



***AMENDED AGENDA
FERNANDINA BEACH CITY COMMISSION
REGULAR MEETING
MAY 16, 2023
6:00 PM
CITY HALL COMMISSION CHAMBERS
204 ASH STREET
FERNANDINA BEACH, FL 32034**

1. CALL TO ORDER

2. ROLL CALL

3. PLEDGE OF ALLEGIANCE / INVOCATION

Invocation by: Reverend Bernard Thompson of New Zion Missionary Baptist Church

4. PROCLAMATION / PRESENTATION

4.1 ***PROCLAMATION - "NEUROFIBROMATOSIS (NF) AWARENESS MONTH"** - *Recognizes the month of May, 2023, as, "Neurofibromatosis (NF) Awareness Month." Ms. Betsie Huben and members of the Children's Tumor Foundation will be present to accept the Proclamation.*

4.2 **PROCLAMATION - "PEACE OFFICERS MEMORIAL DAY" AND "POLICE WEEK"** - *Proclaims May 15, 2023, as "Peace Officers Memorial Day" and the week of May 14 through May 20, 2023, as "Police Week." Interim Chief Tambasco and Police Department personnel will be in attendance to accept the Proclamation.*

4.3 **PRESENTATION - ANNUAL RECYCLE EVENT UPDATE** - *Public Works Director Jeremiah Glisson will provide an update on the City's 15th Annual Recycle Event held April 22, 2023.*

4.4 **BUDGET SUMMARY** - *Comptroller Pauline Testagrose will answer any questions regarding the budget summary for April 2023.*

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

6. *DISCUSSION

6.1 ***AMELIA RIVER GOLF COURSE LEASE** - *This item is placed on the agenda at the request of the leaseholder and staff.*

7. CONSENT AGENDA

7.1 **PROTECTED HERITAGE TREE DESIGNATIONS – VARIOUS LOCATIONS - RESOLUTION 2023-72 DESIGNATING FOUR (4) TREES LOCATED ON PRIVATE PROPERTY AT 202 N. 18TH STREET, 1315 BROOME STREET, 2200 ATLANTIC AVENUE, AS PROTECTED HERITAGE TREES, ONE (1) TREE LOCATED ON PRIVATE PROPERTY IN THE COMMON AREAS OF SHELL COVE SUBDIVISION AS A PROTECTED HERITAGE TREE, AND FIVE (5) TREES LOCATED ON PUBLIC LAND AT 304 DIVISION STREET, 701 S. 6TH STREET, FERNANDINA**

BEACH GOLF COURSE, 1324 BROOME STREET, 13 S. 13TH STREET, AS PROTECTED HERITAGE TREES; AUTHORIZING EXECUTION; AND PROVIDING FOR AN EFFECTIVE DATE. *Synopsis: Approves the designation of "Protected Heritage Tree" to five private and five public trees in accordance with Land Development Code Section 4.05.15 procedures.*

- 7.2 **AWARD OF FLORIDA DEPARTMENT OF STATE DIVISION OF HISTORIC RESOURCES GRANT - RESOLUTION 2023-73** ACCEPTING FLORIDA DEPARTMENT OF STATE DIVISION OF HISTORIC RESOURCES AFRICAN AMERICAN CULTURAL HERITAGE GRANT FUNDS OF \$865,500 WITH A \$188,250 MATCHING FUND REQUIREMENT FOR PECK GYM CENTER ROOF AND PECK ADMIN FLOORING REPLACEMENT; AND PROVIDING FOR AN EFFECTIVE DATE. *Synopsis: Accepts the funding awarded through FDOS Historic Resources African American Cultural Heritage Grant Agreement 23.s.aa.900.118 in the amount of \$876,500 with a matching fund requirement of \$188,250, for a total project cost of \$1,064,750.00.*
- 7.3 **GRANT APPLICATION - FLORIDA DEPARTMENT OF STATE, DIVISION OF HISTORICAL RESOURCES - RESOLUTION 2023-74** AUTHORIZING THE SUBMITTAL OF A FLORIDA DEPARTMENT OF STATE, DIVISION OF HISTORIC RESOURCES, SPECIAL CATEGORY GRANT APPLICATION FOR \$500,000 TOWARD THE COST OF REPAIRING THE AMELIA ISLAND LIGHTHOUSE, A BUILDING LISTED ON THE NATIONAL REGISTER OF HISTORIC PLACES; AUTHORIZING THE SUBMITTAL OF A FLORIDA LIGHTHOUSE ASSOCIATION GRANT FOR \$125,000 TOWARD THE COST OF REPAIRING THE AMELIA ISLAND LIGHTHOUSE; AUTHORIZING EXECUTION; AND PROVIDING FOR AN EFFECTIVE DATE. *Synopsis: Authorizes the submittal of a Historic Preservation Special Category Grant application for \$500,000 and \$125,000 Florida Lighthouse Association grant to help fund necessary repairs to the Amelia Island Lighthouse, a historically-significant building.*
- 7.4 **MEMORANDUM OF UNDERSTANDING - NORTHEAST FLORIDA PUBLIC EMPLOYEES, LOCAL 630, LABORERS' INTERNATIONAL UNION OF NORTH AMERICA, AFL-CIO-CLC - RESOLUTION 2023-75** APPROVING A MEMORANDUM OF UNDERSTANDING TO AMEND THE AGREEMENT WITH THE NORTHEAST FLORIDA PUBLIC EMPLOYEES, LOCAL 630, LABORERS' INTERNATIONAL UNION OF NORTH AMERICA, AFL-CIO-CLC; AUTHORIZING EXECUTION; AND PROVIDING FOR AN EFFECTIVE DATE. *Synopsis: Approves an Amendent to the Labor Agreement between the City of Fernandina Beach and LIUNA propose a five percent cost of living increase, effective Monday, October 2, 2023, to all eligible bargaining unit members.*
- 7.5 **TEMPORARY EASEMENT - UNITED STATES ARMY CORPS OF ENGINEERS (USACE) BEACH RENOURISHMENT - RESOLUTION 2023-76** APPROVING A TEMPORARY EASEMENT AGREEMENT BETWEEN THE CITY OF FERNANDINA BEACH AND THE UNITED STATES ARMY CORPS OF ENGINEERS FOR BEACH RENOURISHMENT STAGING AND MOBILIZATION; AUTHORIZING EXECUTION; AND PROVIDING FOR AN EFFECTIVE DATE. *Synopsis: Renews the easement allowing the USACE to access area of Dolphin Street and Fletcher Avenue and Ocean Avenue to complete beach renourishment work.*

8. RESOLUTIONS

- 8.1 ***(QUASI-JUDICIAL) - PRELIMINARY PLAT/REPLAT APPROVAL "THIRD AND BEECH" - RESOLUTION 2023-77** APPROVING A PRELIMINARY PLAT/REPLAT FOR A SUBDIVISION CALLED "THIRD AND BEECH" TO CREATE A TWELVE (12) LOT TOWNHOME SUBDIVISION; PROVIDING FOR SEVERABILITY; AND AN EFFECTIVE DATE. *Synopsis: Approves the preliminary plat/replat for Third and Beech Subdivision located on Beech Street between South Third Street and South Fourth Street.*
- 8.2 **AWARD OF RFP 23-03 - EMPLOYEE BENEFITS CONSULTING SERVICES - RESOLUTION 2023-78** AWARDDING RFP 23-03 TO RISK MANAGEMENT ASSOCIATES, INC., A WHOLLY

OWNED SUBSIDIARY OF BROWN & BROWN INC., TO PROVIDE CONSULTING SERVICES FOR EMPLOYEE BENEFITS IN THE AMOUNT OF \$65,000 ANNUALLY; AUTHORIZING EXECUTION; AND PROVIDING FOR AN EFFECTIVE DATE. *Synopsis: Awards RFP 23-03 for employee benefits consulting services to Risk Management Associates, Inc., in the amount of \$65,000 annually.*

- 8.3 **AWARD OF RFP 23-04 - PROPERTY, CASUALTY, AND WORKERS COMPENSATION INSURANCE CONSULTING SERVICES** - RESOLUTION 2023-79 AWARDING RFP 23-04 TO _____, TO PROVIDE CONSULTING SERVICES FOR PROPERTY, CASUALTY AND WORKERS COMPENSATION INSURANCE IN THE AMOUNT OF \$_____ ANNUALLY; AUTHORIZING EXECUTION; AND PROVIDING FOR AN EFFECTIVE DATE. *Synopsis: Awards RFP 23-04 for property, casualty and workers compensation insurance consulting services.*
- 8.4 **PROPOSAL APPROVAL - HALFF ASSOCIATES, INC.** - RESOLUTION 2023-80 APPROVING A PROPOSAL FROM THE CITY'S CCNA CONSULTANT HALFF ASSOCIATES, INC. FOR A CITYWIDE VULNERABILITY ASSESSMENT; AUTHORIZING EXECUTION; AND PROVIDING FOR AN EFFECTIVE DATE. *Synopsis: Accepts the engineering and design proposal from Halff Associates Inc. to complete the City's comprehensive vulnerability assessment.*
- 8.5 *** REMOVED FROM CONSIDERATION - FOURTH AMENDMENT - AMELIA RIVER GOLF COURSE AGREEMENT** - RESOLUTION 2023-81 APPROVING THE FOURTH AMENDMENT TO THE GOLF COURSE DEVELOPMENT AND LEASE AGREEMENT, BY AMENDING SECTIONS 1.02 AND 2.04 OF THE LEASE AGREEMENT FOR THE AMELIA RIVER GOLF COURSE PROPERTY; PROVIDING FOR EXECUTION; AND PROVIDING FOR AN EFFECTIVE DATE. *Synopsis: Approves the Fourth Amendment to the Amelia River Golf Course Lease, allowing for construction of a solar farm.*
- 8.6 **SOLE SOURCE VENDOR APPROVAL - ARMRLITE OVERHEAD DOORS** - RESOLUTION 2023-82 APPROVING ARMRLITE OVERHEAD DOORS AS THE SOLE SOURCE VENDOR FOR EIGHT ALUMINUM AND GLASS SECTIONAL DOORS FOR THE NEW FIRE STATION 2 ON AIRPORT ROAD; AUTHORIZING EXECUTION; AND PROVIDING FOR AN EFFECTIVE DATE. *Synopsis: Approves ArmRLite Overhead Doors as a sole source vendor for sectional bay doors for Fire Station 2.*

9. ORDINANCE - FIRST READING

- 9.1 **WASTE MANAGEMENT FRANCHISE AGREEMENT** - ORDINANCE 2023-10 REPEALING ORDINANCE 2018-10 EFFECTIVE JANUARY 14, 2024; PROVIDING A NEW EXCLUSIVE FIVE-YEAR FRANCHISE TO WASTE MANAGEMENT INC. OF FLORIDA EFFECTIVE JANUARY 15, 2024, FOR THE COLLECTION AND DISPOSAL OF ALL RESIDENTIAL AND COMMERCIAL TRASH, GARBAGE, AND OTHER REFUSE AND PROVIDING FOR THE COLLECTION OF RESIDENTIAL RECYCLABLE MATERIALS WITHIN THE CITY LIMITS; FURTHER PROVIDING FOR DEFINITIONS; GRANT OF FRANCHISE; LIMITS OF FRANCHISE; TERM OF FRANCHISE; FRANCHISE CONSIDERATION; ASSIGNMENT; BANKRUPTCY OR INSOLVENCY; DEFAULT; RATE CHANGES AND RIGHT OF FIRST REFUSAL; PUBLIC NOTICES AND EDUCATION SERVICES; RESTORATION; COMPLIANCE WITH LAWS; LIABILITY INSURANCE, HOLD HARMLESS, WORKERS COMPENSATION; PERFORMANCE BOND; RIGHT TO REQUIRE PERFORMANCE; DISPUTE RESOLUTION; OPERATIONS DURING DISPUTE; STANDARD OF PERFORMANCE; CURBSIDE RECYCLABLE MATERIALS COLLECTION AND DISPOSAL; RECYCLING PROGRAM; COLLECTION SERVICES AND OPERATIONS; OFFICE HOURS; COLLECTION EQUIPMENT; DISPOSAL; ROUTES AND SCHEDULES; GRANTEE PERSONNEL; SPILLAGE AND LITTER; STORMS AND FORCE

MAJEURE EVENTS; NONDISCRIMINATION PROVISION; RATES, CHANGES, BILLING AND AUDITS; MISCELLANEOUS PROVISIONS; PUBLIC RECORDS LAW AND OBLIGATIONS; REPEAL OF SECTIONS IN CONFLICT; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE. *Synopsis: Approves a five-year franchise agreement beginning January 15, 2024, with Waste Management Inc of Florida for solid waste and recyclables.*

- 9.2 **RIGHT-OF-WAY VACATION - PORTION OF THE UNIMPROVED POMPANO STREET - ORDINANCE 2023-23** APPROVING THE VACATION OF PUBLIC RIGHT OF WAY FOR A PORTION OF THE UNIMPROVED POMPANO STREET RIGHT-OF-WAY BETWEEN TROUT STREET AND DOLPHIN STREET; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE. *Synopsis: Approves the vacation of an approximately 142 feet by 50 feet section of the unimproved Pompano Street to allow for future skate park improvements.*
- 9.3 **COMPREHENSIVE PLAN AMENDMENT - COMMERCIAL REDEVELOPMENT - ORDINANCE 2023-24** AMENDING THE COMPREHENSIVE PLAN TO ALLOW REASONABLE REINVESTMENT IN EXISTING COMMERCIAL PROPERTIES BY MODIFYING THE FUTURE LAND USE ELEMENT POLICY 1.08.05 (STANDARDS FOR DESTINATION ACTIVITY CENTERS OR CONVERSION OF EXISTING CONVENTIONAL SUBURBAN SHOPPING CENTERS) AND BY STRIKING THE MULTIMODAL TRANSPORTATION ELEMENT POLICIES 2.13.06 (REQUIRED PLACEMENT OF PARKING), 2.13.08 (VISUAL SCREENING OF PARKING), 2.13.11 (REQUIREMENTS FOR PERVIOUS PARKING MATERIALS); PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE. *Synopsis: Amends the Comprehensive Plan to allow for reasonable reinvestment in existing commercial properties and to rely on the provisions provided in the Land Development Code.*
- 9.4 **LAND DEVELOPMENT CODE TEXT AMENDMENTS - LARGE SCALE COMMERCIAL REDEVELOPMENT - ORDINANCE 2023-25** AMENDING AMENDING THE LAND DEVELOPMENT CODE (LDC) TO SUPPORT COMMERCIAL DEVELOPMENT AND REDEVELOPMENT OPPORTUNITES, AND TO ALLOW REASONABLE REINVESTMENT IN EXISTING COMMERCIAL PROPERTIES BY ADDING DEFINITIONS IN SECTION 1.07.00 (ACRONYMS AND DEFINITIONS) FOR ADAPTIVE REUSE, DEVELOPMENT AND DEVELOPMENT ACTIVITY, INFILL DEVELOPMENT, REDEVELOPMENT, AND GREENFIELD DEVELOPMENT; AND AMENDING SECTION 6.04.01 STANDARDS FOR LARGE SCALE COMMERCIAL DEVELOPMENT SPECIFICALLY CHANGING POLICIES FOR MAXIMUM GROSS FLOOR AREA, CREATING ALLOWANCE FOR EXPANSION OF NON-CONFORMING STRUCTURES, PARKING MATERIALS, LOADING DOCKS; AND AMENDING SECTION 7.01.04(C)(2) PARKING LOT DESIGN REQUIREMENTS, PARKING MATERIALS; AND AMENDING SECTION 7.01.06 LOADING SPACE STANDARDS AND DESIGN AND ADDING CRITERIA FOR REDEVELOPMENT PROJECTS; AND MODIFYING SECTION 10.01.02 TO ALLOW REASONABLE EXPANSION OF NON-CONFORMING COMMERCIAL DEVELOPMENT; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE. *Synopsis: Amends the Land Development Code for large scale commercial development to allow for reasonable reinvestment within existing commercial properties.*

10. ORDINANCE - SECOND READING

- 10.1 **(LEGISLATIVE) FUTURE LAND USE MAP AMENDMENT - BEACH ACCESS PROPERTY, KETCH COURT AND ROBERT OLIVER AVENUE - ORDINANCE 2023-11** ASSIGNING A FUTURE LAND USE MAP OF RECREATION (REC) FOR BEACH ACCESS PROPERTY LOCATED ON SOUTH FLETCHER AVENUE; AND ASSIGNING A FUTURE LAND USE MAP CATEGORY OF CONSERVATION (CON) FOR PROPERTIES LOCATED ON KETCH COURT AND AT THE END OF ROBERT OLIVER AVENUE, TOTALING APPROXIMATELY 0.44 ACRES OF LAND; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE.

Synopsis: Requests a change in Land Use Category from Low Density Residential (LDR) to Recreation (REC) for Beach Access 18 and from Medium Density Residential (MDR) to Conservation (CON) for City-owned properties on Ketch Court and Robert Oliver Avenue.

- 10.2 **ZONING MAP CHANGE - BEACH ACCESS PROPERTY, KETCH COURT AND ROBERT OLIVER AVENUE** - ORDINANCE 2023-12 ASSIGNING A ZONING MAP CATEGORY OF RECREATION (REC) FOR BEACH ACCESS PROPERTY LOCATED ON SOUTH FLETCHER AVENUE; AND ASSIGNING A ZONING CATEGORY OF CONSERVATION (CON) FOR PROPERTIES LOCATED ON KETCH COURT AND AT THE END OF ROBERT OLIVER AVENUE, TOTALING APPROXIMATELY 0.44 ACRES OF LAND; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE. *Synopsis: Requests a change in Zoning Map from Low Density Residential (R-1) to Recreation (REC) for Beach Access 18 and from Medium Density Residential (R-2) to Conservation (CON) for City-owned properties on Ketch Court and Robert Oliver Avenue.*
- 10.3 **FUTURE LAND USE MAP AMENDMENT - 565 S. FLETCHER AVE, KENTUCKY AVE AND 1ST AVE** - ORDINANCE 2023-13 ASSIGNING A FUTURE LAND USE MAP CATEGORY OF CONSERVATION (CON) FOR 0.06 ACRES OF LAND LOCATED AT 565 SOUTH FLETCHER AVENUE AND 0.52 ACRES OF LAND LOCATED AT KENTUCKY AVENUE AND 1ST AVENUE; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE. *Synopsis: Requests a change in Land Use Category from Low Density Residential (LDR) to Conservation (CON) for City owned property located on S. Fletcher Ave and property located on Kentucky Ave and 1st Ave.*
- 10.4 **ZONING MAP CHANGE - 565 S. FLETCHER AVE, KENTUCKY AVE AND 1ST AVE** - ORDINANCE 2023-14 ASSIGNING A ZONING CATEGORY OF CONSERVATION (CON) FOR 0.06 ACRES OF LAND LOCATED AT 565 SOUTH FLETCHER AVENUE AND 0.52 ACRES OF LAND LOCATED AT KENTUCKY AVENUE AND 1ST AVENUE; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE. *Synopsis: Request a change in zoning from Low Density Residential (R-1) to Conservation (CON) for City owned property located on S. Fletcher Ave and property located on Kentucky Ave and 1st Ave.*
- 10.5 **FUTURE LAND USE MAP AMENDMENT - 613 CALHOUN STREET** - ORDINANCE 2023-15 ASSIGNING A FUTURE LAND USE MAP CATEGORY OF PUBLIC AND INSTITUTIONAL (PI-1) FOR 0.11 ACRES OF LAND LOCATED AT 613 CALHOUN STREET; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE. *Synopsis: Requests a change in Land Use Category from Medium Density Residential (MDR) to Public and Institutional (PI-1) for City-owned property located at 613 Calhoun Street.*
- 10.6 **ZONING MAP CHANGE - 613 CALHOUN STREET** - ORDINANCE 2023-16 ASSIGNING A ZONING CATEGORY OF PUBLIC AND INSTITUTIONAL (PI-1) FOR 0.11 ACRES OF LAND LOCATED AT 613 CALHOUN STREET; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE. *Synopsis: Requests a change in Zoning from Medium Density Residential (R-2) to Public and Institutional (PI-1) for City-owned property located at 613 Calhoun Street.*
- 10.7 **FUTURE LAND USE MAP AMENDMENT - PROPERTIES LOCATED ON N. 14TH STREET** - ORDINANCE 2023-17 ASSIGNING A FUTURE LAND USE MAP CATEGORY OF CONSERVATION (CON) FOR 0.16 ACRES OF LAND LOCATED ON N. 14TH STREET; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE. *Synopsis: Requests a change in Land Use category from High Density Residential (HDR) to Conservation (CON) for City-owned property located on N. 14th Street.*
- 10.8 **ZONING MAP CHANGE - PROPERTIES LOCATED ON N. 14TH STREET** - ORDINANCE 2023-18 ASSIGNING A ZONING CATEGORY OF CONSERVATION (CON) FOR 0.16 ACRES OF

LAND LOCATED ON N. 14TH STREET; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE. *Synopsis: Requests a change in Zoning category from High Density Residential (R-3) to Conservation (CON) for City-owned property located on N. 14th Street.*

10.9 **VOLUNTARY ANNEXATION - 2852 BAILEY ROAD - ORDINANCE 2023-19** ANNEXING APPROXIMATELY 0.39 ACRES OF LAND LOCATED AT 2852 BAILEY ROAD CONTIGUOUS TO THE CITY LIMITS; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE. *Synopsis: Requests voluntary annexation of property located at 2852 Bailey Road totaling 0.39 acres of land, contiguous to the City limits.*

10.10 **FUTURE LAND USE MAP ASSIGNMENT - 2852 BAILEY ROAD - ORDINANCE 2023-20** ASSIGNING A FUTURE LAND USE MAP CATEGORY OF LOW-DENSITY RESIDENTIAL (LDR) FOR 0.39 ACRES OF LAND LOCATED 2852 BAILEY ROAD; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE. *Synopsis: Requests for Future Land Use Map category of Low Density Residential, totaling 0.39 acres of land, located at 2852 Bailey Road.*

10.11 **ZONING MAP ASSIGNMENT - 2852 BAILEY ROAD - ORDINANCE 2023-21** ASSIGNING A ZONING CATEGORY OF LOW DENSITY RESIDENTIAL (R-1) FOR 0.39 ACRES OF LAND LOCATED AT 2852 BAILEY ROAD; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE. *Synopsis: Requests Zoning Map Change to Low Density Residential (R-1), for property totaling 0.39 acres of land, located at 2852 Bailey Road.*

11. CITY MANAGER REPORTS

12. CITY ATTORNEY REPORTS

13. CITY CLERK REPORTS

14. MAYOR/COMMISSIONER COMMENTS

15. ADJOURNMENT

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- A THREE (3) MINUTE TIME LIMIT MAY BE IMPOSED FOR ALL SPEAKERS (EXCEPT IN A QUASI-JUDICIAL HEARING). A "REQUEST TO SPEAK" FORM IS AVAILABLE ON THE COUNTER AT THE ENTRANCE TO THE COMMISSION CHAMBERS. THE FORM SHOULD BE GIVEN TO THE CITY CLERK UPON COMPLETION.
 - THE MAYOR WILL DETERMINE THE ORDER OF THE SPEAKERS AND MAY IMPOSE MORE RESTRICTIVE TIME LIMITS.
 - ONE PERSON WILL SPEAK AT A TIME AND ADDRESS COMMENTS TO THE MAYOR, NOT INDIVIDUAL CITY COMMISSION MEMBERS.
 - THE CITY COMMISSION MAY ASK QUESTIONS OF SPEAKERS WHO WILL HAVE ONE MINUTE TO RESPOND. ADDITIONAL TIME MAY BE GRANTED AT THE DISCRETION OF THE MAYOR OR BY A MOTION BY THE CITY COMMISSION.
 - SPEAKERS MAY FILE COPIES OF THEIR REMARKS WITH THE CITY CLERK WHO WILL MAKE THEM AVAILABLE TO THE COMMISSION.
 - MULTI-MEDIA PRESENTATIONS MUST BE SUBMITTED TO THE CITY CLERK NO LATER THAN THE FRIDAY BEFORE THE MEETING.
 - FERNANDINA BEACH CITIZENS WILL SPEAK BEFORE NONRESIDENTS AND SPEAKERS WILL LIMIT REMARKS TO THE SPECIFIC SUBJECT MATTER.

- DISCUSSION – DIRECTION - ACTIONS ITEMS MAY BE ACTED UPON BY THE CITY COMMISSION BY EITHER A MOTION AND VOTE IN ACCORDANCE WITH ROBERTS RULES OF ORDER, OR BY A CONSENSUS OF THE CITY COMMISSION.
- PURSUANT TO RESOLUTION 95-32, IF AN ITEM IS NOT ON THE AGENDA IT REQUIRES A FOUR-FIFTHS VOTE OF THE CITY COMMISSION DECLARING THE ITEM AN EMERGENCY BEFORE ACTION CAN BE TAKEN.
- *QUASI-JUDICIAL* - DENOTES THAT THE ITEM MUST BE CONDUCTED AS A QUASI-JUDICIAL HEARING IN ACCORDANCE WITH CITY COMMISSION ESTABLISHED PROCEDURE AND FLORIDA STATUTES. ANY PERSON WISHING TO APPEAL ANY QUASI-JUDICIAL DECISION MADE BY THE COMMISSION WITH RESPECT TO ANY MATTER CONSIDERED AT SUCH MEETING OR HEARING WILL NEED A RECORD OF THE PROCEEDINGS, AND, FOR SUCH PURPOSES, MAY NEED TO ENSURE THAT A VERBATIM RECORD OF THE PROCEEDINGS IS MADE, WHICH RECORD INCLUDES THE TESTIMONY AND EVIDENCE UPON WHICH THE APPEAL IS MADE.
- AT THE DISCRETION OF THE MAYOR, A RECESS MAY BE SCHEDULED EVERY NINETY MINUTES.

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).