



**AGENDA
FERNANDINA BEACH CITY COMMISSION
WORKSHOP
DECEMBER 7, 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 AFFORDABLE HOUSING** - *This item is placed on the agenda at the request of Vice Mayor Kreger.*
 - 3.3 ENTERPRISE FUND KEY PERFORMANCE SCOREBOARD** - *This item is placed on the agenda at the request of Mayor Lednovich.*
 - 3.4 LAND DEVELOPMENT CODE REQUIREMENTS ON CONSTRUCTION SITES** - *This item is placed on the agenda at the request of the City Commission.*
- 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: N/A

CITY ATTORNEY COMMENTS: No additional comments.

CITY MANAGER RECOMMENDATION(S): No additional comments.

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



Date: November 03, 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

CITY COMMISSION AGENDA ITEM
City of Fernandina Beach



SUBJECT: Discuss Land Development Code construction site required inspections and enforcement.

ITEM TYPE: Discussion

REQUESTED ACTION: N/A

SYNOPSIS: At the request of the City Commission this item was added to the agenda from the November 2, 2021 agenda.

FISCAL IMPACT: N/A

CITY ATTORNEY COMMENTS: No additional comments.

CITY MANAGER RECOMMENDATION(S): N/A

Dale Martin, City Manager



Date: November 03, 2021

Submitted By: Monica Benischeck, Administrative Services Manager

COMMISSION ACTION:
