	<u>Current Month</u>	<u>Year-to-Date</u>
Cash Flows from Operating Activities		
Net Income		
Net Income (Loss)	\$ 15,884.19	\$ 127,743.04
Total Net Income	15,884	127,743
Adjustments to Net Income		
Adjustments to reconcile Net Income (Loss) to net Cash:		
(Increase) Decrease in:		
Accounts Receivable	3,147	(14,296)
Inventory - Fuel - Gasoline	(859)	(10,302)
Inventory - Fuel - Diesel	(5,050)	(20,115)
Increase (Decrease) in:		
Accounts Payable - Trade	23,729	94,962
Intercompany	42,986	347,115
Accrued Other Expenses	(436)	6,438
Deferred Revenue	614	1,126
Sales Tax Payable - Fernandina	2,873	10,738
External Booking Liability	(28,017)	(68,012)
Total Adjustments	38,987	347,656
Net Cash Provided By (Used In) Operating Activities	54,871	475,399
Cash Flows from Investing Activities		
Net Cash Provided By (Used In) Investing Activities	-	-
Cash Flows from Financing Activities		
Opening Balance Equity	-	2,884
Net Cash Provided By (Used In) Financing Activities	-	2,884
Net Increase (Decrease) in Cash	54,871	478,283
Cash at Beginning of Period		
Cash at Beginning of Period	503,402	-
Total Cash at Beginning of Period	503,402	-
Cash at End of Period	\$ 558,273	\$ 478,283

Fernandina Harbor Marina
BUDGET TO ACTUAL
For the Month Ended September 30, 2021

Current Month						Year-to-Date		
Actual	Budget	B/(W)	Prior Month	B/(W)		Actual	Budget	B/(W)
Revenue								
\$ (6,460)	\$ -	\$ (6,460)	\$ 10,695	\$ (17,154)	Slip Rental - Transient Nontax	\$ 10,387	\$ -	\$ 10,387
25,715	29,167	(3,452)	26,604	(889)	Slip Rental - Monthly	252,515	291,670	(39,155)
-	3,000	(3,000)	-	-	Slip Rental - Monthly Nontax	2,800	30,000	(27,200)
40,117	50,000	(9,883)	26,974	13,143	Slip Rental - Transient	541,614	425,000	116,614
3,368	-	3,368	3,324	44	Slip Rental - Electricity	54,754	-	54,754
-	-	-	192	(192)	Slip Rental - Electric Nontax	634	-	634
987	2,667	(1,681)	1,298	(312)	Mooring Rental - Transient	26,041	26,670	(629)
36,266	31,500	4,766	37,035	(769)	Fuel - Gasoline	203,313	204,125	(812)
(393)	-	(393)	(601)	208	Fuel - Discounts - Gasoline	(2,773)	-	(2,773)
82,942	135,000	(52,059)	52,294	30,647	Fuel - Diesel	422,531	934,000	(511,469)
(2,051)	-	(2,051)	(356)	(1,696)	Fuel - Discounts - Diesel	(6,738)	-	(6,738)
228	-	228	160	68	Dock Store Rental	1,658	-	1,658
2,773	2,983	(210)	2,151	622	Lease Rental	21,906	29,830	(7,924)
-	-	-	622	(622)	Lease Rental - Nontax	5,600	-	5,600
14	-	14	19	(5)	Pumpout	197	-	197
20	-	20	20	-	Amenity Fees	316	-	316
584	-	584	-	584	Vending Commissions	3,332	-	3,332
1.50	0.00	1.50	1.50	0.00	Miscellaneous Income	14.50	0.00	14.50
184,110	254,317	(70,207)	160,433	23,677	Total Revenue	1,538,103	1,941,295	(403,192)
27,096	22,291	(4,805)	27,452	356	COGS - Fuel - Gasoline	153,816	144,473	(9,343)
57,218	95,396	38,178	35,938	(21,279)	COGS - Fuel - Diesel	294,233	659,925	365,692
99,796	136,630	36,834	97,042	(2,754)	Gross Profit	1,090,053	1,136,897	46,844
Payroll & Related Expenses								
20,037	27,080	7,043	15,885	(4,152)	Payroll - Wages	195,524	270,800	75,276
6,412	8,666	2,254	5,083	(1,329)	Payroll - PTEB	64,077	86,660	22,583
26,448	35,746	9,298	20,968	(5,481)	Total Payroll & Related Expenses	259,601	357,460	97,859
Operating Expenses								
-	-	-	-	-	Bank Fees	47	-	(47)
-	-	-	0	0	Cash Over/Short	(0)	-	0
2,325	-	(2,325)	2,156	(169)	Computer Services	24,996	-	(24,996)
(914)	-	914	4,849	5,763	Reservation Fees - Snag-a-Slip	53,323	-	(53,323)
487	-	(487)	2,629	2,142	Customer Relations	4,509	-	(4,509)
4,678	1,348	(3,330)	4,731	53	Credit Card Fees	30,056	10,811	(19,245)
-	69	69	-	-	Dues & Subscriptions	-	690	690
20	-	(20)	125	105	Employee Relations	187	-	(187)
10	-	(10)	-	(10)	Employee Training	133	-	(133)
35,247	21,594	(13,653)	35,626	379	Insurance	326,539	212,159	(114,380)
350	854	504	350	-	Internet Expenses	3,871	8,540	4,669
-	-	-	-	-	License & Permits	100	-	(100)
4,965	5,274	309	5,037	72	Management Fee	53,460	51,617	(1,843)
3,328	435	(2,893)	9,119	5,792	Marketing	50,687	4,350	(46,337)
-	-	-	11	11	Meals & Entertainment	26	-	(26)
332	375	43	(75)	(406)	Office Supplies	3,381	3,750	369

Fernandina Harbor Marina
BUDGET TO ACTUAL
For the Month Ended September 30, 2021

Current Month						Year-to-Date		
Actual	Budget	B/(W)	Prior Month	B/(W)		Actual	Budget	B/(W)
239	214	(25)	260	21	Payroll Processing	2,254	2,140	(114)
-	-	-	662	662	Personnel Recruitment	2,789	-	(2,789)
-	-	-	55	55	Postage	87	-	(87)
2,210	566	(1,644)	2,356	146	Professional Fees - Accounting	11,405	5,660	(5,745)
569	833	264	566	(3)	Professional Fees - Other	5,663	8,330	2,667
-	-	-	-	-	Promotion & Events	500	-	(500)
-	570	570	-	-	Rents - Office & Other	-	5,700	5,700
-	865	865	-	-	R&M - Building	1,171	8,650	7,479
-	1,663	1,663	73	73	R&M - Docks	349	16,630	16,281
-	-	-	-	-	R&M - Electricity	3,215	-	(3,215)
-	642	642	-	-	R&M - Equipment	5,245	6,420	1,175
-	-	-	-	-	R&M - Fuel Equipment	2,194	-	(2,194)
532	1,692	1,160	-	(532)	R&M - General	18,243	16,920	(1,323)
13	865	852	-	(13)	R&M - Grounds & Landscaping	14,559	8,650	(5,909)
19	-	(19)	110	91	R&M - Office & Building	806	-	(806)
-	167	167	-	-	R&M - Vehicle Expense	-	1,670	1,670
-	-	-	-	-	Signage	638	-	(638)
-	-	-	-	-	S&E - Fuel Equipment	24	-	(24)
1,077	4,447	3,370	1,148	71	S&E - General	13,822	44,470	30,648
33	317	284	-	(33)	S&E - Restrooms	111	3,170	3,059
394	510	116	394	1	Telephone & Communications	3,953	5,100	1,147
-	54	54	-	-	Travel Expense	694	540	(154)
199	133	(66)	22	(177)	Uniforms	2,063	1,330	(733)
214	4,042	3,828	1,263	1,049	Utilities - Electricity	6,724	40,420	33,696
1,021	3,292	2,271	1,024	3	Utilities - Water/Sewer	14,369	32,920	18,551
57,348	50,821	(6,527)	72,491	15,142	Total Operating Expenses	662,192	500,637	(161,555)
83,797	86,567	2,770	93,458	9,662	Total Expenses	921,793	858,097	(63,696)
16,000	50,063	(34,063)	3,584	12,416	Net Operating Income/(Loss)	168,260	278,800	(110,540)
-	-	-	-	-	Other Income			
-	-	-	-	-	Other Income	16	-	16
					Total Other Income	16	-	16
					Other Expenses			
116	-	(116)	5,131	5,016	Unusual or Infrequent Items	40,533	-	(40,533)
116	-	(116)	5,131	5,016	Total Other Expenses	40,533	-	(40,533)
\$ 15,884	\$ 50,063	\$ (34,179)	\$ (1,547)	\$ 17,431	Net Income/(Loss)	\$ 127,743	\$ 278,800	\$ (151,057)

Fernandina Harbor Marina
STATEMENT OF INCOME
Twelve Months Ended September 30, 2021

	12/31/20	01/31/21	02/28/21	03/31/21	04/30/21	05/31/21	06/30/21
Revenue							
Slip Rental - Transient Nontax	\$ -	\$ -	\$ 300	\$ 779	\$ 1,445	\$ -	\$ 1,597
Slip Rental - Monthly	21,992	21,073	15,840	25,331	34,226	27,913	27,913
Slip Rental - Monthly Nontax	1,003	1,113	684	-	-	-	-
Slip Rental - Transient	51,168	42,094	25,994	35,993	84,603	104,906	74,321
Slip Rental - Electricity	6,522	3,928	3,484	4,429	7,637	9,976	7,435
Slip Rental - Electric Nontax	93	103	31	72	144	-	-
Mooring Rental - Transient	2,421	2,665	913	3,270	4,726	4,419	3,981
Fuel - Gasoline	-	-	-	-	-	19,320	42,021
Fuel - Discounts - Gasoline	-	-	-	-	-	(231)	(570)
Fuel - Diesel	-	-	-	-	-	58,953	142,073
Fuel - Discounts - Diesel	-	-	-	-	-	(919)	(2,101)
Dock Store Rental	-	-	-	-	216.47	288	259
Lease Rental	4,117	4,122	4,994	2,204	(4,909)	2,151	2,151
Lease Rental - Nontax	622	622	622	622	622	622	622
Pumpout	-	-	-	33.68	37.36	33	19
Amenity Fees	17	112	4	8	16	63	44
Vending Commissions	-	884	96	189	246	565	465
Miscellaneous Income	-	-	-	12	-	-	-
Total Revenue	87,955	76,716	52,962	72,942	129,010	228,059	300,229
Cost of Goods Sold							
COGS - Fuel - Gasoline	-	-	-	-	1,836	14,468	31,118
COGS - Fuel - Diesel	-	-	-	-	1,371	40,787	98,570
Total Cost of Goods Sold	-	-	-	-	3,207	55,255	129,688
Gross Profit	87,955	76,716	52,962	72,942	125,804	172,804	170,542
Payroll & Related Expenses							
Payroll - Wages	20,379	18,774	16,819	18,745	17,665	20,955	22,767
Payroll - PTEB	6,521	6,563	5,583	6,197	5,919	6,995	7,285
Total Payroll & Related Expenses	26,900	25,338	22,402	24,942	23,584	27,950	30,052
Operating Expenses							
Bank Fees	47	-	-	-	-	-	-
Cash Over/Short	0	-	-	(1)	1	(0)	0
Computer Services	2,788	238	6,171	2,467	2,734	2,042	1,924
Reservation Fees - Snag-a-Slip	2,882	3,681	1,814	3,818	10,167	9,304	8,483
Customer Relations	-	489	-	-	150	672	83
Credit Card Fees	-	662	653	1,067	1,192	4,115	7,223
Employee Relations	-	-	-	-	-	-	42
Employee Training	-	-	99	-	-	12	12
Insurance	20,872	22,154	30,793	38,155	32,633	32,633	32,636
Internet Expenses	174	174	174	922	505	495	542
License & Permits	-	-	-	-	-	-	100

Fernandina Harbor Marina
STATEMENT OF INCOME
Twelve Months Ended September 30, 2021

	12/31/20	01/31/21	02/28/21	03/31/21	04/30/21	05/31/21	06/30/21
Management Fee	5,248	5,133	4,740	5,155	5,881	6,218	5,737
Marketing	2,218	293	3,681	20,077	1,375	4,668	3,967
Meals & Entertainment	-	15	-	-	-	-	-
Office Supplies	424	18	596	642	342	574	188
Payroll Processing	158	161	186	160	254	250	281
Personnel Recruitment	-	-	114	692	701	-	-
Postage	-	19	-	-	13	-	-
Professional Fees - Accounting	837	954	627	620	832	903	1,174
Professional Fees - Other	566	566	566	566	566	566	566
Promotion & Events	-	-	-	500	-	-	-
R&M - Building	-	1,171	-	-	-	-	-
R&M - Docks	-	241	-	-	35	-	-
R&M - Electricity	2,345	-	-	-	-	870	-
R&M - Equipment	1,045	-	-	-	4,200	-	-
R&M - Fuel Equipment	-	-	113	-	550	1,036	-
R&M - General	1,083	80	19	256	5,005	6,278	4,989
R&M - Grounds & Landscaping	-	611	-	2,140	11,795	-	-
R&M - Office & Building	18	-	-	-	-	-	152
Signage	15	-	27	246	54	106	-
S&E - Fuel Equipment	-	-	12	13	-	-	-
S&E - General	2,892	2,776	413	631	2,025	1,444	498
S&E - Restrooms	77	-	-	-	-	-	-
Telephone & Communications	271	271	370	678	393	301	394
Travel Expense	694	-	-	-	-	-	-
Uniforms	1,365	113	-	-	-	365	-
Utilities - Electricity	516	1,007	511	530	1,071	670	820
Utilities - Water/Sewer	1,346	1,213	605	1,252	2,795	1,542	1,378
Total Operating Expenses	47,884	42,041	52,283	80,585	85,270	75,064	71,188
Total Expenses	74,784	67,378	74,684	105,527	108,854	103,014	101,241
Net Operating Income/(Loss)	13,172	9,338	(21,722)	(32,585)	16,950	69,790	69,301
Other Income							
Other Income	-	8	-	8	-	-	-
Total Other Income	-	8	-	8	-	-	-
Other Expenses							
Unusual or Infrequent Items	33,754	1,237	132	85	78	-	-
Total Other Expenses	33,754	1,237	132	85	78	-	-
Net Income/(Loss)	\$ (20,582)	\$ 8,109	\$ (21,854)	\$ (32,662)	\$ 16,872	\$ 69,790	\$ 69,301

Fernandina Harbor Marina
STATEMENT OF INCOME
Twelve Months Ended September 30, 2021

	07/31/21	08/31/21	09/30/21	Total
Revenue				
Slip Rental - Transient Nontax	\$ 2,031	\$ 10,695	\$ (6,460)	\$ 10,387
Slip Rental - Monthly	25,911	26,604	25,715	252,515
Slip Rental - Monthly Nontax	-	-	-	2,800
Slip Rental - Transient	55,443	26,974	40,117	541,614
Slip Rental - Electricity	4,652	3,324	3,368	54,754
Slip Rental - Electric Nontax	-	192	-	634
Mooring Rental - Transient	1,362	1,298	987	26,041
Fuel - Gasoline	68,670	37,035	36,266	203,313
Fuel - Discounts - Gasoline	(979)	(601)	(393)	(2,773)
Fuel - Diesel	86,269	52,294	82,942	422,531
Fuel - Discounts - Diesel	(1,311)	(356)	(2,051)	(6,738)
Dock Store Rental	507	160	228	1,658
Lease Rental	2,151	2,151	2,773	21,906
Lease Rental - Nontax	622	622	-	5,600
Pumpout	42	19	14	197
Amenity Fees	12	20	20	316
Vending Commissions	304	-	584	3,332
Miscellaneous Income	-	2	2	15
Total Revenue	245,685	160,433	184,110	1,538,103
Cost of Goods Sold				
COGS - Fuel - Gasoline	51,846	27,452	27,096	153,816
COGS - Fuel - Diesel	60,349	35,938	57,218	294,233
Total Cost of Goods Sold	112,195	63,391	84,314	448,049
Gross Profit	133,489	97,042	99,796	1,090,053
Payroll & Related Expenses				
Payroll - Wages	23,498	15,885	20,037	195,524
Payroll - PTEB	7,519	5,083	6,412	64,077
Total Payroll & Related Expenses	31,017	20,968	26,448	259,601
Operating Expenses				
Bank Fees	-	-	-	47
Cash Over/Short	-	0	-	(0)
Computer Services	2,150	2,156	2,325	24,996
Reservation Fees - Snag-a-Slip	9,238	4,849	(914)	53,323
Customer Relations	-	2,629	487	4,509
Credit Card Fees	5,735	4,731	4,678	30,056
Employee Relations	-	125	20	187
Employee Training	-	-	10	133
Insurance	45,791	35,626	35,247	326,539
Internet Expenses	183	350	350	3,871
License & Permits	-	-	-	100

Fernandina Harbor Marina
STATEMENT OF INCOME
Twelve Months Ended September 30, 2021

	<u>07/31/21</u>	<u>08/31/21</u>	<u>09/30/21</u>	<u>Total</u>
Management Fee	5,346	5,037	4,965	53,460
Marketing	1,962	9,119	3,328	50,687
Meals & Entertainment	-	11	-	26
Office Supplies	340	(75)	332	3,381
Payroll Processing	306	260	239	2,254
Personnel Recruitment	620	662	-	2,789
Postage	-	55	-	87
Professional Fees - Accounting	890	2,356	2,210	11,405
Professional Fees - Other	566	566	569	5,663
Promotion & Events	-	-	-	500
R&M - Building	-	-	-	1,171
R&M - Docks	-	73	-	349
R&M - Electricity	-	-	-	3,215
R&M - Equipment	-	-	-	5,245
R&M - Fuel Equipment	495	-	-	2,194
R&M - General	-	-	532	18,243
R&M - Grounds & Landscaping	-	-	13	14,559
R&M - Office & Building	507	110	19	806
Signage	192	-	-	638
S&E - Fuel Equipment	-	-	-	24
S&E - General	918	1,148	1,077	13,822
S&E - Restrooms	-	-	33	111
Telephone & Communications	487	394	394	3,953
Travel Expense	-	-	-	694
Uniforms	-	22	199	2,063
Utilities - Electricity	122	1,263	214	6,724
Utilities - Water/Sewer	2,192	1,024	1,021	14,369
Total Operating Expenses	<u>78,039</u>	<u>72,491</u>	<u>57,348</u>	<u>662,192</u>
Total Expenses	<u>109,057</u>	<u>93,458</u>	<u>83,797</u>	<u>921,793</u>
Net Operating Income/(Loss)	<u>24,433</u>	<u>3,584</u>	<u>16,000</u>	<u>168,260</u>
Other Income				
Other Income	<u>-</u>	<u>-</u>	<u>-</u>	<u>16</u>
Total Other Income	<u>-</u>	<u>-</u>	<u>-</u>	<u>16</u>
Other Expenses				
Unusual or Infrequent Items	<u>-</u>	<u>5,131</u>	<u>116</u>	<u>40,533</u>
Total Other Expenses	<u>-</u>	<u>5,131</u>	<u>116</u>	<u>40,533</u>
Net Income/(Loss)	<u>\$ 24,433</u>	<u>\$ (1,547)</u>	<u>\$ 15,884</u>	<u>\$ 127,743</u>

Fernandina Harbor Marina
Trial Balance
As of September 30, 2021

	Sep 30, 21	
	Debit	Credit
1000 · Cash	527,679.04	
1005 · Cash - Clty Terminal Deposits	0.00	
1030 · Petty Cash	270.00	
1072 · Bill.com Money Out Clearing	0.00	
1200 · Accounts Receivable	14,295.62	
12000 · *Undeposited Funds	86,357.55	
12100 · Inventory Asset	0.00	
1215 · Clearing	0.00	
1235 · Due To/From Owner	0.00	
1300 · Inventory:1305 · Inventory - Fuel - Gasoline	10,302.40	
1300 · Inventory:1310 · Inventory - Fuel - Diesel	20,114.66	
1300 · Inventory:1315 · Inventory - General	0.00	
1300 · Inventory:1325 · Inventory - Food	0.00	
1400 · Prepaid Other	0.00	
2000 · Accounts Payable - Trade		94,962.33
2210 · Intercompany		347,115.49
2300 · Accrued Other Expenses		6,438.16
2410 · Deferred Revenue		1,126.23
2430 · Due To Oasis	0.00	
25500 · Sales Tax Payable - Fernandina		10,737.76
2700 · External Booking Liability		68,011.78
3000 · Opening Balance Equity		2,884.48
4000 · Sales - Water:4030 · Slip Rental - Monthly		252,514.92
4000 · Sales - Water:4031 · Slip Rental - Monthly Nontax		2,800.32
4000 · Sales - Water:4035 · Slip Rental - Transient		541,614.40
4000 · Sales - Water:4036 · Slip Rental - Transient Nontax		10,387.30
4000 · Sales - Water:4045 · Slip Rental - Electricity		54,754.43
4000 · Sales - Water:4046 · Slip Rental - Electric Nontax		634.24
4000 · Sales - Water:4065 · Mooring Rental - Transient		26,041.43
4200 · Sales - Retail:4205 · Fuel - Gasoline		203,312.84
4200 · Sales - Retail:4210 · Fuel - Discounts - Gasoline	2,773.49	
4200 · Sales - Retail:4215 · Fuel - Diesel		422,530.79
4200 · Sales - Retail:4305 · Fuel - Discounts - Diesel	6,738.00	
4200 · Sales - Retail:4315 · Merchandise - Food	0.00	
4200 · Sales - Retail:4320 · Merchandise - Beverage	0.00	
4200 · Sales - Retail:4325 · Merchandise - General	0.00	
4200 · Sales - Retail:4330 · Merchandise - Apparel	0.00	
4200 · Sales - Retail:4340 · Merchandise - Ice	0.00	
4400 · Sales - Real Estate:4415 · Dock Store Rental		1,658.02
4400 · Sales - Real Estate:4420 · Lease Rental		21,906.02
4400 · Sales - Real Estate:4421 · Lease Rental - Nontax		5,599.98
4700 · Sales - Other:4725 · Pumpout		197.13
4700 · Sales - Other:4730 · Amenity Fees		315.74
4700 · Sales - Other:4735 · Vending Commissions		3,332.00
4700 · Sales - Other:4740 · Miscellaneous Income		14.50
5000 · Cost of Goods Sold:5005 · COGS - Fuel - Gasoline	153,816.36	
5000 · Cost of Goods Sold:5010 · COGS - Fuel - Diesel	294,233.02	
5000 · Cost of Goods Sold:5015 · COGS - General	0.00	
50000 · *Cost of Goods Sold	0.00	
6000 · Payroll & Related Expenses:6005 · Payroll - Wages	195,523.68	
6000 · Payroll & Related Expenses:6105 · Payroll - PTEB	64,077.37	
7000 · Other Operating Expenses:7010 · Bank Fees	47.08	
7000 · Other Operating Expenses:7020 · Cash Over/Short		0.32
7000 · Other Operating Expenses:7025 · Computer Services	24,995.65	
7000 · Other Operating Expenses:7026 · Reservation Fees - Snag-a-Slip	53,323.03	
7000 · Other Operating Expenses:7040 · Customer Relations	4,509.30	
7000 · Other Operating Expenses:7050 · Credit Card Fees	30,056.27	
7000 · Other Operating Expenses:7065 · Employee Relations	186.70	
7000 · Other Operating Expenses:7070 · Employee Training	133.00	

Fernandina Harbor Marina
Trial Balance
As of September 30, 2021

	Sep 30, 21	
	Debit	Credit
7000 · Other Operating Expenses:7085 · Insurance	326,539.49	
7000 · Other Operating Expenses:7090 · Internet Expenses	3,871.40	
7000 · Other Operating Expenses:7095 · License & Permits	100.00	
7000 · Other Operating Expenses:7100 · Management Fee	53,460.18	
7000 · Other Operating Expenses:7105 · Marketing	50,686.77	
7000 · Other Operating Expenses:7110 · Meals & Entertainment	25.86	
7000 · Other Operating Expenses:7115 · Miscellaneous Expense	0.00	
7000 · Other Operating Expenses:7120 · Office Supplies	3,380.81	
7000 · Other Operating Expenses:7125 · Payroll Processing	2,254.06	
7000 · Other Operating Expenses:7130 · Personnel Recruitment	2,788.85	
7000 · Other Operating Expenses:7135 · Postage	86.77	
7000 · Other Operating Expenses:7140 · Professional Fees - Accounting	11,404.55	
7000 · Other Operating Expenses:7150 · Professional Fees - Other	5,663.00	
7000 · Other Operating Expenses:7155 · Promotion & Events	500.00	
7000 · Other Operating Expenses:7200 · R&M:7205 · R&M - Building	1,170.95	
7000 · Other Operating Expenses:7200 · R&M:7210 · R&M - Docks	349.15	
7000 · Other Operating Expenses:7200 · R&M:7215 · R&M - Electricity	3,215.00	
7000 · Other Operating Expenses:7200 · R&M:7220 · R&M - Equipment	5,245.00	
7000 · Other Operating Expenses:7200 · R&M:7225 · R&M - Fuel Equipment	2,193.59	
7000 · Other Operating Expenses:7200 · R&M:7230 · R&M - General	18,242.60	
7000 · Other Operating Expenses:7200 · R&M:7235 · R&M - Grounds & Landscaping	14,559.29	
7000 · Other Operating Expenses:7200 · R&M:7240 · R&M - Office & Building	805.81	
7000 · Other Operating Expenses:7310 · Signage	638.14	
7000 · Other Operating Expenses:7400 · S&E:7405 · S&E - Fuel Equipment	24.45	
7000 · Other Operating Expenses:7400 · S&E:7410 · S&E - General	13,822.04	
7000 · Other Operating Expenses:7400 · S&E:7425 · S&E - Restrooms	110.77	
7000 · Other Operating Expenses:7515 · Telephone & Communications	3,953.04	
7000 · Other Operating Expenses:7525 · Travel Expense	693.93	
7000 · Other Operating Expenses:7530 · Uniforms	2,062.63	
7000 · Other Operating Expenses:7600 · Utilities:7605 · Utilities - Electricity	6,724.45	
7000 · Other Operating Expenses:7600 · Utilities:7625 · Utilities - Water/Sewer	14,368.54	
7000 · Other Operating Expenses:7700 · Equipment - Noncap	0.00	
4830 · Other Income		16.00
8040 · Unusual or Infrequent Items	40,533.27	
TOTAL	2,078,906.61	2,078,906.61

CITY COMMISSION AGENDA ITEM
City of Fernandina Beach



SUBJECT: Coastal Upland Protection Zone - Dunes

ITEM TYPE: Discussion

REQUESTED ACTION:

SYNOPSIS: This item is placed on the agenda at the request of Vice Mayor Kreger, who will discuss the requirements of Land Development Code Section 3.01. 02: Coastal Areas and Shorelines within the Coastal Upland Protection Zone (CUPZ).

FISCAL IMPACT:

CITY ATTORNEY COMMENTS: N/A

CITY MANAGER RECOMMENDATION(S): N/A

Caroline Best, City Clerk

Monica Benischeck, Administrative Services Manager

Dale Martin, City Manager

A handwritten signature in blue ink that reads "Caroline Best".

Date: October 26, 2021

Submitted By: Caroline Best, City Clerk

COMMISSION ACTION:

LAND DEVELOPMENT CODE

3.01.00 COASTAL RESOURCE PROTECTION

3.01.02 Coastal Areas and Shorelines

A. There is hereby established a Coastal Upland Protection Zone (CUPZ) which is an area extending 1,000 feet landward from the Coastal Construction Control Line (CCCL).

1. All uses permitted by the underlying zoning classification and which have obtained all necessary and valid permits from State, Federal and Local government agencies having permitting jurisdiction within the CUPZ are allowable within the CUPZ;

2. Development shall not adversely affect contours and topography within the CUPZ. Adversely affect is herein defined as any activity which:

- a. Causes a measurable interference with the natural functioning of the dune structure;
- b. Results in removal or destruction of native vegetation which will either destabilize a significant dune or cause a significant deleterious impact to the dune system due to increased erosion by wind or water;
- c. Results in removal or disturbance of existing sandy soils of the dune system to such a degree that a significant deleterious impact to the dune system would result from either reducing the existing ability of the system to resist erosion during a storm or lowering existing levels of storm protection to upland properties and structures;
- d. Disturbs topography or vegetation such that the system becomes unstable, or suffers catastrophic failure; or
- e. Causes a significant impact to endangered species, species of special concern, or threatened species, or their habitats.

3. All development activity seaward of the coastal construction control line (CCCL) shall comply with all requirements of Section 3.01.02 above and only where a Florida DEP permit has been issued for the specific activity.

Quality HVAC System
Installed By:
ARTICAIR
of Northern Florida, Inc.
904-607-5777
CAC 1816366 CN 210295





Havonite
← SPACE PANELS 1/8 INCH