AGENDA
FERNANDINA BEACH CITY COMMISSION
REGULAR MEETING
APRIL 18, 2017
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 Jeremiah Robinson, Jr. of New Zion Baptist Church.

4. PROCLAMATION / PRESENTATION

4.1. **PROCLAMATION - RETIREMENT OF MS. SUZANNE BASS -** *Recognizes Ms. Suzanne Bass upon her retirement after thirty years of dedicated service to the City of Fernandina Beach. Ms. Bass retired on March 31, 2017.*

4.2. **BUDGET SUMMARY** - *Comptroller Patti Clifford will answer any questions regarding the budget summary for March 2017.*

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

6. CONSENT AGENDA

6.1. **APPROVAL OF MINUTES -** *Regular Meeting - January 17, 2017.*

6.2. **PECK CENTER WINDOW SOLE SOURCE PURCHASE / INSTALLATION APPROVAL – RPM LUMBER / FLORIDA RESTORATION & CONSTRUCTION, LLC** - RESOLUTION 2017-58 AUTHORIZING THE SOLE SOURCE PURCHASE OF WINDOWS FOR THE PECK CENTER FROM RPM LUMBER IN THE AMOUNT OF $19,814.73, AND AUTHORIZING THE SOLE SOURCE INSTALLATION OF THESE WINDOWS BY FLORIDA RESTORATION & CONSTRUCTION, LLC IN THE AMOUNT OF $17,500; AND PROVIDING FOR AN EFFECTIVE DATE. *Synopsis: Approves the sole source purchase of replacement windows from RPM Lumber for the Peck Center in the amount of $19,814.73 and the sole source installation of windows by Florida Restoration & Construction, LLC in the amount of $17,500.*

6.3. **SEWER, REFUSE AND STORM WATER FEE EXEMPTIONS FOR FY 2016/2017 -** RESOLUTION 2017-59 APPROVING FIVE ADDITIONAL APPLICATIONS FOR CITY SEWER, REFUSE AND STORM WATER FEE EXEMPTION FOR FISCAL YEAR 2016/2017; AND PROVIDING FOR AN EFFECTIVE DATE. *Synopsis: Approves five additional applications for fee exemption of City Sewer, Refuse, and Storm Water Services in FY 2016/2017.*

6.4. **GRANT APPLICATION - FLORIDA DIVISION OF HISTORICAL RESOURCES** - RESOLUTION 2017-60 AUTHORIZING THE CITY TO SUBMIT A FLORIDA DIVISION OF HISTORICAL RESOURCES SMALL MATCHING GRANT APPLICATION TO FUND A COMMUNITY EDUCATION/WALKING TOUR PROJECT IN THE OLD TOWN HISTORIC DISTRICT; AUTHORIZING EXECUTION; AND PROVIDING FOR AN EFFECTIVE DATE. *Synopsis: Authorizes the City to submit a Florida Division of Historical Resources Small Matching Grant application in the amount of $50,000.*

7. RESOLUTIONS

7.1. **AWARD OF RFP 17-01 - TRACE SECURITY** - RESOLUTION 2017-61 AWARDING RFP 17-01 TO TRACE SECURITY TO PERFORM AN IT SECURITY AUDIT; AUTHORIZING EXECUTION; AND PROVIDING FOR AN EFFECTIVE DATE. *Synopsis: Authorizes the City Manager to negotiate the Trace Security contract in an amount not to exceed $27,217.50 for the IT Security Audit.*

7.2. **AWARD OF CONTRACT - DARLEY'S PLUMBING** - RESOLUTION 2017-62 APPROVING AWARD OF PLUMBING CONTRACT TO DARLEY'S PLUMBING; AUTHORIZING NEGOTIATION AND EXECUTION; AND PROVIDING FOR AN EFFECTIVE DATE. *Synopsis: Authorizes the City Manager to execute a construction contract with Darley's Plumbing in an amount not to exceed $40,000.*

7.3. **PROPOSAL APPROVAL – ADVANCED DISPOSAL SERVICES** - RESOLUTION 2017-63 APPROVING THE PROPOSAL FROM ADVANCED DISPOSAL SERVICES TO PROVIDE SOLID WASTE REMOVAL AND CLEAN-UP SERVICES FOR THE 2017 SHRIMP FESTIVAL; AUTHORIZING EXECUTION; AND PROVIDING FOR AN EFFECTIVE DATE. *Synopsis: Approves the proposal in the amount of $36,803 from Advanced Disposal Services to provide solid waste removal and clean-up services for the 2017 Shrimp Festival.*

7.4. **RIGHT-OF-WAY USE PERMIT - 2298 SOUTH FLETCHER AVENUE** - RESOLUTION 2017-64 APPROVING A "RIGHT-OF-WAY USE PERMIT" FOR 2298 SOUTH FLETCHER AVENUE; AUTHORIZING EXECUTION; AND PROVIDING FOR AN EFFECTIVE DATE. *Synopsis: Approves the "Right-of-Way Use Permit" for 2298 South Fletcher Avenue.*

7.5. **AUTHORIZATION TO DEFEND - DENNIS T. HUTTO** - RESOLUTION 2017-65 AUTHORIZING THE CITY ATTORNEY TO DEFEND THE CITY IN CERTAIN LITIGATION; AND PROVIDING FOR AN EFFECTIVE DATE. *Synopsis: Authorizes the City Attorney to work with City claims administrator, PGCS, appear on behalf of if necessary, and defend the City of Fernandina Beach in the matter of Dennis T. Hutto v. City of Fernandina Beach, Case No.:2017-CA-17 in the Fourth Judicial Circuit Court in and for Nassau County, Florida.*

7.6. **CONTRACT APPROVAL - ROLLINS SNELLING, LLC / BUDGET AMENDMENT - PARKS** - RESOLUTION 2017-66 APPROVING A CONTRACT AND BUDGET AMENDMENT FOR BEACH CLEANING SERVICES BASED UPON THE NASSAU COUNTY CONTRACT WITH ROLLINS SNELLING, LLC TO ENFORCE THE CITY'S "LEAVE NO TRACE" ORDINANCE FOR UNATTENDED ITEMS LEFT ON CITY BEACHES; AUTHORIZING EXECUTION; AND PROVIDING FOR AN EFFECTIVE DATE. *Synopsis: Approves the contract with Rollins Snelling, LLC based upon the Nassau County contract for beach cleaning services to enforce the City's "Leave No Trace" Ordinance. Also approves a budget amendment in the amount of $15,200 increasing the total budget from* ***$115,320,156 to $115,335,356.***

8. ORDINANCES - FIRST READING

8.1. **CODE AMENDMENT - DISPOSAL OF GARBAGE AND TRASH -** ORDINANCE 2017-09 AMENDING SECTION 66-41, DISPOSAL OF GARBAGE AND TRASH, BY PROHIBITING PLACEMENT OF YARD WASTE, TRASH OR RUBBISH ON PROPERTY OTHER THE PROPERTY WHERE ORIGINATED; REPEALING ALL ORDINANCES IN CONFLICT HEREWITH; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE. *Synopsis: Amends Section 66-41 of the City Code pertaining to disposal of garbage and trash.*

8.2. **CODE AMENDMENT – BOSQUE BELLO CEMETERY** - ORDINANCE 2017-10 AMENDING CHAPTER 30, CEMETERY, ARTICLES I-IV, OF THE CODE OF ORDINANCES; BY AMENDING SECTION 30-1 PROVIDING FOR DEFINITIONS; AMENDING SECTION 30-39 BULK PURCHASES; AMENDING SECTION 30-43 TRANSFER OF OWNERSHIP; AMENDING SECTION 30-57 PERPETUAL CARE SERVICES AND FEES; AMENDING SECTION 30-109 MEMORIAL AND VAULT INSTALLATIONS; REPEALING ALL ORDINANCES IN CONFLICT HEREWITH; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE. *Synopsis: Amends various sections of the City Code pertaining to the Bosque Bello Cemetery.*

9. ORDINANCE - SECOND READING

9.1. **COMPREHENSIVE PLAN AMENDMENT – DOWNTOWN DENSITY** - ORDINANCE 2017-02 AMENDING THE COMPREHENSIVE PLAN BY STRIKING POLICY 1.04.05 COMMUNITY REDEVELOPMENT AREA DENSITY BONUS INCENTIVE PROGRAM AND AMENDING POLICY 1.07.09 TO INCREASE THE BASE DENSITY WITHIN THE CENTRAL BUSINESS DISTRICT; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE. *Synopsis: Amends the Comprehensive Plan specific to downtown density.*

10. BOARD APPOINTMENTS

10.1. **BOARD APPOINTMENT - HISTORIC DISTRICT COUNCIL -** *1 appointment.*

10.2. **BOARD APPOINTMENT - PARKS AND RECREATION ADVISORY COMMITTEE -** *2 appointments.*

10.3. **BOARD APPOINTMENT - ARTS AND CULTURE NASSAU -** *1 appointment.*

11. CITY COMMISSION DISCUSSION (NO ACTION)

11.1. **HORSES ON THE BEACH -** *This item has been placed on the agenda at the request of Vice Mayor Kreger.*

12. CITY MANAGER REPORTS

13. CITY ATTORNEY REPORTS

14. CITY CLERK REPORTS

15. MAYOR/COMMISSIONER COMMENTS

16. ADJOURNMENT

- 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.

- 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.

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: Proclamation
Retirement of Ms. Suzanne Bass

ITEM TYPE: Proclamations

REQUESTED ACTION: Presentation

SYNOPSIS: The intent of this Proclamation is to recognize Ms. Suzanne Bass upon her retirement after thirty years of dedicated service to the City of Fernandina Beach. Ms. Suzanne Bass retired on March 31, 2017.

FISCAL IMPACT: N/A

CITY ATTORNEY COMMENTS: N/A

CITY MANAGER RECOMMENDATION(S): N/A

Dale Martin, City Manager
Tammi Bach, City Attorney
Dale Martin, City Manager Date:04/06/2017

COMMISSION ACTION:

Proclamation

WHEREAS, it is with great honor that the Fernandina Beach City Commission recognizes the retirement of Fernandina Beach Police Department Administrative Coordinator Ms. Suzanne Bass for more than thirty years of dedicated, loyal and renowned service to the Police Department and the citizens of Fernandina Beach; and

WHEREAS, Ms. Bass began her exemplary career with the Fernandina Beach Police Department on March 25, 1987 as a Clerk Typist II. Through the years, Ms. Bass was promoted to Executive Secretary, Administrative Specialist, and finally to Administrative Coordinator. Ms. Bass assisted the Police Department Administration with professionalism, integrity and legendary compassion for more than thirty years; and

WHEREAS, throughout her tenure Mrs. Bass was often recognized as a highly capable and thoroughly efficient employee; routinely referred to as the "Keeper of All Knowledge and Oracle to the Chief" she was twice recognized as the Civilian Employee of the Year. For more than thirty years Ms. Bass maintained sensitive hiring documents, mandatory training records, personnel files, budget records, audits and reviews, state and federal reports, payroll and benefit documents, official correspondence, subpoena calendars, health care and much more; and

WHEREAS, Ms. Bass retired on March 31, 2017. Her sincere, conscientious efforts and dedicated service dramatically impacted the men and women of the Fernandina Beach Police Department, and significantly benefitted the residents and visitors of Fernandina Beach.

NOW, THEREFORE, BE IT RESOLVED, by the City Commission of the City of Fernandina Beach, Florida, that genuine and sincere gratitude is hereby expressed for the professional, loyal and selfless efforts of Police Administrative Coordinator Ms. Suzanne Bass during her thirty-year tenure of service.

BE IT FURTHER RESOLVED that a copy of this Proclamation is presented as a permanent matter of record in the proceedings of the City Commission as a testimonial of our sincerest thanks to:

MS. SUZANNE BASS

IN WITNESS WHEREOF, I, Robin C. Lentz, as Mayor have hereunto set my hand and caused the Official Seal of the City of Fernandina Beach to be affixed this 18th day of April, 2017.

CITY OF FERNANDINA BEACH

_____

ROBIN C. LENTZ
Mayor-Commissioner

CITY COMMISSION AGENDA ITEM
City of Fernandina Beach

SUBJECT: Presentation
Budget Summary

ITEM TYPE: Presentations

REQUESTED ACTION: N/A

SYNOPSIS:

FISCAL IMPACT: N/A

CITY ATTORNEY COMMENTS: N/A

CITY MANAGER RECOMMENDATION(S): N/A

Dale Martin, City Manager
Tammi Bach, City Attorney
Dale Martin, City Manager Date:04/11/2017

COMMISSION ACTION:

Monthly Budget Report

March 2017

Overall: Six months, half way (50%) into fiscal year 2016/2017, Sanitation Services expenses are accrued during the year, as are Electric Franchise Fee revenue and various grant revenues. We will prepare budget amendments through the year to ensure budgeted amounts are not exceeded on a line by line basis.

Hurricane Matthew: We are currently accounting for Hurricane Matthew related costs in the respective Funds/Departments. A Public Assistant Consultant has been engaged to aid the City with FEMA required reporting. Four PAs have been drafted to date and three have been submitted.

General Fund: (001)

Total General Fund Revenues are at 72.9% of the annual budget. The high percentage is due to the timing of receipt of Property Taxes – 93% collected March year to date versus 91.4% last March year to date. Almost $260,000 has been accrued for February and March Franchise Fees. Specific lines we are tracking are detailed below.

	16/17 Budget	Mar 17 YTD $	Mar 17 YTD %	Mar 16 YTD $	Mar 16 YTD %
Local Option Gas Tax	233,537	125,618	59.8%	115,303	51.7%
Small County Surtax (one cent sales tax)	1,592,059	691,414	43.4%	659,393	45.6%
Half Cent Sales Tax	797,676	367,068	46.0%	348,736	48.0%
Franchise Fees	1,450,000	645,414	44.5%	685,275	51.7%
Total FY 16/17 Bud	**4,073,372**				
Total FY 15/16 Actual	3,999,287				
Total FY 15/16 Bud	3,719,131				

Two General Fund departments are over the 50% mark – due to encumbrances, primarily for Hurricane Matthew related items or vehicles. The two are 1) City Manager department encumbrance for Witt O'Brien PA assistance and 2) the Streets department for payments totaling $570,471 for Hurricane Matthew debris removal/monitoring with a remaining $60,700 purchase order (encumbrance) for O'Brien's monitoring services and a $115,788 encumbrance for a new dump truck. The HR department is also over the 50% mark due to annual payments for kronos maintenance and the EAP contract. A "Provisional Budget Amendment" was posted in April for several of the accounts impacted by Hurricane Matthew costs. The Budget Amendment will come before the Commission for approval.

Special Revenue Funds: (100-190)

Revenues plus Cash Balance Forward exceed Expenditures for all Special Revenue Funds.

Debt Service Funds: (220 –240)

Semi-annual interest was paid in the GO Bond Debt Service Fund – Fund 220 in October. Semi-annual interest was paid for the Utility Bond in January. The Marina Debt Service Fund, Fund 240, is no longer required – all Marina debt service will run through the Marina Fund, Fund 480.

Capital Improvement Funds: (300-330)

Revenues plus Cash Balance Forward exceed Expenditures for all Capital Improvement Funds.

Golf Course: (410)

Revenues exceeded Expenses in the month due to more rounds of golf played and year to date due to annual memberships and transfers from the General Fund. Memberships are $13,979 higher March to date this year compared to March 2016. In March, margins on F&B Sales exceeded the budgeted ratio while Pro Shop margin continues to be less than the budgeted ratio.

Airport: (420)

Revenue exceeded Expenditures for the six months to date.

Sanitation: (440)

Revenues exceeded Expenditures for the year to date.

Wastewater: (450)

Revenues exceeded Expenditures for the year to date. Revenues from Sewer Fees were $158,991, or 6% higher than last March year to date. The budgeted sewer cleaning truck was purchased in February.

Water: (460)

Revenues exceeded Expenditures for the year to date. Revenues from Water Fees were $219,031, or 12% higher than last March year to date.

Storm Water Management: (470)

Expenses exceed Revenues for the year to date due to the almost $114,000 paid to GAI for their work on the storm water master plan. The large encumbrance represents purchase orders for the North Fletcher and Swales projects. The debt service amount is the annual payment for the Street Sweeper.

Marina: (480)

Limited Marina operations commenced in February. Due to the Hurricane Matthew damage sustained by the Marina, the net book value of the Marina (value at 9/30/2016) has been written off as an Impairment Loss, $3,988,091. We will accrue FEMA grant revenue once the amount is certain and quantifiable.

Central Garage: (510)

Expenses exceeded Revenue year to date due primarily to a vacation payout for a retiree in January. This Fund is meant to be self-supporting.

Utility Billing and Utility Administration: (520 – 530)

As was anticipated in the budget, Revenues plus Cash Balance Forward exceed Expenditures in Utility Billing and Utility Admin.

City of Fernandina Beach
Accounts Recievable Analysis
4/11/2017

Utility Billing - Current Accounts

Number of Customers		Delinquency Days	$	Avg Monthly Billing
8,300	**Active Customers**			**$ 980,500.00**
225		30	20,507.84	
36		60	2,319.60	
2		90	18.44 *	
-		120	- *	
-		150	- *	
229		**Total**	**$ 22,845.88**	* Payment plan in place

Utility Billings - Closed accounts (not yet turned over to Collection Agency)

141	**Closed accts.**	**41 accts. w/delinquent balances**	**$ 6,816.86**

Utility Billings in Collections

Year based on final billing date	# of Accounts Transferred	Amt of $ Transferred	Amt of $ Recovered by CCI	Amt of $ Recovered by UB	**Total $ Recovered**	**% recovered**
2014 (thru Dec)	140	20,272.45	461.39	3,829.22		**21.16%**
2015 (thru Dec)	126	23,388.52	423.13	4,173.20		**19.65%**
2016 (thru Dec)	161	27,511.96	920.65	1,982.03		**10.55%**
		$ 71,172.93	$ 1,805.17	$ 9,984.45	**$ 11,789.62**	**16.56%**
Recovered to date		$ (11,789.62)				
Balance currently at CCI		**$ 59,383.31**				

Airport

Number of Customers		Delinquency Days	$	Avg Mo'ly Billing
87	**ALL Customers**			**$42,512.60**
6		30	3,921.45	
4		60	3,248.09	
2		90	1,725.00	
1		120	1,402.76	
1		150+	449.39	
6		**Sub Total**	**$ 10,746.69**	

Marina

Number of Customers		Delinquency Days	$	Avg Mo'ly Billing
41	**ALL Customers**			**$18,376**
0		30	-	
1		60	451.01	
1		90	727.51	
0		120	-	
0		150+	-	
			1,178.52	

John Smith	451.01	Write off	60
Bobby Hernandez	727.51	Write off	90
Total	1,178.52		

Peck Center & Other City Leases

Number of Customers		Delinquency Days	$	Avg Mo'ly Billing
9	**ALL Customers**			**12,521.54**
1		30	250.35	
0		60	-	
0		90	-	
0		120+	-	
1		**Sub Total**	**$ 250.35**	

Run: 4/11/2017
9-09AM

Page: 1

City of Fernandina Beach

Budget Summary Report

Fiscal Year to Date Thru March 2017

Fund 001

GENERAL FUND

50%

Revenues

	Budgeted	Current Revenue	YTD Revenue	Uncollected Bal	% Collected
Total Property Taxes	10,937,700.00	193,100.26	10,168,392.06	769,307.94	92.97
Total Local Option Taxes	1,825,596.00	115,083.70	817,032.46	1,008,563.54	44.75
	0.00	0.00	0.00	0.00	0.00
TOTAL LOCAL BUSINESS TAX FEES	183,000.00	2,842.06	143,301.84	39,698.16	78.31
Total Building Permits	614,600.00	163,046.00	481,681.14	132,918.86	78.37
TOTAL ELECTRIC FRANCHISE FEES	1,450,000.00	35,051.32	645,414.17	804,585.83	44.51
TOTAL GAS FRANCHISE FEES	13,000.00	3,794.82	8,127.47	4,872.53	62.52
Other CDD Permits/Fees	283,950.00	33,718.90	222,328.44	61,621.56	78.30
Total Federal Grants	80,600.00	0.00	0.00	80,600.00	0.00
Total State Grants	0.00	0.00	0.00	0.00	0.00
Total State Shared Revenues	1,039,982.00	73,877.61	491,421.71	548,560.29	47.25
Total Grants from Other Local Units	159,438.00	15,886.24	66,102.41	93,335.59	41.46
Total Payments in Lieu of Taxes	0.00	0.00	0.00	0.00	0.00
Total Public Safety Fees/Services	563,600.00	33,829.69	224,039.39	339,560.61	39.75
	0.00	0.00	0.00	0.00	0.00
	0.00	0.00	0.00	0.00	0.00
Total Recreation Revenues	725,000.00	76,505.35	334,558.99	390,441.01	46.15
Total Fines/Judgments	12,600.00	949.50	4,285.94	8,314.06	34.02
Total Code Violation Fines	0.00	0.00	0.00	0.00	0.00
Total Other Fines/Forfeits	11,100.00	2,063.60	5,051.78	6,048.22	45.51
Total Interest/Other Earnings	169,950.00	26,895.18	97,938.02	72,011.98	57.63
Total Sale of Assets/Insurance Proceeds	0.00	1,480.88	1,480.88	-1,480.88	0.00
Other Miscellaneous Revenues	21,850.00	677.20	11,422.13	10,427.87	52.28
Total Transfers Other Than Enterprise	1,785,000.00	148,750.00	892,500.00	892,500.00	50.00
Total Transfers Other Than Enterprise	0.00	0.00	0.00	0.00	0.00
Total Enterprise Transfers	580,000.00	48,333.33	289,999.98	290,000.02	50.00
Total Other Financing Sources	0.00	0.00	0.00	0.00	0.00
Total Budgeted Surplus	20,456,966 ~~6,276,452.00~~	0.00	0.00	6,276,452.00	0.00
Total Revenues	~~26,733,418.00~~	975,885.64	14,905,078.81	11,828,339.19	~~85.75~~ 72.86%

Expenditures

Department	Budgeted	Current Expend	YTD Expend	YTD Encumb	Unencumb Bal	Unexpend Bal	% Exp
Operating Expenditures							
CITY COMMISSION	304,161.00	38,586.90	143,692.12	0.00	160,468.88	160,468.88	47.24
CITY CLERK	455,658.00	35,588.09	208,780.80	0.00	246,877.20	246,877.20	45.82
CITY MANAGER	488,556.00	58,994.42	195,659.25	134,909.48	157,987.27	292,896.75	67.66
FINANCE	676,904.00	61,702.12	314,416.73	0.00	362,487.27	362,487.27	46.45
INFORMATION TECHNOLOGY	644,931.00	67,776.27	274,668.20	39,188.60	331,074.20	370,262.80	48.67
HUMAN RESOURCES	298,687.00	29,400.01	152,385.88	0.00	146,301.12	146,301.12	51.02
LEGAL	317,444.00	27,945.82	130,084.66	0.00	187,359.34	187,359.34	40.98
CITY HALL MAINTENANCE ACCOUNT	264,545.00	16,896.22	110,187.35	0.00	154,357.65	154,357.65	41.65
	0.00	0.00	0.00	0.00	0.00	0.00	0.00
FACILITIES MAINTENANCE	614,342.00	54,921.49	305,260.99	0.00	309,081.01	309,081.01	49.69

City of Fernandina Beach

Budget Summary Report

Fiscal Year to Date Thru March 2017

Fund 001

GENERAL FUND

POLICE	5,124,115.00	567,054.52	2,466,092.17	48,972.36	2,609,050.47	2,658,022.83	49.08
FIRE	4,453,097.00	446,956.41	1,938,971.30	17,954.07	2,496,171.63	2,514,125.70	43.95
BUILDING	900,695.00	69,699.04	365,001.77	13,524.51	522,168.72	535,693.23	42.03
PLANNING	482,680.00	39,556.33	194,429.11	0.00	288,250.89	288,250.89	40.28
CODE ENFORCEMENT	172,279.00	15,068.38	65,824.75	0.00	106,454.25	106,454.25	38.21
STREET DIVISION	2,031,228.00	171,842.93	1,464,001.49	178,869.52	388,356.99	567,226.51	80.88 E
DOWNTOWN DISTRICT	54,997.00	4,832.27	21,776.81	0.00	33,220.19	33,220.19	39.60
LIBRARY	10,629.00	708.42	4,248.46	0.00	6,380.54	6,380.54	39.97
RECREATION CENTER	979,930.00	87,597.56	437,075.54	7,251.50	535,602.96	542,854.46	45.34
PARKS	193,250.00	12,231.96	70,833.98	17,000.00	105,416.02	122,416.02	45.45
PECK	248,016.00	24,155.71	98,281.10	2,600.00	147,134.90	149,734.90	40.68
MLK CENTER	180,815.00	18,633.26	71,548.80	7,350.00	101,916.20	109,266.20	43.64
YOUTH PROGRAMS	246,695.00	23,223.93	96,740.13	0.00	149,954.87	149,954.87	39.21
AQUATICS	356,491.00	28,279.26	132,494.61	7,492.50	216,503.89	223,996.39	39.27
CEMETERY	0.00	0.00	0.00	0.00	0.00	0.00	0.00
OTHER SERVICES	50,000.00	-7,000.00	7,375.00	0.00	42,625.00	42,625.00	14.75
Operating Expenditures Subtotal	19,550,145.00	1,894,651.32	9,269,831.00	475,112.54	9,805,201.46	10,280,314.00	49.85
TRANSFERS	2,181,015.00	181,751.26	1,090,507.56	0.00	1,090,507.44	1,090,507.44	50.00
Transfers & Operating Subtotals	21,731,160.00	2,076,402.58	10,360,338.56	475,112.54	10,895,708.90	11,370,821.44	49.86
Total Contingency	37,505.00	0.00	0.00	0.00	37,505.00	37,505.00	0.00
RESERVES	4,964,753.00	0.00	0.00	0.00	4,964,753.00	4,964,753.00	0.00
Total Expenditures	26,733,418.00	2,076,402.58	10,360,338.56	475,112.54	15,897,966.90	16,373,079.44	40.53
Revenues vs. Expenditures	0.00	-1,100,516.94	4,544,740.25	4,069,627.71			

City of Fernandina Beach

Budget Summary Report

Fiscal Year to Date Thru March 2017

Fund 100

LAW ENFORCEMENT TRUST FUND

Revenues

	Budgeted	Current Revenue	YTD Revenue	Uncollected Bal	% Collected
Total LETF Revenues	500.00	0.00	376.25	123.75	75.25
Total Budgeted Surplus	257.00	0.00	0.00	257.00	0.00
Total Revenues	757.00	0.00	376.25	380.75	49.70

Expenditures

Department	Budgeted	Current Expend	YTD Expend	YTD Encumb	Unencumb Bal	Unexpend Bal	% Exp
Total Operating Expenses	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Operating Expenses	750.00	0.00	0.00	0.00	750.00	750.00	0.00
Total LETF Capital Expenses	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total LETF Reserves	7.00	0.00	0.00	0.00	7.00	7.00	0.00
Total Expenditures	757.00	0.00	0.00	0.00	757.00	757.00	0.00
Revenues vs. Expenditures	0.00	0.00	376.25	376.25			

City of Fernandina Beach

Budget Summary Report

Fiscal Year to Date Thru March 2017

Fund 110

FEDERAL FORFEITURE

Revenues

	Budgeted	Current Revenue	YTD Revenue	Uncollected Bal	% Collected
Total Revenue	50,000.00	0.00	37,894.17	12,105.83	75.79
Total Interest Earned	0.00	0.00	0.00	0.00	0.00
Total Other Revenue	0.00	0.00	3,150.00	-3,150.00	0.00
Total Budgeted Surplus	0.00	0.00	0.00	0.00	0.00
Total Revenues	50,000.00	0.00	41,044.17	8,955.83	82.09

Expenditures

Department	Budgeted	Current Expend	YTD Expend	YTD Encumb	Unencumb Bal	Unexpend Bal	% Exp
Total Operating Expenses	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Capital Expenses	48,600.00	761.98	761.98	27,999.00	19,839.02	47,838.02	59.18
Total Contingency/Reserves	1,400.00	0.00	0.00	0.00	1,400.00	1,400.00	0.00
Total Expenditures	50,000.00	761.98	761.98	27,999.00	21,239.02	49,238.02	57.52
Revenues vs. Expenditures	0.00	-761.98	40,282.19	12,283.19			

City of Fernandina Beach

Budget Summary Report

Fiscal Year to Date Thru March 2017

Fund 130

CDBG-ECONOMIC DEVELOPMENT

Revenues

	Budgeted	Current Revenue	YTD Revenue	Uncollected Bal	% Collected
Total Impact Fees	0.00	0.00	0.00	0.00	0.00
FDOT Grant	0.00	0.00	0.00	0.00	0.00
Total Interest Earned	0.00	0.00	0.00	0.00	0.00
Total Loan Repayment	0.00	0.00	0.00	0.00	0.00
Total Transfers	0.00	0.00	0.00	0.00	0.00
Total Budgeted Surplus	109,680.00	0.00	0.00	109,680.00	0.00
Total Reserve	0.00	0.00	0.00	0.00	0.00
Total Revenues	109,680.00	0.00	0.00	109,680.00	0.00

Expenditures

Department	Budgeted	Current Expend	YTD Expend	YTD Encumb	Unencumb Bal	Unexpend Bal	% Exp
Total Capital Expenses	109,680.00	0.00	0.00	0.00	109,680.00	109,680.00	0.00
Total Reserves	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Expenditures	109,680.00	0.00	0.00	0.00	109,680.00	109,680.00	0.00
Revenues vs. Expenditures	0.00	0.00	0.00	0.00			

City of Fernandina Beach

Budget Summary Report

Fiscal Year to Date Thru March 2017

Fund 140

SEWER IMPACT

Revenues

	Budgeted	Current Revenue	YTD Revenue	Uncollected Bal	% Collected
Total Impact Fees-Sewer Impact Fund	0.00	0.00	0.00	0.00	0.00
Total Interest Earned-Sewer Impact Fund	0.00	0.00	598.27	-598.27	0.00
Total Impact Fees	290,125.00	45,477.61	231,197.60	58,927.40	79.69
Total Other Revenue	0.00	0.00	197.42	-197.42	0.00
Total Surplus-Sewer Impact Fund	208,900.00	0.00	0.00	208,900.00	0.00
Total Revenues	499,025.00	45,477.61	231,993.29	267,031.71	46.49

Expenditures

Department	Budgeted	Current Expend	YTD Expend	YTD Encumb	Unencumb Bal	Unexpend Bal	% Exp
Total Operating Expense	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Transfers to Debt-Sewer Impact Fund	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Transfers	395,336.00	32,944.67	197,668.02	0.00	197,667.98	197,667.98	50.00
Total Reserves-Sewer Impact Fund	103,689.00	0.00	0.00	0.00	103,689.00	103,689.00	0.00
Total Expenditures	499,025.00	32,944.67	197,668.02	0.00	301,356.98	301,356.98	39.61
Revenues vs. Expenditures	0.00	12,532.94	34,325.27	34,325.27			

City of Fernandina Beach

Budget Summary Report

Fiscal Year to Date Thru March 2017

Fund 145

WATER IMPACT FEES

Revenues

	Budgeted	Current Revenue	YTD Revenue	Uncollected Bal	% Collected
Total Interest Earned-Water Impact Fund	0.00	0.00	0.00	0.00	0.00
Total Impact Fees-Water Impact Fund	119,875.00	22,422.94	101,499.50	18,375.50	84.67
Total Surplus-Water Impact Fund	49,600.00	0.00	0.00	49,600.00	0.00
Total Revenues	169,475.00	22,422.94	101,499.50	67,975.50	59.89

Expenditures

Department	Budgeted	Current Expend	YTD Expend	YTD Encumb	Unencumb Bal	Unexpend Bal	% Exp
Total Transfers	165,000.00	13,750.00	82,500.00	0.00	82,500.00	82,500.00	50.00
Total Reserves-Water Impact Fees	4,475.00	0.00	0.00	0.00	4,475.00	4,475.00	0.00
Total Expenditures	169,475.00	13,750.00	82,500.00	0.00	86,975.00	86,975.00	48.68
Revenues vs. Expenditures	0.00	8,672.94	18,999.50	18,999.50			

City of Fernandina Beach

Budget Summary Report

Fiscal Year to Date Thru March 2017

Fund 150

UTILITY TAX

Revenues

	Budgeted	Current Revenue	YTD Revenue	Uncollected Bal	% Collected
Total Utility Revenues	1,678,019.00	133,785.50	841,621.47	836,397.53	50.16
Total Interest Earned	0.00	0.20	1.08	-1.08	0.00
Total Cash Balance Fwd	133,000.00	0.00	0.00	133,000.00	0.00
Total Revenues	1,811,019.00	133,785.70	841,622.55	969,396.45	46.47

Expenditures

Department	Budgeted	Current Expend	YTD Expend	YTD Encumb	Unencumb Bal	Unexpend Bal	% Exp
Total Transfers Out	1,785,000.00	148,750.00	892,500.00	0.00	892,500.00	892,500.00	50.00
Total Reserves	26,019.00	0.00	0.00	0.00	26,019.00	26,019.00	0.00
Total Expenditures	1,811,019.00	148,750.00	892,500.00	0.00	918,519.00	918,519.00	49.28
Revenues vs. Expenditures	0.00	-14,964.30	-50,877.45	-50,877.45			

City of Fernandina Beach

Budget Summary Report

Fiscal Year to Date Thru March 2017

Fund 160

LOCAL LAW ENF BLOCK GRANT

Revenues

	Budgeted	Current Revenue	YTD Revenue	Uncollected Bal	% Collected
Total State Grant	0.00	0.00	0.00	0.00	0.00
Total Interest Earned	0.00	0.00	0.00	0.00	0.00
Total Interest Earned-LBG	0.00	0.00	0.00	0.00	0.00
Total Cash Balance Forward	571.00	0.00	0.00	571.00	0.00
Total City Match	0.00	0.00	0.00	0.00	0.00
Total Revenues	571.00	0.00	0.00	571.00	0.00

Expenditures

Department	Budgeted	Current Expend	YTD Expend	YTD Encumb	Unencumb Bal	Unexpend Bal	% Exp
Total Operating Expenses	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Capital Expenses	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Refund-Prior Year Grant	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Refund-Prior Year Grant	571.00	0.00	0.00	0.00	571.00	571.00	0.00
Total Expenditures	571.00	0.00	0.00	0.00	571.00	571.00	0.00
Revenues vs. Expenditures	0.00	0.00	0.00	0.00			

City of Fernandina Beach

Budget Summary Report

Fiscal Year to Date Thru March 2017

Fund 170

CEMETERY

Revenues

	Budgeted	Current Revenue	YTD Revenue	Uncollected Bal	% Collected
Total Sales/Fees	104,500.00	6,800.03	66,666.28	37,833.72	63.80
Total Interest Earned	0.00	-1,690.50	73.26	-73.26	0.00
Total Other Revenue	12,000.00	0.00	0.00	12,000.00	0.00
Total Transfers	0.00	0.00	0.00	0.00	0.00
Total Budgeted Cash Balance Fwd	977,400.00	0.00	0.00	977,400.00	0.00
Total Revenues	1,093,900.00	5,109.53	66,739.54	1,027,160.46	6.10

Expenditures

Department	Budgeted	Current Expend	YTD Expend	YTD Encumb	Unencumb Bal	Unexpend Bal	% Exp
Total Personnel Expenses	69,710.00	6,995.93	34,722.61	0.00	34,987.39	34,987.39	49.81
Total Operating Expenses	24,681.00	1,261.99	9,887.57	0.00	14,793.43	14,793.43	40.06
Total Capital Expenses	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Reserves	946,400.00	0.00	0.00	0.00	946,400.00	946,400.00	0.00
Total Contingency	53,109.00	0.00	0.00	0.00	53,109.00	53,109.00	0.00
Total Expenditures	1,093,900.00	8,257.92	44,610.18	0.00	1,049,289.82	1,049,289.82	4.08
Revenues vs. Expenditures	0.00	-3,148.39	22,129.36	22,129.36			

City of Fernandina Beach

Budget Summary Report

Fiscal Year to Date Thru March 2017

Fund 180

COMMUNITY REDEVELOPMENT AREA

Revenues

	Budgeted	Current Revenue	YTD Revenue	Uncollected Bal	% Collected
Total Taxes	0.00	0.00	0.00	0.00	0.00
Total Interest	0.00	0.00	0.00	0.00	0.00
Total Other Revenue	1,000.00	0.00	0.00	1,000.00	0.00
Total Transfers	0.00	0.00	0.00	0.00	0.00
Total Cash Balance Forward	1,000.00	0.00	0.00	1,000.00	0.00
Total Revenues	2,000.00	0.00	0.00	2,000.00	0.00

Expenditures

Department	Budgeted	Current Expend	YTD Expend	YTD Encumb	Unencumb Bal	Unexpend Bal	% Exp
Total Operating Expense	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Capital	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Transfers Out	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Reserves	2,000.00	0.00	0.00	0.00	2,000.00	2,000.00	0.00
Total Expenditures	2,000.00	0.00	0.00	0.00	2,000.00	2,000.00	0.00
Revenues vs. Expenditures	0.00	0.00	0.00	0.00			

City of Fernandina Beach

Budget Summary Report

Fiscal Year to Date Thru March 2017

Fund 190

LAW ENFORCEMENT RECOVERY

Revenues

	Budgeted	Current Revenue	YTD Revenue	Uncollected Bal	% Collected
Total LERF Revenue	151,021.00	16,841.57	56,874.21	94,146.79	37.66
Total Cash Balance Forward	27,330.00	0.00	0.00	27,330.00	0.00
Total Revenues	178,351.00	16,841.57	56,874.21	121,476.79	31.89

Expenditures

Department	Budgeted	Current Expend	YTD Expend	YTD Encumb	Unencumb Bal	Unexpend Bal	% Exp
Total Operating Expenses	24,000.00	0.00	2,465.83	0.00	21,534.17	21,534.17	10.27
Total LERF Capital Expenses	117,100.00	40,026.99	69,337.27	8,000.00	39,762.73	47,762.73	66.04
Total LERF Reserves	37,251.00	0.00	0.00	0.00	37,251.00	37,251.00	0.00
Total Expenditures	178,351.00	40,026.99	71,803.10	8,000.00	98,547.90	106,547.90	44.74
Revenues vs. Expenditures	0.00	-23,185.42	-14,928.89	-22,928.89			

City of Fernandina Beach

Budget Summary Report

Fiscal Year to Date Thru March 2017

Fund 220

BOND DEBT SERVICE

Revenues

	Budgeted	Current Revenue	YTD Revenue	Uncollected Bal	% Collected
Total Interest Earned-GOB Fund	0.00	0.00	0.00	0.00	0.00
Total Transfers from General Fund	426,900.00	35,575.00	213,450.00	213,450.00	50.00
Total Cash Balance Forward	4,300.00	0.00	0.00	4,300.00	0.00
Total Revenues	431,200.00	35,575.00	213,450.00	217,750.00	49.50

Expenditures

Department	Budgeted	Current Expend	YTD Expend	YTD Encumb	Unencumb Bal	Unexpend Bal	% Exp
Total Debt Service	426,776.00	0.00	23,387.60	0.00	403,388.40	403,388.40	5.48
TOTAL TRANSFER OUT	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Reserves-GOB Debt Service	4,424.00	0.00	0.00	0.00	4,424.00	4,424.00	0.00
Total Expenditures	431,200.00	0.00	23,387.60	0.00	407,812.40	407,812.40	5.42
Revenues vs. Expenditures	0.00	35,575.00	190,062.40	190,062.40			

City of Fernandina Beach

Budget Summary Report

Fiscal Year to Date Thru March 2017

Fund 230

UTILITY DEBT SERVICE

Revenues

	Budgeted	Current Revenue	YTD Revenue	Uncollected Bal	% Collected
Total Interest	0.00	0.00	0.00	0.00	0.00
Total Transfers	2,754,020.00	229,501.68	1,377,010.08	1,377,009.92	50.00
Total Cash Balance Forward	240,985.00	0.00	0.00	240,985.00	0.00
Total Revenues	2,995,005.00	229,501.68	1,377,010.08	1,617,994.92	45.98

Expenditures

Department	Budgeted	Current Expend	YTD Expend	YTD Encumb	Unencumb Bal	Unexpend Bal	% Exp
Total Debt Service	2,754,510.00	43,679.55	682,254.55	0.00	2,072,255.45	2,072,255.45	24.77
Total Transfer Out	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Reserves	240,495.00	0.00	0.00	0.00	240,495.00	240,495.00	0.00
Total Reserves	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Expenditures	2,995,005.00	43,679.55	682,254.55	0.00	2,312,750.45	2,312,750.45	22.78
Revenues vs. Expenditures	0.00	185,822.13	694,755.53	694,755.53			

City of Fernandina Beach

Detail Budget Report

Fiscal Year to Date Thru March 2017

Fund 300

CAPITAL IMPROVEMENT

Revenues

		Budgeted	Current Revenue	YTD Revenue	Uncollected Bal	% Collected
300-312.4000	LOCAL OPTION GAS TAX	0.00	0.00	0.00	0.00	0.00
300-312.6000	SMALL COUNTY SURTAX	0.00	0.00	0.00	0.00	0.00
	Total Local Option Taxes	0.00	0.00	0.00	0.00	0.00
300-331.1000	FED GRANT DOWNTOWN COMFORT STATION	0.00	0.00	0.00	0.00	0.00
300-331.2000	FED GRANT FIRE PREVENTION TRAILER	0.00	0.00	0.00	0.00	0.00
300-331.3000	FEDERAL GRANT FIRE TRUCK	0.00	0.00	0.00	0.00	0.00
300-331.3010	FBIP-BOAT RAMP	0.00	0.00	0.00	0.00	0.00
300-331.4000	FEDERAL HOMELAND SECURITY FEMA	0.00	0.00	0.00	0.00	0.00
300-331.4010	FEDERAL USDA	0.00	0.00	0.00	0.00	0.00
300-331.7000	BEACH STABILIZATION FEDERAL	0.00	0.00	0.00	0.00	0.00
300-334.3600	STATE GRANT	29,900.00	1,677.18	10,902.95	18,997.05	36.46
300-334.3800	STATE GRANT FRDAP	0.00	0.00	0.00	0.00	0.00
300-334.3810	FRDAP	0.00	0.00	0.00	0.00	0.00
300-334.3820	FRDAP GRANT-SEASIDE PARK	0.00	0.00	0.00	0.00	0.00
300-334.3830	FRDAP SKATE PARK	0.00	0.00	0.00	0.00	0.00
300-334.3840	FRDAP MLK POOL	0.00	0.00	0.00	0.00	0.00
300-334.3850	FRDAP MAIN BEACH PARK	0.00	0.00	0.00	0.00	0.00
300-334.3860	FRDAP LIGHTHOUSE	0.00	0.00	0.00	0.00	0.00
300-334.3870	FIND	150,000.00	0.00	0.00	150,000.00	0.00
300-334.3880	FIND BOAT RAMP	0.00	0.00	0.00	0.00	0.00
300-334.4100	STATE GRANT-BEACH PRESERVATION	0.00	0.00	0.00	0.00	0.00
300-334.4110	STATE GRANT-EMERGENCY DUNE ENHANCEMENT	0.00	0.00	0.00	0.00	0.00
300-334.4200	LAND WATER CONSERVATION GRANT	0.00	0.00	0.00	0.00	0.00
300-334.4220	STATE GRANT FIRE RESCUE UNIT	0.00	0.00	0.00	0.00	0.00
300-334.7000	STATE GRANTS RECREATION MASTER PLAN	0.00	0.00	0.00	0.00	0.00
300-334.7001	COUNTY GRANT FIRE DEPT SHUTTERS	0.00	0.00	0.00	0.00	0.00
	Total State Grants	179,900.00	1,677.18	10,902.95	168,997.05	6.06
300-335.4400	8TH CENT GAS TAX	108,300.00	8,593.76	51,562.56	56,737.44	47.61
	Total Gas Tax	108,300.00	8,593.76	51,562.56	56,737.44	47.61
300-337.7000	COUNTY GRANTS	32,550.00	967.16	6,287.27	26,262.73	19.32
300-337.7100	TDC GRANT	0.00	0.00	0.00	0.00	0.00
300-337.7110	CPI LIGHTHOUSE GRANT	0.00	0.00	0.00	0.00	0.00
300-337.7120	CPI DUNE REVEG GRANT	0.00	0.00	0.00	0.00	0.00
300-337.7130	CPI NORTH BEACH PARK GRANT	0.00	0.00	0.00	0.00	0.00
300-337.7140	HICKORY STREET/COUNTY PORTION	0.00	0.00	0.00	0.00	0.00
300-337.7150	ST JOHNS RIVER MGMT-STORMWATER 1ST AVE	0.00	0.00	0.00	0.00	0.00
300-337.7160	GRANT REVENUE-SKATE PARK	0.00	0.00	0.00	0.00	0.00
300-337.7165	GRANT REVENUE-SOCCER	0.00	0.00	0.00	0.00	0.00
300-337.7166	GRANT REV-TDC RESTORATION FOUNDATION	0.00	0.00	0.00	0.00	0.00
300-337.7200	FOL CONTRIBUTION	0.00	0.00	0.00	0.00	0.00
	Total Other Grants	32,550.00	967.16	6,287.27	26,262.73	19.32
300-360.1000	LOAN PROCEEDS	0.00	0.00	0.00	0.00	0.00
300-361.1000	INTEREST EARNED	0.00	546.20	2,914.55	-2,914.55	0.00
300-361.2000	UNREALIZED GAIN-SBA	0.00	0.00	0.00	0.00	0.00
300-361.4000	INTEREST ON PAVING ASSESSMENTS	0.00	0.00	0.00	0.00	0.00
	Total Interest Earned	0.00	546.20	2,914.55	-2,914.55	0.00
300-363.2000	PAYMENT ON PAVING ASSESSMENTS	0.00	0.00	0.00	0.00	0.00
300-369.9000	OTHER REVENUE	0.00	0.00	0.00	0.00	0.00

City of Fernandina Beach

Detail Budget Report

Fiscal Year to Date Thru March 2017

Fund 300

CAPITAL IMPROVEMENT

Revenues

		Budgeted	Current Revenue	YTD Revenue	Uncollected Bal	% Collected
	Total Other Revenues	0.00	0.00	0.00	0.00	0.00
300-381.1000	TRANSFER IN/GENERAL	1,197,600.00	99,800.00	598,800.00	598,800.00	50.00
300-381.1010	TRANSFER IN PECK/GENERAL	0.00	0.00	0.00	0.00	0.00
300-381.2200	GOB DEBT SERVICE FUND	0.00	0.00	0.00	0.00	0.00
300-381.3100	TRANSFER IN/CAPITAL EXPANSION	0.00	0.00	0.00	0.00	0.00
300-381.5200	TRANS FROM UB	0.00	0.00	0.00	0.00	0.00
	Total Transfers In	1,197,600.00	99,800.00	598,800.00	598,800.00	50.00
300-384.0000	LAND ACQUISITION LOAN	0.00	0.00	0.00	0.00	0.00
300-384.0001	OTHER FINANCING SOURCES	0.00	0.00	0.00	0.00	0.00
	Total Loans	0.00	0.00	0.00	0.00	0.00
300-389.1000	CASH BALANCE FORWARD	1,854,630.00	0.00	0.00	1,854,630.00	0.00
300-389.1005	CASH BALANCE FORWARD F2	0.00	0.00	0.00	0.00	0.00
300-389.1010	CASH BALANCE FORWARD-BOND	0.00	0.00	0.00	0.00	0.00
	Total Cash Balance FWD	1,854,630.00	0.00	0.00	1,854,630.00	0.00
	Total Revenues	3,372,980.00	111,584.30	670,467.33	2,702,512.67	19.88

City of Fernandina Beach

Detail Budget Report

Fiscal Year to Date Thru March 2017

Fund 300

CAPITAL IMPROVEMENT

Expenditures

	Department	Budgeted	Current Expend	YTD Expend	YTD Encumb	Unencumb Bal	Unexpend Bal	% Exp
300-3000-519.2100	FICA	0.00	0.00	0.00	0.00	0.00	0.00	0.00
300-3000-519.2300	LIFE/HEALTH	0.00	0.00	0.00	0.00	0.00	0.00	0.00
300-3000-519.2301	LIFE	0.00	0.00	0.00	0.00	0.00	0.00	0.00
300-3000-519.6300	AERIAL LADDER LEASE PAY	0.00	0.00	0.00	0.00	0.00	0.00	0.00
300-3000-519.6305	AMBULANCE LEASE	0.00	0.00	0.00	0.00	0.00	0.00	0.00
300-3000-519.6310	ADA-RENOVATIONS	0.00	0.00	0.00	0.00	0.00	0.00	0.00
300-3000-519.6400	ERP SOFTWARE	281,000.00	26,521.75	98,712.54	24,475.00	157,812.46	182,287.46	43.84
300-3000-519.7100	PRINCIPAL	497,346.00	0.00	41,536.90	0.00	455,809.10	455,809.10	8.35
300-3000-519.7200	INTEREST	59,320.00	13,716.00	19,461.83	0.00	39,858.17	39,858.17	32.81
300-3000-519.7300	BOND EXPENSE	800.00	0.00	0.00	0.00	800.00	800.00	0.00
300-3000-519.7310	FINANCE CHARGES	0.00	0.00	0.00	0.00	0.00	0.00	0.00
300-3000-519.7400	WATERFRONT PROJECT	0.00	0.00	0.00	0.00	0.00	0.00	0.00
300-3000-519.7410	REPAIR PILINGS-BRETTS	0.00	0.00	0.00	0.00	0.00	0.00	0.00
300-3000-519.7420	CRA PLAN	0.00	0.00	0.00	0.00	0.00	0.00	0.00
300-3000-521.6300	FIRE TRAINING FACILITY	0.00	0.00	0.00	0.00	0.00	0.00	0.00
300-3000-521.6310	FIRE STATION STORAGE	0.00	0.00	0.00	0.00	0.00	0.00	0.00
300-3000-521.6320	FIRE BOAT	0.00	0.00	0.00	0.00	0.00	0.00	0.00
300-3000-521.6330	FIRE PREVENTION TRAILER	0.00	0.00	0.00	0.00	0.00	0.00	0.00
300-3000-521.6340	FIRE STATION SHUTTERS	0.00	0.00	0.00	0.00	0.00	0.00	0.00
300-3000-521.6400	FIRE TRUCK	250,000.00	0.00	0.00	225,880.00	24,120.00	250,000.00	90.35
300-3000-521.9100	TRANSFER OUT	0.00	0.00	0.00	0.00	0.00	0.00	0.00
300-3000-522.6405	IMAGING SOFTWARE	0.00	0.00	0.00	0.00	0.00	0.00	0.00
300-3000-522.6410	GREENWAY MAINTENANCE VEHIC	0.00	0.00	0.00	0.00	0.00	0.00	0.00
300-3000-522.6415	GREENWAY MOWER	0.00	0.00	0.00	0.00	0.00	0.00	0.00
300-3000-522.6422	FIRE RESCUE UNIT	0.00	0.00	0.00	0.00	0.00	0.00	0.00
300-3000-522.6425	GENERATORS & EXTRACTION EQI	0.00	0.00	0.00	0.00	0.00	0.00	0.00
300-3000-522.6426	FIRE STATION MODIFICATIONS	0.00	0.00	0.00	0.00	0.00	0.00	0.00
300-3000-541.2100	FICA	0.00	0.00	0.00	0.00	0.00	0.00	0.00
300-3000-541.2300	LIFE/HEALTH	0.00	0.00	0.00	0.00	0.00	0.00	0.00
300-3000-541.2301	LIFE	0.00	0.00	0.00	0.00	0.00	0.00	0.00
300-3000-541.6290	THIRD STREET EXTENTION	0.00	0.00	0.00	0.00	0.00	0.00	0.00
300-3000-541.6300	SADLER RD ROUNDABOUT	0.00	0.00	0.00	0.00	0.00	0.00	0.00
300-3000-541.6310	SIDEWALKS-CAPITALIZED	0.00	0.00	0.00	0.00	0.00	0.00	0.00
300-3000-541.6311	SIDEWALKS-ALACHUA ST-CALHOI	0.00	0.00	0.00	0.00	0.00	0.00	0.00
300-3000-541.6312	SIDEWALKS-S 9TH ST-ATLANTIC/A	0.00	0.00	0.00	0.00	0.00	0.00	0.00
300-3000-541.6313	SIDEWALKS-ASH-ELM/7TH TO 5TH	0.00	0.00	0.00	0.00	0.00	0.00	0.00
300-3000-541.6314	SIDEWALKS-GENL/MISC	44,000.00	4,686.08	17,906.91	14,975.00	11,118.09	26,093.09	74.73
300-3000-541.6320	STREET PAVING/RESURFACING-C	0.00	0.00	0.00	0.00	0.00	0.00	0.00
300-3000-541.6400	STREETS EQUIPMENT	0.00	0.00	0.00	0.00	0.00	0.00	0.00
300-3000-541.6430	STREET PAVING/1ST CLEVELAND	0.00	0.00	0.00	0.00	0.00	0.00	0.00
300-3000-541.6440	STREET PAV/1ST SIMMONS/BL ME	0.00	0.00	0.00	0.00	0.00	0.00	0.00
300-3000-541.6450	1ST AVENUE PAVING PROJECT	0.00	0.00	0.00	0.00	0.00	0.00	0.00
300-3000-541.6451	1ST AVENUE NORTH-STREET PAV	0.00	0.00	0.00	0.00	0.00	0.00	0.00
300-3000-541.6452	1ST AVENUE STREET PAVING	0.00	0.00	0.00	0.00	0.00	0.00	0.00
300-3000-541.6460	STREET PAVING/N FLETCHER DOI	0.00	0.00	0.00	0.00	0.00	0.00	0.00
300-3000-541.6470	STREET PAVING/MISC STRIPING	0.00	0.00	0.00	0.00	0.00	0.00	0.00
300-3000-541.6480	STREET PAVING GEN/MISC	0.00	0.00	0.00	0.00	0.00	0.00	0.00
300-3000-541.6510	STREET RESURFACING-GUM ST/3	0.00	0.00	0.00	0.00	0.00	0.00	0.00
300-3000-541.6511	STREET RESURFACING-J LAFITTE	0.00	0.00	0.00	0.00	0.00	0.00	0.00

City of Fernandina Beach

Detail Budget Report

Fiscal Year to Date Thru March 2017

Fund 300

CAPITAL IMPROVEMENT

Expenditures

	Department	Budgeted	Current Expend	YTD Expend	YTD Encumb	Unencumb Bal	Unexpend Bal	% Exp
300-3000-541.6512	STREET RESURFACING-NOTH 11 S	0.00	0.00	0.00	0.00	0.00	0.00	0.00
300-3000-541.6513	STREET RESURFACING-SOUTH 13	0.00	0.00	0.00	0.00	0.00	0.00	0.00
300-3000-541.6514	STREET RESURFACING-RACHEL A	0.00	0.00	0.00	0.00	0.00	0.00	0.00
300-3000-541.6515	STREET RESURFACING-SOUTH 2N	0.00	0.00	0.00	0.00	0.00	0.00	0.00
300-3000-541.6516	STREET RESURFACING-DATE ST/	0.00	0.00	0.00	0.00	0.00	0.00	0.00
300-3000-541.6517	STREET RESURFACING-HUTCHIN	0.00	0.00	0.00	0.00	0.00	0.00	0.00
300-3000-541.6518	STREET RESURFACING-BEECH ST	0.00	0.00	0.00	0.00	0.00	0.00	0.00
300-3000-541.6519	STREET RESURFACING-ASH ST/8T	0.00	0.00	0.00	0.00	0.00	0.00	0.00
300-3000-541.6520	STREET RESURFACING-S 7TH/BEE	0.00	0.00	0.00	0.00	0.00	0.00	0.00
300-3000-541.6521	STREET RESURFACING-CEDAR ST	0.00	0.00	0.00	0.00	0.00	0.00	0.00
300-3000-541.6522	STREET RESURFACING-DATE ST/(	0.00	0.00	0.00	0.00	0.00	0.00	0.00
300-3000-541.6523	STREET RESURFACING-4TH STRE	0.00	0.00	0.00	0.00	0.00	0.00	0.00
300-3000-541.6524	NORTH 10TH STREET	0.00	0.00	0.00	0.00	0.00	0.00	0.00
300-3000-541.6525	SOUTH 10TH STREET	0.00	0.00	0.00	0.00	0.00	0.00	0.00
300-3000-541.6530	STREET STRIPING	34,750.00	1,890.00	10,587.80	0.00	24,162.20	24,162.20	30.47
300-3000-541.6540	STREET RESURFACING/GENERAL	325,000.00	0.00	5,139.00	0.00	319,861.00	319,861.00	1.58
300-3000-541.6550	STORM DRAIN/NORTH 15TH/LEON	0.00	0.00	0.00	0.00	0.00	0.00	0.00
300-3000-541.6551	STORM DRAIN/J LAFITTE/MCGREG	0.00	0.00	0.00	0.00	0.00	0.00	0.00
300-3000-541.6552	STORM DRAIN/ASH ST-8TH TO 11T	0.00	0.00	0.00	0.00	0.00	0.00	0.00
300-3000-541.6553	STORM DRAIN/STANLEY DR/AMEL	0.00	0.00	0.00	0.00	0.00	0.00	0.00
300-3000-541.6554	STORM DRAIN/NORTH 15TH-FRAN	0.00	0.00	0.00	0.00	0.00	0.00	0.00
300-3000-541.6555	STORM DRAIN/SOUTH 12TH/BEEC	0.00	0.00	0.00	0.00	0.00	0.00	0.00
300-3000-541.6556	STORM DRAIN/HIGHLAND-REBUILI	0.00	0.00	0.00	0.00	0.00	0.00	0.00
300-3000-541.6570	STORM DRAIN/1ST AVE:SIMMONS	0.00	0.00	0.00	0.00	0.00	0.00	0.00
300-3000-541.6580	STORM DRAIN/1ST AVE:CLEVELAN	0.00	0.00	0.00	0.00	0.00	0.00	0.00
300-3000-541.6610	STORM DRAINAGE/GENERAL	0.00	0.00	0.00	0.00	0.00	0.00	0.00
300-3000-541.6700	ALACHUA PROJECT	800,000.00	0.00	0.00	0.00	800,000.00	800,000.00	0.00
300-3000-541.6710	MAIN STREET IMPROVEMENTS	42,000.00	0.00	0.00	0.00	42,000.00	42,000.00	0.00
300-3000-571.6200	FOURTH STREET BUILDING EXPAI	0.00	0.00	0.00	0.00	0.00	0.00	0.00
300-3000-572.3100	PARKS & REC MASTER PLAN	0.00	0.00	0.00	0.00	0.00	0.00	0.00
300-3000-572.3200	BOAT RAMP	0.00	0.00	0.00	0.00	0.00	0.00	0.00
300-3000-572.3340	PECK CENTER RENOVATIONS	0.00	0.00	0.00	0.00	0.00	0.00	0.00
300-3000-572.4900	OTHER CURRENT CHARGES-BONI	0.00	0.00	0.00	0.00	0.00	0.00	0.00
300-3000-572.6200	MLK OVERHANG-BOND	0.00	0.00	0.00	0.00	0.00	0.00	0.00
300-3000-572.6205	MLK-KITCHEN-REC	0.00	0.00	0.00	0.00	0.00	0.00	0.00
300-3000-572.6210	MLK POOL RESURFACING	0.00	0.00	0.00	0.00	0.00	0.00	0.00
300-3000-572.6215	GREENWAY TRAIL HEADERS	0.00	0.00	0.00	0.00	0.00	0.00	0.00
300-3000-572.6216	LEE PROPERTY SITE ASSESSMEN	0.00	0.00	0.00	0.00	0.00	0.00	0.00
300-3000-572.6217	LIGHTHOUSE OIL HOUSE RENOVA	0.00	0.00	0.00	0.00	0.00	0.00	0.00
300-3000-572.6218	IMPROVEMENTS AT POP WARNEF	0.00	0.00	0.00	0.00	0.00	0.00	0.00
300-3000-572.6220	RESURF ATL AUDITORIUM FLOOR	0.00	0.00	0.00	0.00	0.00	0.00	0.00
300-3000-572.6225	MLK ELECTRICAL WORK-BOND	0.00	0.00	0.00	0.00	0.00	0.00	0.00
300-3000-572.6230	ATL REC A/C	0.00	0.00	0.00	0.00	0.00	0.00	0.00
300-3000-572.6235	MLK RENOVATIONS	0.00	0.00	0.00	0.00	0.00	0.00	0.00
300-3000-572.6236	PECK GYM INTERIOR RENOVATIOI	0.00	0.00	0.00	0.00	0.00	0.00	0.00
300-3000-572.6237	PECK GYM PARKING	0.00	0.00	0.00	0.00	0.00	0.00	0.00
300-3000-572.6238	PECK CENTER IMPROVEMENTS	41,000.00	0.00	0.00	0.00	41,000.00	41,000.00	0.00
300-3000-572.6240	TENNIS COURT RESURFACING	0.00	0.00	0.00	0.00	0.00	0.00	0.00
300-3000-572.6241	TENNIS COURT IMPROVEMENTS	0.00	0.00	0.00	0.00	0.00	0.00	0.00

City of Fernandina Beach

Detail Budget Report

Fiscal Year to Date Thru March 2017

Fund 300

CAPITAL IMPROVEMENT

Expenditures

	Department	Budgeted	Current Expend	YTD Expend	YTD Encumb	Unencumb Bal	Unexpend Bal	% Exp
300-3000-572.6242	REPLACE 8 AC UNITS AT PECK	0.00	0.00	0.00	0.00	0.00	0.00	0.00
300-3000-572.6245	BOARDWALK IMPROVEMENTS	0.00	0.00	0.00	0.00	0.00	0.00	0.00
300-3000-572.6250	MAIN BEACH CABANA	0.00	0.00	0.00	0.00	0.00	0.00	0.00
300-3000-572.6255	DUNE WALKOVERS	25,000.00	0.00	0.00	0.00	25,000.00	25,000.00	0.00
300-3000-572.6260	BUCCANEER FIELD IMPROVEMEN	0.00	0.00	0.00	0.00	0.00	0.00	0.00
300-3000-572.6265	SKATE PARK	0.00	0.00	0.00	0.00	0.00	0.00	0.00
300-3000-572.6310	MAIN BEACH IMPROVEMENTS	0.00	0.00	0.00	0.00	0.00	0.00	0.00
300-3000-572.6311	MAIN BEACH WALKWAYS & GAZEE	0.00	0.00	0.00	0.00	0.00	0.00	0.00
300-3000-572.6313	DUNE WALKOVER-MATANZA & MA	0.00	0.00	0.00	0.00	0.00	0.00	0.00
300-3000-572.6330	SOCCER COM/ALVAREZ FIELD	0.00	0.00	0.00	0.00	0.00	0.00	0.00
300-3000-572.6335	YBOR ALVAREZ SOCCER PARK/RE	0.00	0.00	0.00	0.00	0.00	0.00	0.00
300-3000-572.6340	SEASIDE PARK	0.00	0.00	0.00	0.00	0.00	0.00	0.00
300-3000-572.6345	KAYAK LAUNCH	0.00	0.00	0.00	0.00	0.00	0.00	0.00
300-3000-572.6360	DUNE WALKOVER/BEACH ACCES	0.00	0.00	0.00	0.00	0.00	0.00	0.00
300-3000-572.6370	RESURF 3 BASKETBALL CTS-BONI	0.00	0.00	0.00	0.00	0.00	0.00	0.00
300-3000-572.6410	NORTH BEACH PARK	0.00	0.00	0.00	0.00	0.00	0.00	0.00
300-3000-572.6415	C STREET BEACH ACCESS	0.00	0.00	0.00	0.00	0.00	0.00	0.00
300-3000-572.6420	BEACH RENOURISHMENT	0.00	0.00	0.00	0.00	0.00	0.00	0.00
300-3000-572.6425	BEACH STABILIZATION	0.00	0.00	0.00	0.00	0.00	0.00	0.00
300-3000-572.6426	BEACH RENOUR CONSTRUCTION	75,000.00	1,805.75	21,671.75	52,968.25	360.00	53,328.25	99.52
300-3000-572.6427	BEACH MONITORING	30,000.00	0.00	0.00	0.00	30,000.00	30,000.00	0.00
300-3000-572.6428	DREDGING-MARINA	300,000.00	0.00	0.00	0.00	300,000.00	300,000.00	0.00
300-3000-572.6429	MARINA IMPROVEMENTS	0.00	0.00	0.00	0.00	0.00	0.00	0.00
300-3000-572.6430	PARKS AND REC VEHICLES	0.00	0.00	0.00	0.00	0.00	0.00	0.00
300-3000-572.6450	LIGHTHOUSE RENOVATIONS	0.00	0.00	0.00	0.00	0.00	0.00	0.00
300-3000-572.6480	DUNE REVEGATATION	0.00	0.00	0.00	0.00	0.00	0.00	0.00
300-3000-572.6485	EVES REPAIRED-MLK & ATL-BOND	0.00	0.00	0.00	0.00	0.00	0.00	0.00
300-3000-572.6490	ATLANTIC REC PATIO ROOM FLOC	0.00	0.00	0.00	0.00	0.00	0.00	0.00
300-3000-572.6492	ATLANTIC REC FLOOR REPLACEM	0.00	0.00	0.00	0.00	0.00	0.00	0.00
300-3000-572.6493	ATLANTIC REC CENTER IMPROVE	32,000.00	642.74	17,933.98	10,500.00	3,566.02	14,066.02	88.86
300-3000-572.6494	PECK GYM IMPROVEMENTS	28,000.00	0.00	10,514.14	17,875.00	-389.14	17,485.86	101.39
300-3000-572.6495	ADD PLAYGROUND EQUIP-ATL BO	0.00	0.00	0.00	0.00	0.00	0.00	0.00
300-3000-572.6496	REPLACE LIGHT POLES-YBOR-BOI	0.00	0.00	0.00	0.00	0.00	0.00	0.00
300-3000-572.6497	PECK ROOF REPAIRS-BOND	0.00	0.00	0.00	0.00	0.00	0.00	0.00
300-3000-572.6498	JOE VALARDI BUILDING REMOVAL	0.00	0.00	0.00	0.00	0.00	0.00	0.00
300-3000-572.6499	MLK BASKETBALL COURT LIGHTS	0.00	0.00	0.00	0.00	0.00	0.00	0.00
300-3000-572.6501	CENTRAL PARK PLAYGROUND	0.00	0.00	0.00	0.00	0.00	0.00	0.00
300-3000-572.6502	DOWNTOWN WATERFRONT PARK	111,000.00	0.00	0.00	0.00	111,000.00	111,000.00	0.00
300-3000-572.6503	FRONT STREET REHAB	0.00	0.00	0.00	0.00	0.00	0.00	0.00
300-3000-572.6504	REPLACE LIGHTS AT CHARLES AL	0.00	0.00	0.00	0.00	0.00	0.00	0.00
300-3000-572.6505	REPLACE FENCING YBOR	0.00	0.00	0.00	0.00	0.00	0.00	0.00
300-3000-572.6506	REPLACE CONCESSION & DUGOU	0.00	0.00	0.00	0.00	0.00	0.00	0.00
300-3000-572.6507	GREENWAY SADLER ACCESS	0.00	0.00	0.00	0.00	0.00	0.00	0.00
300-3000-572.6509	DOWNTOWN LIGHTING	0.00	0.00	0.00	0.00	0.00	0.00	0.00
300-3000-572.6510	POCKET PARK 100 BLOCK CENTR	0.00	0.00	0.00	0.00	0.00	0.00	0.00
300-3000-572.6511	POCKET PARK 200 BLOCK CENTR	0.00	0.00	0.00	0.00	0.00	0.00	0.00
300-3000-572.6512	DOWNTOWN COMFORT STATION	0.00	0.00	0.00	0.00	0.00	0.00	0.00
300-3000-572.6513	RAILROAD DEPOT REHAB	0.00	0.00	0.00	0.00	0.00	0.00	0.00
300-3000-572.6514	ARTIFICIAL REEF	0.00	0.00	0.00	0.00	0.00	0.00	0.00

City of Fernandina Beach

Detail Budget Report

Fiscal Year to Date Thru March 2017

Fund 300

CAPITAL IMPROVEMENT

Expenditures

	Department	Budgeted	Current Expend	YTD Expend	YTD Encumb	Unencumb Bal	Unexpend Bal	% Exp
300-3000-572.6515	ARC POOL FEATURES	0.00	0.00	0.00	0.00	0.00	0.00	0.00
300-3000-572.6516	ATLANTIC REC CENTER POOL IMI	25,000.00	15,247.50	15,247.50	6,872.50	2,880.00	9,752.50	88.48
300-3000-572.6517	SOLAR PANELS FOR ARC POOL	0.00	0.00	0.00	0.00	0.00	0.00	0.00
300-3000-572.6518	ANIMAL RESCUE CENTER	0.00	0.00	0.00	0.00	0.00	0.00	0.00
300-3000-572.6520	LAND ACQUISITION-SELL PROPER	0.00	0.00	0.00	0.00	0.00	0.00	0.00
300-3000-572.6530	LAND ACQUISITION-BABY BURNS	0.00	0.00	0.00	0.00	0.00	0.00	0.00
300-3000-572.6540	LAND ACQUISITION-BURNS PROP	0.00	0.00	0.00	0.00	0.00	0.00	0.00
300-3000-572.6560	HICKORY STREET PROJECT	0.00	0.00	0.00	0.00	0.00	0.00	0.00
300-3000-572.6570	LAND ACQUISITION BOND	0.00	0.00	0.00	0.00	0.00	0.00	0.00
300-3000-572.6580	LAND ACQUISITION RAYONIER	0.00	0.00	0.00	0.00	0.00	0.00	0.00
300-3000-572.7100	PRINCIPAL FOR POWELL PROP-BC	0.00	0.00	0.00	0.00	0.00	0.00	0.00
300-3000-572.7200	INTEREST POWELL PROP-BOND	0.00	0.00	0.00	0.00	0.00	0.00	0.00
300-3000-580.9520	TRANSFER TO UB	0.00	0.00	0.00	0.00	0.00	0.00	0.00
300-3000-581.9500	LAND AQUISITION RESERVE	0.00	0.00	0.00	0.00	0.00	0.00	0.00
300-3000-581.9505	RESERVE F2	0.00	0.00	0.00	0.00	0.00	0.00	0.00
300-3000-581.9510	EGANS CREEK GREENWAY/BOND	0.00	0.00	0.00	0.00	0.00	0.00	0.00
300-3000-581.9520	RESERVE	371,764.00	0.00	0.00	0.00	371,764.00	371,764.00	0.00
300-3000-581.9530	OTHER FINANCING SOURCES	0.00	0.00	0.00	0.00	0.00	0.00	0.00
300-3000-581.9900	CONTINGENCY	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total - Dept 3000	CAPITAL IMPROVEMENT	3,372,980.00	64,509.82	258,712.35	353,545.75	2,760,721.90	3,114,267.65	18.15
	Total Expenditures	3,372,980.00	64,509.82	258,712.35	353,545.75	2,760,721.90	3,114,267.65	18.15

City of Fernandina Beach

Budget Summary Report

Fiscal Year to Date Thru March 2017

Fund 310

CAPITAL EXPANSION

Revenues

	Budgeted	Current Revenue	YTD Revenue	Uncollected Bal	% Collected
Total Grants	0.00	0.00	0.00	0.00	0.00
Total Grants	0.00	0.00	0.00	0.00	0.00
Total Interest Earned	2,000.00	446.72	2,383.71	-383.71	119.19
Police Impact Fees	30,000.00	7,485.40	23,085.53	6,914.47	76.95
Fire Impact Fees	60,000.00	15,022.32	46,329.86	13,670.14	77.22
Sanitation Impact Fees	0.00	0.00	0.00	0.00	0.00
Recreation/Parks Impact Fees	400,000.00	100,664.85	301,321.80	98,678.20	75.33
Administration Impact Fees	85,000.00	20,391.15	62,887.78	22,112.22	73.99
Total Transfers IN	0.00	0.00	0.00	0.00	0.00
Budgeted Cash Fwd-Police	38,500.00	0.00	0.00	38,500.00	0.00
Budgeted Cash Fwd-Fire	253,300.00	0.00	0.00	253,300.00	0.00
Budgeted Cash Fwd-Sanitation	0.00	0.00	0.00	0.00	0.00
Budgeted Cash Fwd-Rec & Parks	1,021,400.00	0.00	0.00	1,021,400.00	0.00
Budgeted Cash Fwd-Admin	444,000.00	0.00	0.00	444,000.00	0.00
Total Revenues	2,334,200.00	144,010.44	436,008.68	1,898,191.32	18.68

Expenditures

Department	Budgeted	Current Expend	YTD Expend	YTD Encumb	Unencumb Bal	Unexpend Bal	% Exp
Total Administration Expenditures	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Police Expenditures	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Fire Equipment Expenditures	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Fire Equipment Expenditures	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Sanitation Expenditures	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Recreation/Parks Expenditures	959,000.00	189,832.24	276,888.65	124,116.21	557,995.14	682,111.35	41.81
Admin-Transfer out	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Administration Expenditures	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Budgeted Reserves-Police	68,600.00	0.00	0.00	0.00	68,600.00	68,600.00	0.00
Budgeted Reserves-Fire	313,700.00	0.00	0.00	0.00	313,700.00	313,700.00	0.00
Budgeted Reserves-Sanitation	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Budgeted Reserves-Recreation/Parks	563,650.00	0.00	0.00	0.00	563,650.00	563,650.00	0.00
Budgeted Reserves-Administration	429,250.00	0.00	0.00	0.00	429,250.00	429,250.00	0.00
Total Expenditures	2,334,200.00	189,832.24	276,888.65	124,116.21	1,933,195.14	2,057,311.35	17.18
Revenues vs. Expenditures	0.00	-45,821.80	159,120.03	35,003.82			

City of Fernandina Beach

Budget Summary Report

Fiscal Year to Date Thru March 2017

Fund 330

WASTEWATER IMPROVEMENT

Revenues

	Budgeted	Current Revenue	YTD Revenue	Uncollected Bal	% Collected
Total Interest Earned-Improvement Fund	0.00	-40.59	1,093.92	-1,093.92	0.00
Total Transfers from WW Fund	500,000.00	41,666.67	250,000.02	249,999.98	50.00
Total Cash Balance Fwd-Improvement Fund	2,487,555.00	0.00	0.00	2,487,555.00	0.00
Total Loan Proceeds-Improvement Fund	0.00	0.00	0.00	0.00	0.00
Total Revenues	2,987,555.00	41,626.08	251,093.94	2,736,461.06	8.40

Expenditures

Department	Budgeted	Current Expend	YTD Expend	YTD Encumb	Unencumb Bal	Unexpend Bal	% Exp
Total Operating Expenses	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Capital Expenses-Improvement Fund	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Debt Services	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Reserves-Improvement Fund	2,987,555.00	0.00	0.00	0.00	2,987,555.00	2,987,555.00	0.00
Total Expenditures	2,987,555.00	0.00	0.00	0.00	2,987,555.00	2,987,555.00	0.00
Revenues vs. Expenditures	0.00	41,626.08	251,093.94	251,093.94			

Run: 4/11/2017
9-01AM

Page: 1

City of Fernandina Beach

Budget Summary Report

Fiscal Year to Date Thru March 2017

Fund 410

GOLF COURSE

Revenues

	Budgeted	Current Revenue	LY	YTD Revenue	Uncollected Bal	% Collected
Total Fees	1,002,890.00	92,674.35	501,219	525,953.57	476,936.43	52.44
Total Rentals	469,041.00	62,745.23	218,328	220,351.41	248,689.59	46.98
Total Other Sales	9,600.00	280.00		2,080.00	7,520.00	21.67
Total Interest Earned	0.00	0.00		0.00	0.00	0.00
Total Other Revenue	50,410.00	32,215.54		57,911.00	-7,501.00	114.88
Total Transfers In	228,000.00	19,000.00		114,000.00	114,000.00	50.00
Total Reserves/Contingency	-706,400.00	0.00		0.00	-706,400.00	0.00
Total Budgeted Cash Fwd	0.00	0.00		0.00	0.00	0.00
Total Revenues	1,053,541.00	206,915.12		920,295.98	133,245.02	87.35

Expenditures

Department	Budgeted	Current Expend	YTD Expend	YTD Encumb	Unencumb Bal	Unexpend Bal	% Exp
Total Personnel Expenses	785.00	65.42	392.52	0.00	392.48	392.48	50.00
Total Operating Expenses	1,480,144.00	140,986.47	730,511.48	0.00	749,632.52	749,632.52	49.35
Total Capital Expenses	145,000.00	0.00	0.00	0.00	145,000.00	145,000.00	0.00
Total Debt Service	113,332.00	3,320.35	3,320.35	0.00	110,011.65	110,011.65	2.93
Total Transfers	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Contingency	-685,720.00	0.00	0.00	0.00	-685,720.00	-685,720.00	0.00
Total Expenditures	1,053,541.00	144,372.24	734,224.35	0.00	319,316.65	319,316.65	69.69
Revenues vs. Expenditures	0.00	62,542.88	186,071.63	186,071.63			

	BUDGET	MARCH YTD
PRO SHOP SALES	111,273	36,984
COFGS	72,327	24,318
↑ $	38,946	12,666
% OF COST	53.85%	52.08%
F+B SALES	325,328	183,367
C OF GS	279,230	148,411
↑ $	46,098	34,956
% OF COST	16.51%	23.55%

City of Fernandina Beach

Budget Summary Report

Fiscal Year to Date Thru March 2017

Fund 420

AIRPORT

Revenues

	Budgeted	Current Revenue	YTD Revenue	Uncollected Bal	% Collected
Total Grants/Contributions	1,095,000.00	131,053.75	322,682.54	772,317.46	29.47
Total Leases/Rents	601,920.00	74,963.32	301,123.82	300,796.18	50.03
Total Other Revenue	50,000.00	33,732.18	49,952.15	47.85	99.90
Total Transfers In	0.00	0.00	0.00	0.00	0.00
Total Cash Balance Fwd	1,145,000.00	0.00	0.00	1,145,000.00	0.00
Total Revenues	2,891,920.00	239,749.25	673,758.51	2,218,161.49	23.30

Expenditures

Department	Budgeted	Current Expend	YTD Expend	YTD Encumb	Unencumb Bal	Unexpend Bal	% Exp
Total Personnel Expenses	187,373.00	12,505.77	74,807.40	0.00	112,565.60	112,565.60	39.92
Total Operating Expenses	258,528.00	17,766.14	106,213.59	5,717.59	146,596.82	152,314.41	43.30
Total Capital Expenses	1,478,550.00	159,120.20	436,315.98	72,316.49	969,917.53	1,042,234.02	34.40
Total Debt Service	77,334.00	38,360.19	38,360.19	0.00	38,973.81	38,973.81	49.60
Total Transfers	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Contingency	890,135.00	0.00	0.00	0.00	890,135.00	890,135.00	0.00
Total Expenditures	2,891,920.00	227,752.30	655,697.16	78,034.08	2,158,188.76	2,236,222.84	25.37
Revenues vs. Expenditures	0.00	11,996.95	18,061.35	-59,972.73			

City of Fernandina Beach

Budget Summary Report

Fiscal Year to Date Thru March 2017

Fund 440

SANITATION

Revenues

	Budgeted	Current Revenue	YTD Revenue	Uncollected Bal	% Collected
Total Grant Revenue	0.00	0.00	0.00	0.00	0.00
Total Garbage Fees	2,525,000.00	192,877.51	1,149,823.04	1,375,176.96	45.54
Total Shrimp Fest Fees	0.00	0.00	0.00	0.00	0.00
Total Interest Earned	0.00	82.42	439.78	-439.78	0.00
Total Sale of Assets	0.00	0.00	0.00	0.00	0.00
Total Recycling Program	0.00	0.00	0.00	0.00	0.00
Total Other Revenue	0.00	1,686.13	8,551.63	-8,551.63	0.00
Total Transfers In	0.00	0.00	0.00	0.00	0.00
Total Budgeted Cash Balance Fwd	197,800.00	0.00	0.00	197,800.00	0.00
Total Revenues	2,722,800.00	194,646.06	1,158,814.45	1,563,985.55	42.56

Expenditures

Department	Budgeted	Current Expend	YTD Expend	YTD Encumb	Unencumb Bal	Unexpend Bal	% Exp
Total Personnel Expenses	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Operating Expenses	2,508,595.00	178,675.42	1,101,045.80	1,360.00	1,406,189.20	1,407,549.20	43.95
Total Capital Expenses	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Debt Service	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Transfers to GF	60,000.00	5,000.00	30,000.00	0.00	30,000.00	30,000.00	50.00
Total Reserves/Contingency	154,205.00	0.00	0.00	0.00	154,205.00	154,205.00	0.00
Total Expenditures	2,722,800.00	183,675.42	1,131,045.80	1,360.00	1,590,394.20	1,591,754.20	41.59
Revenues vs. Expenditures	0.00	10,970.64	27,768.65	26,408.65			

Run: 4/11/2017
9-02AM

Page: 1

City of Fernandina Beach

Budget Summary Report

Fiscal Year to Date Thru March 2017

Fund 450

WASTEWATER

Revenues

	Budgeted	Current Revenue	LY	YTD Revenue	Uncollected Bal	% Collected
Total Sewer Fees-WW Fund	5,486,178.00	470,867.80	2,666,746	2,825,736.63	2,660,441.37	51.51
Total Interest Earned-WW Fund	6,500.00	1,185.59		7,636.85	-1,136.85	117.49
Total Other Revenue-WW Fund	0.00	0.00		0.00	0.00	0.00
Total Cash Balance Fwd-WW Fund	3,997,722.00	0.00		0.00	3,997,722.00	0.00
Total Revenues	9,490,400.00	472,053.39		2,833,373.48	6,657,026.52	29.86

Expenditures

Department	Budgeted	Current Expend	YTD Expend	YTD Encumb	Unencumb Bal	Unexpend Bal	% Exp
Total Personnel Expenses-WW Fund	1,118,857.00	109,410.88	532,118.63	0.00	586,738.37	586,738.37	47.56
Total Operating Expenses-WW Fund	1,340,364.00	86,020.95	541,110.19	20,744.86	778,508.95	799,253.81	41.92
Total Capital Expenses-WW Fund	1,471,000.00	45,953.09	542,257.64	35,991.03	892,751.33	928,742.36	39.31
Total Debt Service-WW Fund	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Transfer to GF-WW Fund	360,000.00	30,000.00	180,000.00	0.00	180,000.00	180,000.00	50.00
Transfer to Utility Admin-WW Fund	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Transfer to Debt Fund-WW Fund	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Transfer to Utility Acquisition Debt Fund	483,494.00	40,291.17	241,747.02	0.00	241,746.98	241,746.98	50.00
Transfer to Water-WW Fund	600,000.00	50,000.00	300,000.00	0.00	300,000.00	300,000.00	50.00
Transfer to Sewer Capital-WW Fund	500,000.00	41,666.67	250,000.02	0.00	249,999.98	249,999.98	50.00
Total Contingency-WW Fund	3,616,685.00	0.00	0.00	0.00	3,616,685.00	3,616,685.00	0.00
Total Expenditures	9,490,400.00	403,342.76	2,587,233.50	56,735.89	6,846,430.61	6,903,166.50	27.86
Revenues vs. Expenditures	0.00	68,710.63	246,139.98	189,404.09			

Run: 4/11/2017
9-02AM

Page: 1

City of Fernandina Beach

Budget Summary Report

Fiscal Year to Date Thru March 2017

Fund 460

WATER

Revenues

	Budgeted	Current Revenue	LY	YTD Revenue	Uncollected Bal	% Collected
Total Water Fees	3,879,300.00	326,392.24	1,806,300	2,025,330.99	1,853,969.01	52.21
Total Interest Earned-Water Fund	3,400.00	-41.82		1,127.06	2,272.94	33.15
Total Other Revenue-Water Fund	21,000.00	15,526.04		25,463.44	-4,463.44	121.25
Total Transfers In Wastewater	600,000.00	50,000.00		300,000.00	300,000.00	50.00
Total Bond Proceeds	0.00	0.00		0.00	0.00	0.00
Total Cash Balance Fwd-Water Fund	2,872,400.00	0.00		0.00	2,872,400.00	0.00
Total Revenues	7,376,100.00	391,876.46		2,351,921.49	5,024,178.51	31.89

Expenditures

Department	Budgeted	Current Expend	YTD Expend	YTD Encumb	Unencumb Bal	Unexpend Bal	% Exp
Total Personnel Expenses-Water Fund	1,073,267.00	93,898.81	483,779.66	0.00	589,487.34	589,487.34	45.08
Total Operating Expenses-Water Fund	1,280,735.00	76,075.08	455,474.85	1,684.80	823,575.35	825,260.15	35.70
Total Capital Expenses-Water Fund	386,000.00	11,440.00	134,487.87	41,640.00	209,872.13	251,512.13	45.63
Total Debt Service-Water Fund	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Transfers from Water to GF	160,000.00	13,333.33	79,999.98	0.00	80,000.02	80,000.02	50.00
Transfers from Water to GF	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Transfer to Utility Acquisition Debt Service	1,710,190.00	142,515.84	855,095.04	0.00	855,094.96	855,094.96	50.00
Total Contingency-Water Fund	2,765,908.00	0.00	0.00	0.00	2,765,908.00	2,765,908.00	0.00
Total Expenditures	7,376,100.00	337,263.06	2,008,837.40	43,324.80	5,323,937.80	5,367,262.60	27.82
Revenues vs. Expenditures	0.00	54,613.40	343,084.09	299,759.29			

City of Fernandina Beach

Budget Summary Report

Fiscal Year to Date Thru March 2017

Fund 470

STORM WATER MANAGEMENT

Revenues

	Budgeted	Current Revenue	YTD Revenue	Uncollected Bal	% Collected
Total Grant Revenue	900,000.00	50,822.93	661,907.01	238,092.99	73.55
Total Grant Revenue	575,000.00	0.00	0.00	575,000.00	0.00
Total Fee for Services	347,500.00	23,154.70	138,362.65	209,137.35	39.82
Total Interest	0.00	0.00	0.00	0.00	0.00
Total Transfers	21,515.00	1,792.92	10,757.52	10,757.48	50.00
Total Cash Balance Forward	206,685.00	0.00	0.00	206,685.00	0.00
Total Revenues	2,050,700.00	75,770.55	811,027.18	1,239,672.82	39.55

Expenditures

Department	Budgeted	Current Expend	YTD Expend	YTD Encumb	Unencumb Bal	Unexpend Bal	% Exp
Total Personnel Expenses	167,615.00	7,409.00	36,902.58	0.00	130,712.42	130,712.42	22.02
Total Operating Expenses	250,540.00	6,443.74	150,153.18	0.00	100,386.82	100,386.82	59.93
Total Capital Expenses	1,585,000.00	53,917.55	681,641.25	282,848.31	620,510.44	903,358.75	60.85
Total Debt Service	43,031.00	0.00	43,030.18	0.00	0.82	0.82	100.00
Total Contingency	4,514.00	0.00	0.00	0.00	4,514.00	4,514.00	0.00
Total Expenditures	2,050,700.00	67,770.29	911,727.19	282,848.31	856,124.50	1,138,972.81	58.25
Revenues vs. Expenditures	0.00	8,000.26	-100,700.01	-383,548.32			

Run: 4/11/2017
9-03AM

Page: 1

City of Fernandina Beach

Budget Summary Report

Fiscal Year to Date Thru March 2017

Fund 480

MARINA

Revenues

	Budgeted	Current Revenue	LY	YTD Revenue		Uncollected Bal	% Collected
Total Grant Revenue	223,656.00	2,609.00		3,507.25		220,148.75	1.57
Total Slip Rentals-Permanent	240,000.00	15,385.50		93,631.90		146,368.10	39.01
Total Big P	0.00	0.00		0.00		0.00	0.00
Total Slip Rentals-Transient	490,000.00	4,677.39	355,728	9,887.70	103,565	480,112.30	2.02
Total Slip Rentals-Non-Taxable	7,500.00	0.00		45.00		7,455.00	0.60
Total Business Rentals	56,000.00	1,988.03		14,428.18		41,571.82	25.76
Total Moorings	32,000.00	1,280.00		1,385.00		30,615.00	4.33
Total Merchandise for Resale	0.00	0.00		-12.34		12.34	0.00
Total Services-Nontaxable	500.00	76.00		285.07		214.93	57.01
Total Services-Taxable	4,000.00	0.00		73.36		3,926.64	1.83
Total Gasoline/Fuel	1,348,000.00	0.00		22,033.64		1,325,966.36	1.63
Total Interest Earned	0.00	0.00		0.00		0.00	0.00
Total Rents	11,400.00	852.53		5,115.18		6,284.82	44.87
Total Other Revenue	225.00	3,624.33		4,067.07		-3,842.07	807.59
Total Transfers In	307,000.00	25,583.34		153,500.04		153,499.96	50.00
Total Loan Proceeds	0.00	0.00		0.00		0.00	0.00
Toal Cash Balance Forward	71,400.00	0.00		0.00		71,400.00	0.00
Total Revenues	2,791,681.00	56,076.12		307,947.05		2,483,733.95	11.03

Expenditures

Department	Budgeted	Current Expend	YTD Expend	YTD Encumb	Unencumb Bal	Unexpend Bal	% Exp
Total Personnel Expenses	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Operating Expenses	1,771,511.00	43,083.79	246,948.40	12,932.00	1,511,630.60	1,524,562.60	14.67
Total Capital Expenses	548,208.00	186,424.33	223,215.33	269,996.65	54,996.02	324,992.67	89.97
Total Debt Service	363,312.00	0.00	0.00	0.00	363,312.00	363,312.00	0.00
Total Transfer Out	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Impairment Loss	0.00	0.00	3,988,091.30	0.00	-3,988,091.30	-3,988,091.30	0.00
Total Contingency-Marina Fund	108,650.00	0.00	0.00	0.00	108,650.00	108,650.00	0.00
Total Expenditures	2,791,681.00	229,508.12	4,458,255.03	282,928.65	-1,949,502.68	-1,666,574.03	169.83
Revenues vs. Expenditures	0.00	-173,432.00	-4,150,307.98	-4,433,236.63			

City of Fernandina Beach

Budget Summary Report

Fiscal Year to Date Thru March 2017

Fund 510

CENTRAL GARAGE

Revenues

	Budgeted	Current Revenue	YTD Revenue	Uncollected Bal	% Collected
Total Interest Earned	0.00	0.00	0.00	0.00	0.00
Total Other Revenue	116,500.00	3,557.64	22,342.68	94,157.32	19.18
Total General Fund Fees	410,500.00	28,523.34	201,502.59	208,997.41	49.09
Total Enterprise Fund Fees	124,500.00	5,346.87	60,863.60	63,636.40	48.89
Total Gas/Oil Revenues	309,000.00	25,354.37	130,004.81	178,995.19	42.07
TOTAL TRANSFERS IN	0.00	0.00	0.00	0.00	0.00
Total Cash Balance Fwd	16,400.00	0.00	0.00	16,400.00	0.00
Total Revenues	976,900.00	62,782.22	414,713.68	562,186.32	42.45

Expenditures

Department	Budgeted	Current Expend	YTD Expend	YTD Encumb	Unencumb Bal	Unexpend Bal	% Exp
Total Personnel Expenses	229,197.00	21,160.04	132,945.63	0.00	96,251.37	96,251.37	58.00
Total Operating Expenses	70,775.00	4,866.78	30,830.37	0.00	39,944.63	39,944.63	43.56
Total Capital Expenses	88,600.00	11,117.00	29,320.24	0.00	59,279.76	59,279.76	33.09
Total Cost Goods Sold	577,000.00	45,360.95	254,382.07	0.00	322,617.93	322,617.93	44.09
Totals Transfers to GF	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Totals Transfers to GF	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Contingency	11,328.00	0.00	0.00	0.00	11,328.00	11,328.00	0.00
Total Expenditures	976,900.00	82,504.77	447,478.31	0.00	529,421.69	529,421.69	45.81
Revenues vs. Expenditures	0.00	-19,722.55	-32,764.63	-32,764.63			

City of Fernandina Beach

Budget Summary Report

Fiscal Year to Date Thru March 2017

Fund 520

UTILITY BILLING

Revenues

	Budgeted	Current Revenue	YTD Revenue	Uncollected Bal	% Collected
Total Admin Fees	32,000.00	2,770.00	15,930.70	16,069.30	49.78
Total Interest Earned	0.00	0.00	0.00	0.00	0.00
Total Other Revenue	423,600.00	35,300.02	211,800.12	211,799.88	50.00
Total General Fund Fees	0.00	0.00	0.00	0.00	0.00
Total Enterprise Fund Fees	0.00	0.00	0.00	0.00	0.00
Total Enterprise Fund Fees	0.00	0.00	0.00	0.00	0.00
Total Cash Balance Forward	154,800.00	0.00	0.00	154,800.00	0.00
Total Revenues	610,400.00	38,070.02	227,730.82	382,669.18	37.31

Expenditures

Department	Budgeted	Current Expend	YTD Expend	YTD Encumb	Unencumb Bal	Unexpend Bal	% Exp
Total Personnel Expenses	328,366.00	33,671.84	155,825.95	0.00	172,540.05	172,540.05	47.45
Total Operating Expenses	150,274.00	14,680.97	64,529.86	0.00	85,744.14	85,744.14	42.94
Total Depreciation Expense	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Mach/Equip	110,000.00	3,617.00	19,404.65	0.00	90,595.35	90,595.35	17.64
Total Contingency	21,760.00	0.00	0.00	0.00	21,760.00	21,760.00	0.00
Total Expenditures	610,400.00	51,969.81	239,760.46	0.00	370,639.54	370,639.54	39.28
Revenues vs. Expenditures	0.00	-13,899.79	-12,029.64	-12,029.64			

City of Fernandina Beach

Budget Summary Report

Fiscal Year to Date Thru March 2017

Fund 530

UTILITES ADMINISTRATION

Revenues

	Budgeted	Current Revenue	YTD Revenue	Uncollected Bal	% Collected
Total Interest Earned	0.00	0.00	0.00	0.00	0.00
Total Other Revenue	313,000.00	26,083.34	156,500.04	156,499.96	50.00
Total General Fund Fees	0.00	0.00	0.00	0.00	0.00
Total Enterprise Fund Fees	0.00	0.00	0.00	0.00	0.00
Total Cash Balance Forward	94,800.00	0.00	0.00	94,800.00	0.00
Total Revenues	407,800.00	26,083.34	156,500.04	251,299.96	38.38

Expenditures

Department	Budgeted	Current Expend	YTD Expend	YTD Encumb	Unencumb Bal	Unexpend Bal	% Exp
Total Personnel Expenses	334,572.00	32,694.71	154,726.69	0.00	179,845.31	179,845.31	46.25
Total Operating Expenses	44,635.00	1,983.29	11,389.04	0.00	33,245.96	33,245.96	25.52
Total Depreciation Expense	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Contingency	28,593.00	0.00	0.00	0.00	28,593.00	28,593.00	0.00
Total Expenditures	407,800.00	34,678.00	166,115.73	0.00	241,684.27	241,684.27	40.73
Revenues vs. Expenditures	0.00	-8,594.66	-9,615.69	-9,615.69			

CITY COMMISSION AGENDA ITEM
City of Fernandina Beach

SUBJECT: Approval of Minutes

ITEM TYPE: Consent Agenda

REQUESTED ACTION: Approve Minutes

SYNOPSIS: The following minutes are attached for the City Commission's review and consideration for approval:

January 17, 2017 Regular Meeting

FISCAL IMPACT: N/A

CITY ATTORNEY COMMENTS: N/A

CITY MANAGER RECOMMENDATION(S): N/A

Dale Martin, City Manager
Tammi Bach, City Attorney
Dale Martin, City Manager Date:04/06/2017

COMMISSION ACTION: Approve

The City Commission of the City of Fernandina Beach, Florida, met in a Regular Meeting on Tuesday January 17, 2017 at 6:00 pm in the City Commission Chambers. Present were Mayor Robin C. Lentz presiding, Vice Mayor Len Kreger, Commissioners John A. Miller, Tim Poynter, and Roy G. Smith. Also in attendance were City Clerk Caroline Best, City Manager Dale L. Martin and City Attorney Tammi Bach.

Mayor Lentz called the meeting to order and led the Pledge of Allegiance to the Flag. The invocation was then given by Reverend Noel Roberts of North 14TH Street Baptist.

4.1 PROCLAMATION – RETIREMENT OF MR. MARK CORBIN: Mr. Mark Corbin retired on December 31, 2016 and was recognized for his 35 years and 4 months of dedicated service to the City of Fernandina Beach. Mr. Corbin gave a complimentary speech reflecting on his years of service and how the City has changed and grown.

4.2 PROCLAMATION – STORMWATER MASTER PLAN FUNDING APPRECIATION: Recognizing Florida State Senator Aaron Bean and Florida State Representative Janet Adkins for their pivotal role in successfully securing $900,000 in State funding for critical stormwater improvements in Fernandina Beach and Nassau County.

Vice Mayor Kreger read the Proclamation in full as this matter has been an issue near and dear to his cause for many years. Florida State Senator Aaron Bean, Florida State Representative Janet Adkins, and Florida House Representative Cord Byrd were present to accept the proclamation. Vice Mayor Kreger stated Nassau County was the only organization to receive state funding this year for stormwater management.

Florida State Representative Adkins thanked the City Commission for their kind invitation to be in attendance to accept the proclamation. She also thanked former Mayor Ed Boner and City Lobbyist/Attorney at Law Buddy Jacobs for their committed involvement in the project. Florida State Representative Adkins also recognized City Lobbyist/Attorney at Law Buddy Jacobs in the Chambers and thanked him for his forty years of successful lobbying in Tallahassee.

Florida State Senator Aaron Bean reflected on what a pleasure it has been to work for the City of Fernandina Beach on this project. He thanked City Lobbyist/Attorney at Law Buddy Jacobs - dean of lobbying in Tallahassee - and expressed congratulations to the City Commissioners and stated he looks forward to working with the City of Fernandina Beach on future projects.

Florida House Representative Cord Byrd thanked Florida State Senator Aaron Bean, Florida State Representative Janet Adkins and City Lobbyist/Attorney at Law Buddy Jacobs for the successful procurement of much needed state stormwater funding and stated he looks forward to continuing to serve the citizens of Fernandina Beach.

Florida State Senator Aaron Bean presented the Association of Retarded Citizens Nassau (ARC) Annual Celebrity Waiter Luncheon trophy to the City Commission and commented that the City Commissioners, whose pride has been on the line the last few years, finally bested the Nassau County Commissioners in this year's fund raising event and noted City Commissioners seated and served many members of the community who generously participated in this important fund raising event.

4.3 BUDGET SUMMARY: Controller Patti Clifford was available to answer any questions regarding the budget summary for December 2016. There were no questions at this time.

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

Mr. Frank Santry, 1005 South 19th Street, commented he is before the City Commission to discuss the critical issue of density. He stated the basis for comprehensive planning in municipal government is "concurrency" which is the expression of the notion that city infrastructure should be capped at a level that represents consumption. A number of appealing development proposals have recently been considered by the City Commission on their immediate merits, however projects have a long term cost, public safety, schools, teachers, projects are nearly a zero sum gain, Mr. Santry offered his professional assistance should the City begin evaluating provisions to increase intensity with an offsetting provision to decrease density somewhere else.

Dr. Chip Ross, 210 North 3rd Street, stated that when he graduated from medical school thirty years ago he moved to a funky little pristine rural county on the Chesapeake Bay. Twenty years later the county had grown from 20,000 residents to 80,000 residents and it wasn't pretty anymore, causing he and his wife to relocate to another funky little town; Fernandina Beach. To his consternation it appears the City of Fernandina Beach Commissioners, in the past year, have approved increased density in multiple developments, given a multi-million dollar tax break to a foreign corporation, proposed a 400% increase in the central business district density, allowed increased density next to wetlands, allowed hazardous materials in the flood plan, changed the 8th Street corridor to accommodate developers, and considered closing Centre Street. Dr. Ross quoted Lewis Carrol in Alice in Wonderland "any road will get you there if you don't know where you are going." Dr. Ross asked the City Commissioners where city leaders believe the city is going.

Mrs. Faith Ross, 210 North 3rd Street, provided a PowerPoint presentation which contained an invitation for citizens to attend a presentation hosted by the new Amelia River Keeper Mr. Rick Frey at the Nassau County Fernandina Beach Branch Public Library. Ms. Ross provided information on the environmental health of the Amelia River, imperiled Florida waters and issued a call to all citizens to help clean and protect our waterways.

Mr. Chip Kirkpatrick, 85720 Blackman Road, commented he sees the agenda item regarding the removal of parking at Seaside Park has been struck through this evenings agenda; he inquired whether the matter will be back before the City Commission in the future. He stated the negative impacts related to human interference is mystifying to him and suggested the effect on humans will be parking fights should something like this pass. Mr. Kirkpatrick commented he sees lots of elderly and handicapped people on the beach and does not understand the claim this will affect wildlife. He further commented the City of Fernandina Beach is one of the few places which still allow driving on the beach and would hate to see this liberty removed.

Mr. Lynn Williams, 1899 South Fletcher Avenue, explained that next summer the Army Corps of engineers will be doing significant dredging in the Amelia River near Rayonier and further south. The mobilization cost alone, to pump dredge spoil to the Florida Inland Navigation District (FIND) site on the north end of Crane Island is approximately $1.5 million dollars. The idea that FIND has talked about is a low cost way is to take a lot of muck out of the Fernandina Harbor Marina by extending the pipe north. The question tonight to the City Commission is should he (Mr. Williams) ask the FIND Commissioners whether FIND should go ahead with the engineering work that's needed to get the scope of the Fernandina Harbor Marina dredging to the people who will bid on the project. The cost of which will be

approximately $19,000. The consensus to the City Commission was to direct Mr. Williams to seek the engineering assistance of FIND.

Ms. Jo-an Bean, 141 N. 15th Street, noted she is a senior resident who has some community insight. She sees the biggest most critical problem in the City as parking and stated no projects should even be considered unless parking is discussed first. She requested the City Commission's assurance that the public parking lot behind her North 3rd Street business not be considered "available parking" for the newly proposed hotel development. Community Development Director Marshall McCrary stated the proposed hotel will have to provide their own parking and will be required to adhere to city regulations which include delivery of parking.

Mr. Chris Bordnick, 1526 Coventry Lane, explained he has been to all these meetings and was surprised at the lack of respect shown to elected officials. He believes the City Commissioners took office to help Fernandina Beach and stated change is going to come, Mr. Bordnick stated that although he is a right wing conservative, he believes that when oil leaks on the beach it does have an environmental impact and that the citizenry owe Mayor Lentz an apology for the outcry during the last meeting.

6.1 DISPOSAL OF SURPLUS PROPERTY RESOLUTION 2017-11: According to the agenda support documents Resolution 2017-11 declares certain property as surplus, and authorizes the disposal of such. **A motion was made by Vice Mayor Kreger, seconded by Commissioner Miller to approve Resolution 2017-11. Vote upon passage of the motion was taken by ayes and nays and being all ayes, carried.**

6.2 FINAL PLAT APPROVAL – AMELIA PARK TOWN CENTER RESOLUTION 2017-12: According to the agenda support documents Resolution 2017-12 approves and accepts the plat titled, "Amelia Park Town Center Blocks 1 & 4." **A motion was made by Vice Mayor Kreger, seconded by Commissioner Miller to approve Resolution 2017-12. Vote upon passage of the motion was taken by ayes and nays and being all ayes, carried.**

7.1 MEMORANDUM OF UNDERSTANDING (MOU) – UNITED BROTHERHOOD OF CARPENTERS AND JOINERS, LOCAL 2044 RESOLUTION 2017-13: According to the agenda support documents Resolution 2017-13 approves the Memorandum of Understanding to the Labor Agreement with the United Brotherhood of Carpenters and Joiners, Local 2044.

City Manager Martin explained as recognized earlier this evening, Mr. Mark Corbin retired from the Facilities Maintenance Department after three and a half decades of dedicated service. The City has on staff a qualified replacement, Mr. Chad Manning. Facilities Maintenance Director Jeremiah Glisson wishes to recognize the value of Mr. Manning to the community but was constrained by the current existing terms of the collective bargaining agreement. The same result of the proposed MOU could have been achieved through a convoluted administrative process but he (City Manager Martin) desired to both stream line the process and to have the flexibility to recognize superior employees and their value to the community. The proposed MOU raises the maximum allowable limit, for Mr. Manning in this case, by eighty four cents per hour bringing his wage to $19.35 per hour. The union has agreed to this change. **A motion was made by Commissioner Poynter, seconded by Commissioner Miller to approve Resolution 2017-13. Vote upon passage of the motion was taken by ayes and nays and being all ayes, carried.**

8.1 FUTURE LAND USE MAP AMENDMENT – 2700 ATLANTIC AVENUE - ORDINANCE 2017-03: City Attorney Bach read Ordinance 2017-03 by title only, which was as follows: "AN ORDINANCE OF THE CITY COMMISSION OF THE CITY OF FERNANDINA BEACH, FLORIDA, CHANGING THE CITY'S FUTURE LAND USE MAP TO ASSIGN A LAND USE DESIGNATION OF GENERAL COMMERCIAL (GC) FOR A PARCEL TOTALING 4.73 ACRES OF LAND LOCATED AT 2700 ATLANTIC AVENUE; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE." According to the agenda support documents Ordinance 2017-03 assigns a Future Land Use Map designation of General Commercial (GC) to 4.73 acres of land located at 2700 Atlantic Avenue.

General Contractor Mr. Ron Flick presented a PowerPoint of the proposed development which included the following potential uses: hospitality and lodging (ideal), food service/dining, retails stores and professional offices. Mr. Flick commented there should be no doubt in anyone's mind, given the location of this property, that the use should be tourist focused. Mr. Flick also mentioned the proposed models are aligned with a village concept as a result of discussions with Community Development Department staff and the City's Comprehensive Plan; the City desires to keep growth close to Atlantic Avenue which essentially keeps development, in this instance, away from the neighborhoods located to the rear of this property.

Vice Mayor Kreger reminded Mr. Flick of the City's thirty five foot maximum building height restriction and that the existing sand dune system would have to be protected. Mr. Flick responded he understands well the need to protect the integrity of the dune system and that there are ways to accomplish this in a very controlled and scientific approach, which he agrees with. Commissioner Poynter reminded Mr. Flick that lots cannot be combined. Mr. Flick stated he is aware of the lot combination restriction which is why this property is ideal for the uses he is proposing.

Commissioner Miller explained he was at the Planning Advisory Board (PAB) meeting where Mr. Flick gave a similar presentation and commented he is concerned about property owners to the south of the proposed development, as these property owners do not want cars in their backyards. Commissioner Miller stated he is not in favor of approving the project until he has had benefit of reviewing conceptual plans.

After some additional discussion among the City Commissioners and Mr. Flick **a motion was made by Vice Mayor Kreger, seconded by Commissioner Poynter to approve Resolution 2017-03. Vote upon passage of the motion was taken by ayes and nays as follows:**

Commissioner Poynter:	**Aye**
Commissioner Smith:	**Aye**
Commissioner Miller:	**Nay**
Vice Mayor Kreger:	**Aye**
Mayor Lentz:	**Aye**

Motion carried

8.2 QUASI-JUDICIAL ZONING MAP AMENDMENT – 2700 ATLANTIC AVENUE – ORDINANCE 2017-04: City Attorney Bach read Ordinance 2017-04 by title only, which was as follows: "AN ORDINANCE OF THE CITY COMMISSION OF THE CITY OF FERNANDINA BEACH, FLORIDA, CHANGING THE CITY'S ZONING MAP TO ASSIGN A ZONING DISTRICT OF COMMUNITY COMMERCIAL (C-1) FOR A PARCEL TOTALING 4.73 ACRES OF LAND

LOCATED AT 2700 ATLANTIC AVENUE; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE." According to the agenda support documents Ordinance 2017-04 assigns a Zoning Category of Community Commercial (C-1) to 4.73 acres of land located at 2700 Atlantic Avenue.

The quasi-judicial public hearing was opened at this time. Community Development Department Senior Planner Kelly Gibson stated that the staff report, along with all the application materials have been made a part of the public record. Staff has also reviewed both the land use and zoning change for consistency with the Comprehensive Plan as well as the Land Development Code (LDC) and issued a recommendation of approval. The Planning Advisory Board also recommended approval at their public hearing in December.

General Contractor Mr. Ron Flick observed he's heard this evening's comments/concerns regarding new developments providing adequate parking. He reassured all that his project will produce adequate parking and that as a lead development; he plans to set the compliance bar high. Mr. Flick plans to create a new tourist node which will generate small business growth and increase the City's tax base.

Mr. Phillip Chapman, 2120 Florida Avenue, commented he rises to make sure all are aware that when this matter was before the PAB only one person spoke in favor of this project and it was Mr. Flick, every other speaker opposed this change. Mr. Chapman further commented that if you've been up in the morning, you can't miss the major traffic coming and going on and off the island of workers coming to serve tourists. With parking spaces already limited where will Mr. Flicks new business owners, hotel guests and service industry employee's park?

The quasi-judicial public hearing was closed at this time. After additional discussion among the City Commissioners **a motion was made by Vice Mayor Kreger, seconded by Smith to approve Ordinance 2017-04. Vote upon passage of the motion was taken by ayes and nays and was as follows:**

Commissioner Poynter:	**Aye**
Commissioner Smith:	**Aye**
Commissioner Miller:	**Nay**
Vice Mayor Kreger:	**Aye**
Mayor Lentz:	**Aye**

Motion carried.

<u>9.1 VOLUNTARY ANNEXATION - LIME AND S. 14TH STREET – SECOND READING - ORDINANCE 2016-35 ANNEXING 9.26 ACRES OF LAND LOCATED AT LIME AND SOUTH 14TH STREET:</u> City Attorney Bach read Ordinance 2016-35 by title only, which was as follows: "AN ORDINANCE OF THE CITY COMMISSION OF THE CITY OF FERNANDINA BEACH, FLORIDA, ANNEXING 9.26 ACRES OF LAND LOCATED AT LIME AND SOUTH 14TH STREET; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE." According to the agenda support documents, Ordinance 2016-35 approves annexing 9.26 acres of land located at Lime and S. 14th Street and identified as parcel identification number 00-00-31-1800-0197-0000. The public hearing was opened at this time.

Mr. Mac Morriss, 821 Parkview Place East, commented that this matter came up three years ago and at the time he was strongly opposed. He has since put a lot of personal time into researching the quality of the wetlands located at this property through the University of Florida and met with the developer who

has come up with a secondary plan which will retain some type of woodland wetlands or marsh wetlands. He has since changed his mind and now supports the development.

Commissioner Miller clarified that the City Commission never agreed with the possibility of clear cutting this parcel of land. He further clarified that the function of the St. Johns River Water Management District (SJRWMD) is to manage water, they are not an environmental protection agency and just because they say they approve of a particular project doesn't mean the City of Fernandina Beach has to concede.

Mr. Phillip Chapman, 2120 Florida Avenue, noted a key part is this annexation hinges on the developer attaining City water and sewer connections for the proposed 288 apartments. No developer is going to erect that number of units and have to use a septic system. The answer is simple; deny annexation and the project dies for lack of sanitary services.

Dr. Chip Ross, 210 North 3rd Street, stated "I enthusiastically support this annexation of the above parcel which contains several acres of wetlands and the area next to a municipality shall be subject to all laws, ordinances and regulations enforced by the municipality, upon the effective date of annexation; that's Florida Statue 171-062. So that means once it's in the City, it's our rules. Comprehensive Plan 5.05.08.05 states in pertinent part "no public or private development shall be permitted in wetlands". Florida Statute 163.394(a)(b) states in pertinent part "all land development regulations enacted or amended shall be consistent with the adopted Comprehensive Plan." They come into the City they must follow the Comprehensive Plan; the Comprehensive Plan says no development in wetlands. "Upon the effective date of annexation the wetlands on this property will be afforded the protection guaranteed by the Comprehensive Plan. I endorse annexing this property and protecting the wetlands."

Dr. Ross explained the SJRWMD permit allows them to manage storm water only. They have to follow all the local laws and ordinances of the City. What that means is that the SJRWMD permit cannot be used without it complying with the Comprehensive Plan.

Ms. Diana Herman, 2116 Belvedere Avenue, explained she is here representing the Amelia Tree Conservancy and is in agreement with Dr. Ross and others speakers against this development. Ms. Herman noted the Amelia Tree Conservancy fights for the island because it can't fight for itself, it's a fragile island and we need to respect it.

The public hearing was closed at this time.

Vice Mayor Kreger stated he has been assured by City Attorney Bach that this is legal and will be recommending approval. City Attorney Bach noted if the City Commission approves Ordinance 2016-35 the project can move forward. **A motion was made by Vice Mayor Kreger, seconded by Commissioner Smith to approve Ordinance 2016-35.** Commissioner Miller explained the Special Magistrate agreed with the developer in this case; that the wetlands could be developed. However, the City Commission disagreed with the Special Magistrates decision. Commissioner Miller continued that although the developer submitted a secondary conceptual plan which significantly reduces wetland impact; this piece of property represents the very last piece of wetland property on the island and it will break his heart if he sees it developed. **Vote upon passage of the motion was taken by ayes and nays and was as follows:**

Vice Mayor Kreger: **Aye**
Commissioner Poynter: **Aye**
Commissioner Smith: **Aye**

Commissioner Miller: **Nay**
Mayor Lentz: **Aye**

Motion carried.

9.2 VACATION OF ROW FOR A PORTION OF S. 12TH STREET – SECOND READING - ORDINANCE 2016-36 APPROVING A VACATION OF PUBLIC RIGHT-OF-WAY FOR A PORTION OF S. 12TH STREET TOTALING APPROXIMATELY 865 LINEAR FEET EXTENDING BETWEEN LIME STREET AND UNOPENED NECTARINE STREET: City Attorney Bach read Ordinance 2016-36 by title only, which was as follows: "AN ORDINANCE OF THE CITY COMMISSION OF THE CITY OF FERNANDINA BEACH, FLORIDA, APPROVING A VACATION OF PUBLIC RIGHT-OF-WAY FOR A PORTION OF S. 12TH STREET TOTALING APPROXIMATELY 865 LINEAR FEET EXTENDING BETWEEN LIME STREET AND UNOPENED NECTARINE STREET; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE." According to the agenda support documents Ordinance 2016-36 approves the vacation of the S. 12th Street unopened public right-of-way totaling approximately 865 linear feet between Lime Street and Nectarine Street. The public hearing was opened at this time.

Dr. Chip Ross, 210 North 3rd Street, presented slides detailing property particulars and application deficiencies such as no abutting property owner approvals and possible utility easement issues. The possible utility easement issues were raised by Nassau County Attorney Mike Mullin and had not been made available to the public. Dr. Ross commented there is no evidence that this project is a positive benefit to the City, but it does give the developer over $100,000 of a free ride. He noted what the City could do is require the developer to have a portion of the development; 10% -20% dedicated to affordable housing, or require a lessor wetland impact. Dr. Ross asked that Ordinance 2016-36 be tabled or revisited until the application is complete and benefits for city residents have been identified.

Mr. Clinch Kavanaugh, 102 N. 6TH Street, explained he is here representing Liberty Development and noted these issues have come up time and time again over the course of many hearings, that he and his client hear the same arguments to the point it's become harassment. He doesn't understand where the $100,000 "free ride" comment from Dr. Ross comes from and stated it's arbitrary and pulled out of thin air. Mr. Kavanaugh submitted documentation for the record and requested the City Commissioners approve Ordinance 2016-35.

Mr. Philip Chapman, 2120 Florida Avenue, quoted Ordinance 70-40 policy 2.04.02 "the City shall not abandon any existing rights of way, instead encourage dedication, preservation and protection of existing and proposed rights of way." Mr. Chapman noted a key principle in the laws that govern us is reasonable; will a reasonable person understand the law? Mr. Chapman considers himself to be a reasonable person and clearly understands the term "shall not abandon". Mr. Chapman reminded the City Commissioners they took an Oath of Office to protect and obey the City Charter and Code of Ordinances.

City Attorney Bach addressed points from Dr. Ross's presentation: the letter that was received from Nassau County Attorney Mike Mullin regarding what Nassau County suspected was a drainage easement: she sent an e-mail to Community Development Department staff, Maintenance Director Rex Lester and City Manager Martin. City Attorney Bach explained that after some discussion between Rex Lester and Nassau County Engineer Scott Herring, it was determined there is no Nassau County drainage easement located within this right of way. City Attorney Bach noted that Community Development Department Senior Planner Kelly Gibson is in receipt of the adjoining property owners' signature for the vacation of rights of earlier today.

City Attorney Bach stated that with regard to the Comprehensive Plan; the City has abandoned rights of way throughout time. City Attorney Bach asked Community Development Department Senior Planner Kelly Gibson to explain how City staff interprets requests to vacate rights of way and asked her to explain the reasoning for allowing the vacation.

Community Development Department Senior Planner Ms. Gibson replied there are criteria that City staff looks to evaluate and it depends on the scope of the project being considered and whether or not additional access or driveways will be created in order to serve what was previously provided to that area. Within this property you have Nectarine Street which is not an improved street; this is just like a portion of 12th Street is not improved. In this scenario, the applicant would be providing driveways to access the development in support of the proposed development. It would offset the space that has been abandoned, it would not provide a connection through to Nectarine Street at any point in the future but there is a right of way that exists at the back of the property. In reviewing the proposed site plan, by not abandoning that portion of right of way, you would cause more buildings to actually be located and needed to be located and have a greater impact to wetlands. In trying to save as much wetlands as possible part of the overall development they are requesting the vacation of right of way so that they can shift their structures to otherwise meet City code requirements. **A motion was made by Vice Mayor Kreger to approve Ordinance 2016-36 with a condition that the developer dedicates 5% of the housing units to affordable housing for low income as defined by Florida Statute 420000.4**. The motion failed for lack of a second. **A motion was made by Commissioner Poynter, seconded by Commissioner Smith to approve Ordinance 2016-36 without conditions. Vote upon passage of the motion was taken by ayes and nays and was as follows:**

Vice Mayor Kreger:	**Aye**
Commissioner Poynter:	**Aye**
Commissioner Smith:	**Aye**
Commissioner Miller:	**Nay**
Mayor Lentz:	**Aye**

Motion carried.

<u>9.3 LARGE SCALE FLUM AMENDMENT - LIME AND S. 14TH STREET – SECOND READING - ORDINANCE 2016-37:</u> City Attorney Bach read Ordinance 2016-37 by title only, which was as follows: "AN ORDINANCE OF THE CITY COMMISSION OF THE CITY OF FERNANDINA BEACH, FLORIDA, CHANGING THE CITY'S FUTURE LAND USE MAP FROM MEDIUM DENSITY RESIDENTIAL TO HIGH DENSITY RESIDENTIAL FOR APPROXIMATELY 14.94 ACRES OF LAND AND ASSIGNING A FUTURE LAND USE MAP CATEGORY OF HIGH DENSITY RESIDENTIAL FOR APPROXIMATELY 7.26 ACRES OF LAND AND GENERAL COMMERCIAL FOR APPROXIMATELY 2.0 ACRES OF LAND FROM THE NASSAU COUNTY FUTURE LAND USE MAP DESIGNATION OF COMMERCIAL INTENSIVE; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE." According to the agenda support documents Ordinance 2016-37 approves the Large Scale Future Land Use Map (FLUM) Amendments that would result in approximately 22.4 acres as High Density Residential (HDR) and 2.0 acres as General Commercial (GC). The public hearing was opened at this time.

Dr. Chip Ross, 210 North 3RD Street, presented slides siting Florida Statute 163.3194(1)(a) and Comprehensive Plan Policy 5.08.05. He noted there have been no written opinions or legal opinions, and

it has not been articulated to him, how the City can have private development on wetlands under the auspices of the Comprehensive Plan.

Mr. Lynn Williams, 1899 S. Fletcher, explained he is a member of the Board of Adjustment (BOA) and noted the BOA denied this application in May 2014. Interestingly at the time, the BOA was following the recommendation of the Community Development Department who also recommended denial. It was easy to deny because the City's LDC says you don't fill wetlands. It is now said in the application, where staff writes, the Planned Urban Development (PUD) process avoids the requirement to send the applicant back to the BOA, which if denied, would but the City back in a legal dispute. So we are going to the PUD program to get away from the BOA. The PUD overlay says the conservation of natural resources shall be set forth in Chapter 3; fill should not be placed in waters and wetlands to create usable land space. Mr. Williams asked why it is in the Comprehensive Plan if it doesn't count. Mr. Chapman is correct in that the Commission should be defending this; not doing so is bad faith.

Mr. Mac Morriss, 821 Parkview Place East, stated he agrees with the developer's secondary conceptual plan which favors wetland preservation.

Mr. Spurgeon Richardson, 18 Harrison Creek, (representing Liberty Development) stated that of the twenty four acres, 60% is in the City and 40% is in the County and approx. 60% of that is wetlands, approximately 7 acres. He conveyed that although he is unsure of the exact number for the wetlands being saved they are, in fact, being saved. He reminded the Commissioners there are two governing municipalities on this particular project and one Florida Statute which overrides both municipalities.

Frank Santry, 1005 South 19th Street, commented he is more concerned about the process than the substance. This goes to the issue of due process creep which he is deeply concerned about. The notion that the City is now dealing with competing governing bodies to discuss this issue is a train that's left the station. This is now, by the City Commissions vote, on second reading a decision about property entirely within the City limits. The decision of the SJRWD has always said that the development of this property in every other respect, clearly including wetland protection, is governed by the rules and regulations of the entity with existence over it. There are one of two situations here; either you don't have the right to consider changes to the Future Land Use Map (FLUM) and the zoning amendment application because you are dealing with property that you don't have control over because it's in the County or you acknowledge the current status quo, which is with the passage of item 9.1, the City has a property located entirely within the City limits, whereby all City regulations control, including the City's outright prohibition against development in a wetland. Those are the two options as a matter of due process.

City Attorney Bach replied that the City Commissioners and she understand that the property is considered annexed into the City.

Commissioner Smith stated that before he was elected a City Commissioner he can remember sitting in the audience during meetings where it was admitted at least twice, that the City permission was given to fill small portions of wetlands.

Community Development Director Marshall McCrary explained the process of filling in wetlands has a history that predates his employment with the City but that the City used to have a process called a Special Use process which was actually considered by the City Commission. The Special Use process granted property owners an avenue to seek relief from the strict prohibition of no fill in the wetlands through the variance process. Applicants have come before the BOA seeking it. Mr. Richardson was one of those and that case was denied. In another case wetland fill was approved.

Ms. Carol Lee Adams, 211 S. 3rd Street noted wetland fill was allowed for the construction of the Community Theatre located behind her house, the result of which is the adjoining properties now flood regularly. She stated wetland water has to go somewhere and when they are filled it affects our neighborhoods.

Mr. Clinch Kavanaugh, 102 N. 6TH Street, said this property is still a multijurisdictional property. His client had a permit to fill it all in and thought there could be something better, in good faith he came up with a good plan that really mitigates the wetlands and urged the City Commission to support the plan.

Miss Joyce Newlin, 4452 Bean Street, questioned if the City can force the developer to do what is approved or can he do something that can't be undone once started? City Attorney Bach replied no, under the PUD zoning overlay, it is based upon the site plan as evidence to the Commission and must be adhered to per the approved plan.

A motion was made by Commissioner Smith, seconded by Vice Mayor Kreger to approve Ordinance 2016-37. Vote upon passage of the motion was taken by ayes and nays and was as follows:

Vice Mayor Kreger:	**Aye**
Commissioner Poynter:	**Aye**
Commissioner Smith:	**Aye**
Commissioner Miller:	**Nay**
Mayor Lentz:	**Aye**

Motion carried.

There was a five minute recess at this time. Upon reconvening Mayor Lentz called the meeting to order and proceeded to Agenda Item 9.4

9.4 QUASI-JUDICIAL - ZONING MAP AMENDMENT – LIME AND S.14TH STREET - ORDINANCE 2016-38: City Attorney Bach read Ordinance 2016-38 by title only, which was as follows: "AN ORDINANCE OF THE CITY COMMISSION OF THE CITY OF FERNANDINA BEACH, FLORIDA, CHANGING THE CITY'S ZONING MAP FROM MEDIUM DENSITY RESIDENTIAL (R-2) ZONING TO HIGH DENSITY RESIDENTIAL (R-3) ZONING FORAPPROXIMATELY 14.94 ACRES OF LAND AND ASSIGNING A ZONING DISTRICT OF HIGH DENSITY RESIDENTIAL (R-3) FOR APPROXIMATELY 7.26 ACRES OF LAND AND GENERAL COMMERCIAL (C-2) FOR APPROXIMATELY 2.0 ACRES OF LAND FROM THE NASSAU COUNTY ZONING MAP CATEGORY OF COMMERCIAL INTENSIVE (CI), AND APPLYING A PLANNED UNIT DEVELOPMENT (PUD) OVERLAY FOR THE ENTIRE 24.20 ACRES OF LAND; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE." According to the agenda support documents Ordinance 2016-38 approves zoning map changes that would result in approximately 22.2 acres as High Density Residential (R-3) and 2.0 acres as General Commercial (C-2) and a PUD Overlay for the entire 24.2 Acres.

The quasi-judicial public hearing was opened at this time. City Attorney Bach explained that on this date the Community Development Department received an administrative appeal filed by Dr. Chip Ross regarding Ordinance 2016-38. An Administrative Appeal is allowed under the LDC for certain administrative decisions that are made by the City Manager, which is defined under the LDC as City

Manager or designee. The Administrative Appeal is supposed to stay any of the proceedings until the BOA hears the appeal. The Administrative Appeal has been reviewed and it appears that the basis of Dr. Ross's Administrative Appeal is that the PUD ordinance application is incomplete and in sufficient. City Attorney Bach explained the application is not complete because City staff did not make any findings that the PUD ordinance was consistent with the Comprehensive Plan so the application is incomplete, this is in the staff report that was supposedly silent and Dr. Ross also argues that the decision of City staff in their staff report was not sufficient because there was no finding of consistency with the Comprehensive Plan. After review of all four of the ordinances this being the 4th, an Administrative Appeal is supposed to happen thirty days after the administrative decision. It is the opinion of City Attorney Bach that Dr. Ross had until October 13, 2016 to file the Administrative Appeal. City Attorney Bach stated Dr. Ross will respond as to why he believes the Administrative Appeal was submitted in a timely manner but that City Commission and City staff do not believe it is timely and that the City Commission can go forward with this hearing tonight. Dr. Ross should have an opportunity to respond.

Dr. Chip Ross, 210 N. 3rd Street, stated the Administrative Appeal was filed for incompleteness. The reason timeliness was addressed in the staff report it goes on to say consistency with a Comprehensive Plan for the first three that came before us but on the fourth it does not say consistency with the Comprehensive Plan but it says consistency with the LDC so he would argue that there is no finding of consistency of this PUD development, no consistency shown, no finding in the staff report or anything the applicant has provided that shows that the PUD is consistent with the LDC. Therefore, because no finding was found, no decision has been made so it doesn't toll the findings, it doesn't start the beginning of when the thirty day period starts because no decision has been made. On the record, there has been no writing by City staff why the PUD is consistent with the Comprehensive Plan, in fact page five of seven of the of the staff report and appeal, which says consistency with the LDC zoning district and PUD overlay, it goes on to talk about LDC Section 2.0106, standards for PUD are contained in LDC 4.0303, it doesn't say in the Comprehensive Plan, it says in the LDC section. The applicant's letter of justification and conceptual site plan provides information to demonstrate compliance with this section of the code, that's referring to the LDC, and a rationale for the basis for their request. Further, City staff did advise the applicant that the PUD overlay was an approach which should be considered as the final decision making would be made by the City Commission with respect to the potential wetland impact and flexible design standards. For the record, Dr. Ross contends that no decision has been given by the City staff as to whether a PUD is compatible or consistent with the Comprehensive Plan and therefore since no decision was given, the Administrative Appeal was timely.

Community Development Department Senior Planner Kelly Gibson responded to the comments made regarding the staff report issued on September 9, 2016 and provided to the PAB at their hearing on September 14, 2016. She explained the staff report analyzes the entire application; all four actions that are being considered this evening as an individual application in total. The headings discussed the consistency with respect to land use for Comprehensive Plan and then go into further detail with respect to the LDC, those are in headings only, in total the entire application and bundle of ordinances that this meeting is reviewing tonight have been reviewed for consistency with both the Comprehensive Plan, LDC and applicable Florida Statutes, at the end of the staff report on page six of seven it provides a conclusion that makes that same statement, so although the headings themselves simply say consistency with the Comprehensive Plan, consistency with the LDC, it is for the purpose of being able to review those actions which are tied integrally to those portions of the documents to which they reference.

City Attorney Bach added that her signature is on this ordinance and has been ever since first reading and it says she approved it as to form and legality thus the completeness and sufficiency review, as part of her job, when an applicant applies for an amendment to the Comprehensive Plan or the LDC. Having

reviewed it for form and legality and thinks it meets that. It is up to the City Commission as to whether to proceed this evening.

Dr. Chip Ross stated he objects and does not believe the City Attorney has the jurisdiction to make this finding, that it has to go before the BOA to decide whether this was not a timely application, that the City Attorney does not have the jurisdiction at this point in time, she may be sitting as the attorney for the BOA but this is a matter that now has an application, has been made to the BOA and they are the ones who determine 1.) standing 2.) timeliness 3.) make a decision; and that should be done at the BOA meeting, it should not be done here. Someone once said I strenuously object but I object to the City Attorney making opinions on this matter and not the BOA.

City Attorney Bach noted that it is her opinion, not her jurisdiction, and believes the City Commission has their arguments and can make a decision but in her opinion she does not believe Dr. Ross can use his Administrative Appeal to delay this process when he knows that the appeal is late and his arguments, although respectfully disagreed with, is using is as means to delay. City Attorney Bach stated she definitely read through the Administrative Appeal section and doesn't think that's the intent of the LDC. First reading of this ordinance was approved October 18, 2016 with no change to the staff report or any evidence that has been brought in this chamber to this City Commission.

Dr. Chip Ross noted with all due respect that this it is not an attempt to delay but an attempt to get a different opinion from the BOA, which they have a legal right to do and as a citizen, he has a legal right to obtain. Dr. Ross placed the City Commission on notice that City agents acting within the scope of their duties may be violating his civil rights subject to remedies under Title 42 United States Constitution Section 1983. If the City Commission decides to proceed, Dr. Ross desires to be on the record as objecting to Ordinance 2016-38 moving forward.

Mayor Lentz asked for time to discuss and deferred to City Attorney Bach for a legal opinion and agreed that the time ran out for an Administrative Appeal by several days/ months/weeks.

Commissioner Poynter indicated he would like to move forward with Ordinance 2016-38, since it has gone to the state for review, was approved, and is now back before the City Commission for 2nd reading/final approval, with Dr. Ross's objections duly noted. Vice Mayor Kreger agreed; the City Commission depends on the advice of their City Attorney and they move forward accordingly.

City Attorney Bach asked if that was a motion to approve Ordinance 2016-38 which was responded to by Mayor Lentz saying not yet, just to move forward with Ordinance 2016-38 at this meeting. City Attorney Bach stated that when she gives her opinion, and has not looked at the United States code regarding civil rights, she can never guarantee that someone won't file suit against the City and noted that Dr. Ross's arguments are very weak considering October 13, 2016 was the Administrative Appeal deadline date and that Dr. Ross has attended and spoken at all the City Commission meetings regarding this matter. It is her opinion that the Administrative Appeal is untimely and moot but she cannot guarantee that a resident won't take the City to task.

Mayor Lentz said that we are proceeding forward and asked City Attorney Bach to go over the quasi-judicial ground rules. City Attorney Bach noted that the City Commission is moving forward with Ordinance 2016-38 and that Dr. Ross conveyed he had other procedural questions before the hearing is open.

City Attorney Bach was questioned by Dr. Ross to state for the record what an affected party is under 11.04.040. City Attorney Bach responded "any resident of the City of Fernandina Beach is an affected party." Dr. Ross questioned how the presiding officer will handle objections. Mayor Lentz explained if there is an objection when someone is speaking, the objector can question after the speaker is finished.

City Attorney Bach stated that anyone speaking for the City is under oath. The City staff, applicant and City Attorney will take an oath. A quasi-judicial hearing is required by state law for zoning ordinances and what that means, as we do it for other boards, briefly Community Development Department Senior Planner Kelly Gibson, will make a presentation and introduce evidence into the public record and call any witness that she prefers, Community Development Department Director Marshall McCrary may also speak on behalf of the City, present evidence, call witnesses. The applicant and/or their agent will come to the podium make a presentation, introduce evidence and call any witnesses if desired. The City, their representatives, the applicant and their agent may cross examine each other at that time. If an affected party, any resident of the city, wishes to speak they may with unlimited time and introduce evidence into the record, call witnesses, and as is practice with other boards, we allow affected parties to also cross-examine the parties and witnesses. State law does not necessarily provide for that but we have done that here in the City and will continue to do so. If there is an appeal to be taken of the quasi-judicial decision that is made by the City Commission tonight, that appeal is to be taken to the circuit court within thirty days of the City Commissions decision.

Clinch Kavanaugh, 102 N. 6TH Street, stated that as an attorney at law, if we are going to allow cross examination of my client /my witness I would like the opportunity to file an objection to the question that is being asked.

City Attorney Bach explained that if Mr. Kavanaugh has an objection to the question, and if it sounds as though we are making this up as we go along we are, there is no guidebook for this although there may be, and as long as we are providing procedural due process and allowing speakers unlimited time, if the meeting continues to go on and on and on, the Mayor can recess the meeting and hearing and come back at another time or after a certain length of time as it is 8:30pm, it is at the Mayor's discretion.

Mr. Frank Santry, 1005 S. 19th Street, commented with respect to the order of presentation; it is his understanding, with respect to these hearings in Florida, it is customary, if not required, that burden the of proof going forward and the burden of proof is with the applicant who goes first and their choice of witness and then any adverse parties have the opportunity to cross-examine and present evidence.

City Attorney Bach said that the City is an affected party whereas Mr. Santry disagreed and stated the City to be the tribunal in a quasi-judicial proceeding and the burden of going forward and the burden of proof here is entirely with the applicant who may use witnesses of their choice to present their case but he doesn't think the City presents evidence.

City Attorney Bach responded that is not how it has always been done (in the City of Fernandina Beach) and it's not how it's been done in her other experiences. City Attorney Bach suggested that the City will present and that as a whole, the City is not denying anyone the right to speak, we (City) are inviting anyone to speak and provide evidence on the record.

Mr. Frank Santry stated he understands that the oath has not been read but pointed that material can be presented at the behest of an interested party, either the applicant or an opposing party. The City seems to be presenting a procedure that makes the City the presenter of evidence to the City as the tribunal and what he thinks raises due process questions.

City Attorney Bach responded that she does not believe there is a due process issue in a quasi-judicial hearing when you are giving everybody the chance to speak, City staff making a presentation is fine and how it has always been done, every one of the City's quasi-judicial hearings works this way and she (City Attorney Bach) has not read any case law or seen anything that suggested that City staff was not permitted to make a presentation or introduce staff. Noting that she understands Mr. Santry's perspective, City Attorney Bach respectfully disagreed.

Mayor Lentz interjected that it was time to move forward with the plan.

City Attorney Bach added that she has spoken with Dr. Ross on the phone about ex-parte communications and land use matters, ex-parte meaning a meeting with effected parties and/or the developer. It is City Attorney Bach's understanding that each Commissioner has discussed the proposal on the phone or met in person, with the developer, in land use matters under 286.0115. One does not have to disclose those meetings, the state law seems to encourage elected officials do this and it is not presumed prejudicial that one had a conversation with the developer, in land use matters, not all quasi-judicial matters. We are not asking for those disclosures but it is welcome if desired. Vice Mayor Kreger offered that he met with the affected parties. Mayor Lentz noted she has not specifically spoken to Dr. Ross but has met with Mr. Richardson, once, months ago, to discuss the new proposed plans.

Mayor Lentz asked for patience, elucidating this being her first quasi-judicial hearing it may experience a few hiccups and requested a mature, responsible, respectful discussion amongst mature adults.

City Attorney Bach requested participants to refrain from applause that would prompt a Mayoral recess and stressed the seriousness of the hearing. Whoever wishes to speak, on behalf of the applicant or the City, or if as an affected party, an oath is preferred. City Attorney Bach asked those wishing to speak in the quasi-judicial proceedings to please stand and take the oath. "Do you swear to tell the truth, the whole truth and nothing but the truth."

Mayor Lentz introduced Community Development Department Senior Planner Kelly Gibson. Ms. Gibson noted she is American Institute Planner Certified (AICP) and delivered a timeline presentation on the Lime & 14th Streets proposed project; 224 apartments and approximately 30,000 square feet of retail space on property that has now been annexed into the city, containing a High Density Residential Land Use and General Commercial Zoning. This case began in 2014 when the applicant made a request to seek relief from the wetlands impact LDC Section 3.03.03. The request pertained to property located, at the time, within the City only to impact 5.95 acres of wetlands. The applicant provided statements attesting to the six criteria required for the granting of a variance. On May 21, 2014, that application was denied by the BOA. Following the applicants denial in May, 2014, the applicant moved forward with a request for release under Florida Statute section 70.51 with petition for a special magistrate preceding that was filed June 19, 2014. Judge Birchfield had provided the statement back to the City and the applicant with several recommendations, namely to defer to the SJRWMD permit conditions and any regulatory requirements. Judge Birchfield found that denial of the variance was unreasonable and unfairly inordinately burdens the property and said the City should grant the variance with conditions for SJRWMD permitting, signed by Judge Birchfield December 16, 2014. In February 2016, SJRWMD did issue a permit authorizing for the construction of a wet detention storm water management system for this property and following that permit being issued by SJRWMD the applicant approached the City to determine if there was a better path, a solution to potentially save more wetlands, reducing the overall impact that was initially anticipated as was granted by the SJRWMD permit. The applicant approached City staff (Community Development Department Director Marshall McCrary, Community Development

Department Senior Planner Kelly Gibson and City attorney Bach) for guidance to move forward and find a compromised solution. Initially, the applicant presented two options; what they had been permitted under SJRWMD or a more sensitive approach to achieve a balanced development that served to protect more wetlands and aggregated the apartment structures onto the upland areas. There were challenges to the request in trying to find a compromised solution. The first hurdle was our definition of net density, which excludes calculations of wetlands and wetlands transitional areas. That was a case we moved forward with under separate public hearings last year and an ordinance was arrived at in August 2016 under Ordinance 2016-12. The next hurdle involved a series of changes that you are witnessing tonight; the annexation which would result in a larger area of wetland impact simply because of annexing the land into the City causing the overall calculation shift, but then it needs an assignment of land use and zoning change and there was a request for a vacation of right away in addition to the overall bundled requests in order to make the site work with their solution to protect more wetlands. The net density change itself involved three public hearings through last year, one before the PAB and then two at first and second readings following a state review before the City Commission. In this case we have the annexation land use zoning and requested right of way vacation which had the same three public hearings in addition to a state review because it was involving a large scale land use amendment. Staff approached the development proposal with the understanding that providing for the greatest amount of public input, the greatest amount of opportunity for comment, would be the preferred solution, rather than moving to a BOA proceeding with a single public hearing and a solution rendered in one night. Moving forward with the PUD provided the opportunity for the Commission to have the greatest amount of control and latitude over what ultimately gets developed on that property and to do so with the most amount of public input opportunity. The staff report further goes into detail about consistency with the Comprehensive Plan, LDC, as well as applicable Florida Statutes and renders a conclusion which states the request is sufficiently compliant with the Comprehensive Plan, LDC and municipal code to move forward at this time. The final decision on the following cases, the three high density residential zoning and general commercial C-2 zoning for 2 acres of the overall site and then combining and unifying all of it under a PUD that provides for flexibility and deviation from our code that is necessary in order to accomplish the compromise solution for development of the site. Ms. Gibson asked if there were any questions. Mayor Lentz noted there were no questions and called forth the applicant.

Mr. Spurgeon Richardson, 18 Harrison Creek, speaking on behalf of First National Bank South (FNBS), the applicant. Provided a PowerPoint presentation and explained this is a rare property in that 60% is in the City and 40% is in Nassau County which contains one wetland. Florida Statute overrides local rules, mandates that the City of Fernandina Beach (COFB) defer to the SJRWMD and FNBS has complied. In 2014 the applicant received a favorable ruling from the Special Magistrate, receiving the permit in 2016, received favorable Comprehensive Plan improvement in August 2016, favorable PUD recommendation from planning staff, September 2016 favorable vote by PAB, October 2016 favorable first reading approval. The wetlands are isolated, low quality in nature, created by mosquito ditch, and water runoff from adjacent properties including roads. Approval will allow for the wetlands already permitted through the district to be saved, or a lot of them. If approved where there is a conflict between the district and the COFB, the district rule shall control. The application is subject to the approval of the land use change from MDR to HDR zoning mat change from R-2 to R-3, zoning mat change from commercial general to R-3 and vacation of 12th Street right of way and voluntary annexation of a portion of the property from Nassau County to Fernandina Beach. We are here to work with the community and have been for the past few years to do what is best for the property and save what we can. We are trying to step down the zoning from commercial to residential, it is text book glove fitting zoning and we are trying to transition it to make it fit in with the community. Displaying uses for potential commercial zoning i.e. car lots, motels, hotels etc. this property has the most intense zoning that can be had and this is a good plan in place, there are a lot of uses that would not be desirable. The part in the City is already zoned R-2 and they are trying

to get it to R-3 which goes from 8 units to 10 units, the part in the county is commercial intense, so there is an area that we are trying to effectively down zone from commercial to R-3 as a trade-off where they are trying to get 10 units per acre on the multi-family site and when that happens it greatly effects traffic and Florida Department of Transportation (FDOT) has the numbers. Comprehensive Plan policy 5.0806 does require the City to continue to ensure the protection and mitigation of wetlands consistent with existing state and federal regulations, so it is requiring the City to do what FNBS is asking to have done, in addition to what the Special Magistrate said who concluded there are two governing bodies that clash, two sets of rules that clash and there has to be something that decides what happens and in this case it's the SJRWMD. After the ad was placed we created a development plan and this is what was approved. The county recognizes the district, the City does not. The rule says when there are two municipalities that compete you have to go to the SJRWMD and it was approved. FNBS wants to be a good neighbor and to be proud of a new development that will take place. The belief is the plan is very good with minimal impact in the City; there is a lot of support in the community including Mac Morriss. The target market is getting folks to stay here who come onto the island to work. When they go off island they take their dollars with them. The Omni Hotel has 1029 employees, 731 drive over the bridge or up Heckscher Drive to come to work because they cannot afford to live on the island. Baptist Medical, COFB has employees that come over the bridges to come to work. Ritz Carlton, West Rock, Rayonier have similar issues creating traffic woes. In obtaining FDOT numbers last fall for traffic, if the property as it is currently zoned and then developed to its most intense use, an additional 6,669 more trips would be added. Our plan would provide some relief to the commuter woes. In summary, the PUD is less intense for a down zone from its current zoning based on FDOT reports daily trips would reduce, approval will allow for desperately needed housing, keeping people and their paychecks here. We want to nip in the bud potential hotel, motel, car lot or similar uses that could go into a commercial intense zone.

Dr. Chip Ross, 210 N. 3rd Street, for the record, objects to the proceedings going forward when it has been appealed to the BOA and asks that the entire application for the review of the administrative decision that was sent to the BOA and the attachments be made part of the record, requested that the SJRWMD permit and engineering plans be made a part of the record, requested that respondents propose written recommendations before the special magistrate, in other words, the City's legal opinion be made part of the record and asked if there were objections. He questioned staff whether the LDC PUD provisions allow for the development of wetlands in the City of Fernandina Beach?

Community Development Department Senior Planner Kelly Gibson responded that it does not specifically allow for the filling of wetlands but the entire LDC must be viewed in order to understand the regulations and how they function together. Dr. Ross asked for the specific basis of Ms. Gibson's opinion.

Community Development Department Senior Planner Kelly Gibson stated there are provisions in place that allow for variances to be sought in order to fill wetlands that would deviate from what is specific in the LDC as well as the Comprehensive Plan policies. Variances are sought not as a routine measure but necessary, at times, in order to proceed with development, sometimes approved sometimes denied, there are mechanisms in place that allow for the filling of wetlands and in this scenario a PUD approach was arrived at because it was consistent with the law and with our proceeding on this case.

Dr. Ross reiterated the same question. Community Development Department Senior Planner Kelly Gibson stated the LDC does provide for deviations from that section of code as well as the Comprehensive Plan, the required findings for a variance are included in there. A variance is required in order to impact wetlands. A PUD is a mechanism which provides the opportunity to deviate from local laws and procedures and in this scenario whether it's designed based or for purposes from being able to offset wetland impacts that was the avenue that was chosen.

Dr. Ross noted that was not the answer to his question and objected to moving on and asked if Ms. Gibson was familiar with the City's brief before the Special Magistrate and did you object or disagree with any of the findings of facts that were made by the attorney paid by the City. Ms. Gibson stated she has only read the opinion prepared by Judge Birchfield and the BOA case file tied to the initial variance request.

Dr. Ross stated the wetlands on the subject property, in 1943 were part of a much larger contiguous fresh water marsh that spanned nearly thirty eight acres and asked Ms. Gibson whether she had any reason to disagree with this statement. Ms. Gibson indicated she does not have any reason to disagree with the statement. Lastly, Dr. Ross questioned a statement Ms. Gibson made in a previous email that a PUD does not allow any developer to fill wetlands, yet this specific application requests the fill of wetlands, Dr. Ross asked Ms. Gibson whether she recalled remembered the statement. Ms. Gibson responded yes, sir.

Dr. Chip Ross, 210 N. 3rd Street, asked what is the factual and legal basis and your opinion of the staff's interpretation of your approval of the legality of the proposed PUD that allows significant development on the wetlands on the 24.2 acres that are annexed into the City.

Ms. Gibson explained that following the order provided from Special Magistrate Judge Birchfield, although that order was rejected by the City Commission, the order does stand. Her belief is that the City law states that the City may consider deviations from its regulations and laws in order to relieve an owner from any unfair burden that has been found under that Special Magistrates recommendation. The request was filed under law 70.15 to request a Special Magistrate hearing.

Dr. Chip Ross stated its actually chapter 70.25, it says regardless of the action of the governmental entity takes on the Special Magistrates recommendation, a recommendation that development order enforcement action or the development order enforcement action in combination with other governmental regulations is unreasonable or unfairly burdens the use of the owners real property may serve as an indication of sufficient hardship to support modification, variances or special exceptions to the application statutes, rules, regulations or ordinances to the subject property. So you're saying that the Comprehensive Plan does not apply to this piece of property.

Ms. Gibson responded she believed he answered his question. It is my opinion that the City Commission can make a decision tonight on the PUD which would allow for the deviation from the City's Comprehensive Plan requirement and LDC section 3:12:03. Dr. Ross asked, to make it crystal clear for the record, this ordinance allows for the City to deviate from the Comprehensive Plan? Ms. Gibson replied yes.

At this time Mr. Surgeon Richardson was questioned by Dr. Chip Ross. Dr. Ross asked the witness to state his name and address and reminded the witness that he is under oath. Mr. Spurgeon Richardson, 18 Harrison Creek, was asked to tell Dr. Ross all the reasons the proposed development is consistent with the comprehensive plan and the basis for that opinion.

Mr. Clinch Kavanaugh, Esquire, 102 N. 6TH Street, representing Mr. Richardson objected to the question stating it was overbroad. Mayor Lentz asked Dr. Ross to be more specific in his question. Dr. Ross replied that his question stands and noted this hearing is about whether it conforms to the Comprehensive Plan; it's the applicant's burden of proof to show that it conforms to the Comprehensive Plan and reiterated the question. Mr. Richardson recapped that the City is required to rely on Federal and State agencies when it comes to wetlands. Dr. Ross responded that was not the answer to his question. Mr.

Richardson responded reason 4, 5, 6. Dr. Ross questioned if there were others. Mr. Richardson responded and all the exhibits. Dr. Ross asked if that was every reason that the proposed development is consistent with the Comprehensive Plan and asked for the basis for those opinions. Dr. Ross commented that Mr. Kavanaugh was coaching the witness (Mr. Richardson). City Attorney Bach responded that the attorney (Mr. Kavanaugh) was under oath.

Mr. Frank Santry, 105 S. 19TH Street, stated that under oath is acceptable however there is a denial of due process when the attorney gives his client, the witness, answers to questions and requested the chair to instruct the attorney to refrain. City Attorney Bach replied that would be the preference of the attorney, Mr. Kavanaugh, and asked that the meeting move forward.

Dr. Ross placed the City Commission on notice that the City agents acting within the scope of their duties may be violating his rights subject to remedies of Title 42, United States Constitution Section 1983. Proceeding to the next question, Dr. Ross asked Mr. Richardson if there are wetlands located on the subject property. Mr. Richardson answered low quality. Dr. Ross questioned if that answer was a yes or a no. Mr. Richardson said yes. Dr. Ross asked how many acres of wetlands. Mr. Harrison responded that he did not know. Dr. Ross asked if it was agreed that the City's portrayal is that there are 13.3 acres of wetlands. Mr. Richardson agreed. Mr. Kavanaugh objected to the questions.

Dr. Ross asked if the developer intended to fill wetlands on the subject property, to put buildings in the areas that have been determined to be wetlands and to put roads in the areas that have been determined to be wetlands. Mr. Richardson responded yes. Dr. Ross asked can we agree that in Exhibit A of the SJRWMD permit...Mr. Kavanaugh objected to the questioning. Mayor Lentz asked Dr. Ross if it was part of his packet. Dr. Ross responded yes and asked that Section 9C be read for the record. Mr. Richardson read "to relieve the permittee from the need to obtain or comply with any other required federal, state and local authorization, law, rule or ordinance." Mayor Lentz asked to see the document and stated that it was in an email. City Attorney Bach announced the language is standard SJRWMD permit conditions.

Dr. Ross objected to Mr. Kavanaugh coaching the witness and asked if what was read was part of the permit. Mr. Kavanaugh stated the permit speaks for itself.

Mayor Lentz said that he (Mr. Richardson) did not have to answer the question. Dr. Ross countered that the witness did have to answer the question unless the City Commission did not want him to answer the question then reiterated that the witness is bound by the permit and should follow local laws. Mr. Richardson responded that he believed it, yes.

Dr. Ross noted that one of the local laws is the Comprehensive Plan and inquired of Mr. Richardson if that was correct. Mr. Kavanaugh objected stating that is a legal conclusion the witness is not qualified to answer. Mayor Lentz agreed and noted she is also not qualified to give a legal opinion. Dr. Ross retorted that it was not a legal opinion but the opinion as a lay person. Restructuring the question to clarify a lay person receiving a permit would follow the local law. Mr. Kavanaugh objected that the permit speaks for itself.

Dr. Ross asked can it be agreed that when the developer applies to the City for permits to develop the property, the developer will be required to follow the Comprehensive Plan. Mr. Kavanaugh objected that the question being overbroad. Mayor Lentz asked what specific pieces of the Comprehensive Plan needed to be addressed. Dr. Ross responded the entire Comprehensive Plan. Mr. Kavanaugh noted he asked his client not answer this question.

Mayor Lentz deferred to City Attorney Bach due to the broadness and due to the Special Magistrate decision. City Attorney Bach offered that Community Development Department Senior Planner Kelly Gibson had answered Dr. Ross's question earlier; that the PUD allows for the filling of wetlands. After a certain period of time if the witness isn't answering the questions it is time to move on and noted that this is a quasi-judicial meeting not a court of law and there are rules and procedures that were noted earlier in the meeting.

Dr. Ross responded that for the record the applicant refuses to answer the question. Mr. Kavanaugh noted that the question is unanswerable. Mayor Lentz stated it is in the record.

Dr. Ross countered that since the applicant refuses to answer the question can it be agreed when the developer applied to the City for permits to develop the property and would be required to follow the Comprehensive Plan. Dr. Ross then asked about Comprehensive Plan Section 5.08 which states in pertinent part quote "no public or private development shall be permitted in wetlands" and asked if the witness agreed. Mr. Kavanaugh objected. City Attorney Bach interjected this was not cross-examination. Mayor Lentz agreed and noted the best way to proceed was to have Mr. Richardson answer. City Attorney Bach offered that it is up to Mr. Richardson to answer and cannot be forced to answer. Mr. Richardson responded the question was too broad to be answered and deferred to the next question.

Dr. Ross continued, Chapter 3, Section 3.0303 of the LDC in pertinent part states "wetlands shall be preserved in their natural state, no fill shall be placed in wetlands and the wetlands shall not be altered." Dr. Ross asked how the proposed development meets the condition that wetlands shall be preserved in their natural state and that they shall not be altered. Mr. Kavanaugh responded the document speaks for itself. Dr. Ross objected to Mr. Kavanaugh testifying for his client. Mayor Lentz called a brief recess at this time.

Upon reconvening Mr. Kavanaugh requested that all slides, presentations, reports, exhibit, citations be included in the record.

Mr. Lynn Williams, 1899 S. Fletcher, asked City Attorney Bach to clarify what the Comprehensive Plan and LDC mean as far as filling the wetlands. City Attorney Bach recapped the history and stated that the sufficiency is consistent with Comprehensive Plan 70.51 subsection 25, which states the City and applicant are allowed to make a decision that is not exactly in line with the bright line test of whether or not wetlands can be filled.

There being no further affected parties to speak, Mayor Lentz closed the quasi-judicial hearing.

Vice Mayor Kreger said he has supported the project from the beginning and his only concerns have been that it's legal. City staff and the Legal Department have indicated it is and he has confidence in their decisions.

Commissioner Miller said he was glad that Mr. Williams brought up the history of the project; the applicant's first property development proposal was to clear cut and fill the entire property. The City Commission rejected that proposal. The applicant then sought relief through the Special Magistrate process. The Special Magistrate ruled in favor of the applicant but the City Commission rejected the Special Magistrates ruling as well. It was only at this point that the applicant submitted a second property development proposal sensitive to wetlands preservation and conservation. Commissioner Miller asked the applicant (Mr. Richardson) if he had inquired about median income for island employees. Mr.

Richardson said that rents would be comparable to Courtney Isles; approximately $1.15 per square foot. Commissioner Miller stated that the Commission he sat with before did everything they could to protect this wetland.

A motion was made by Vice Mayor Kreger to approve Ordinance 2016-38, seconded by Commissioner Poynter. Mayor Lentz reflected she has been conflicted about this property development and knows from her interactions with people as a guidance counselor that finding affordable housing on the island is an issue and therefore supports the project. City Attorney Bach reminded the City Commissioners that their votes this evening are to be based on the competent, substantial evidence presented during the quasi-judicial proceeding. **Vote upon passage of the motion was as follows:**

Vice Mayor Kreger:	**Aye**
Commissioner Poynter:	**Aye**
Commissioner Smith:	**Aye**
Commissioner Miller:	**Nay**
Mayor Lentz:	**Aye**

Motion carried.

10.1 NASSAU COUNTY SCHOOL BOARD PROPERTY - ATLANTIC AVENUE: according to the agenda support documents this item was placed on the agenda at the request of Commissioner Smith. Given the late hour, **Commissioner Smith requested this matter be moved to a future City Commission Regular Meeting Agenda.**

CITY MANAGER REPORTS:

FEMA: City Manager Martin stated FEMA recovery efforts are continuing.

STORMWATER MANAGER INTERVIEWS: City Manager Martin commented the Stormwater Manager interviews are scheduled for Friday.

AUDIT: City Manager Martin stated he attended an introductory audit meeting today for recently completed fiscal year.

CITY ATTORNEY REPORTS:

MEETING: City Attorney Bach reminded the Honorable Commissioners she will be in Orlando Wednesday to attend the Executive Board meeting for the Florida Municipal Attorneys Association.

CITY CLERK REPORTS: City Clerk Best had no comments at this time.

MAYOR/COMMISSIONER COMMENTS:

LIGNOTECH GROUND BREAKING CEREMONY: Commissioner Miller attended the Lignotech Ground Breaking Ceremony earlier today at the Rayonier property. He stated Mayor Lentz did an excellent job of making an example of how this project is a fantastic collaboration between the City of Fernandina Beach and Nassau County. Commissioner Miller also commented the amount of Co2

emissions that are not going to happen now and the amount of jobs and tax revenue generated are all wins for the City and County.

PILOT FEES: Commissioner Miller asked City Attorney Bach where the OHPA PILOT (Payment In Lieu Of Taxes) payment(s) stand. City Attorney Bach replied the case is still pending with the Florida Supreme Court. After some discussion among the City Commissioners, Commissioner Miller requested City Attorney Bach look into the matter.

REVEREND DR. MARTIN LUTHER KING, JR. PARADE: Commissioner Miller attended the Reverend Dr. Martin Luther King, Jr. Parade and commented it was a wonderful event. He thanked Vice Mayor Len Kreger, Fernandina Beach Police Chief Hurley and City Manager Dale L. Martin for attending and that it was a very uplifting event.

CHARTER OFFICER WEEKLY REPORTS: Commissioner Miller asked his fellow Commissioners whether the City Clerk and the City Attorneys weekly reports could cease at this time. After some discussion among the City Commissioners it was determined the City Clerk's Office and City Attorney's Office will continue to provide the weekly reports. Additionally the City Clerk will provide a weekly Public Records Request activity report.

OCEAN HIGHWAY AND PORT AUTHORTY: Vice Mayor Kreger commented the Ocean Highway and Port Authority has recently committed to meeting twice a year in Fernandina Beach where they will discuss the PILOT court case.

REVEREND DR. MARTIN LUTHER KING JR.: Vice Mayor Kreger expressed the Reverend Dr. Martin Luther king Jr. Breakfast, Proclamation and Parade programs honoring the Late Dr. King were great.

REVEREND DR. MARTIN LUTHER KING JR.: Commissioner Smith commented he was allowed to drive the City's recently purchased eight passenger golf cart; he filled the available seats with children who really enjoyed the ride.

LIGNOTECH GROUND BREAKING CEREMONY: Mayor Lentz commented it was a pleasure to be at the Rayonier Advanced Materials/Lignotech Florida today, they had a really nice Ground Breaking Ceremony and it was nice to see the project come to fruition.

ADJOURNMENT: There being no further business to come before the Commission, the meeting was adjourned at 9:56 pm.

ATTEST:

CAROLINE BEST City Clerk	Robin Lentz Mayor

CITY COMMISSION AGENDA ITEM
City of Fernandina Beach

SUBJECT: Resolution 2017-58
Purchase & installation of windows for the Peck Center

ITEM TYPE: Resolution

REQUESTED ACTION: Adopt Resolution 2017-58

SYNOPSIS: Funding was allocated in fiscal year 2016/2017 in Peck Improvements account, #300-3000-572.6238, to continue with phase 4 of the Peck Window Project.

The Peck Center building falls under the guidelines of the Historic District Council (HDC). The proposed windows were approved by the HDC on January 16, 2014. These windows match the original design and retain the architectural character of the structure and the composition of the window will stand up to the elements better than the existing windows.

Staff proposes that the sole source purchase for 14 Andersen A-Series windows in the amount of $19,814.73 be awarded to RPM Lumber, our local Andersen dealer. In the interest of maintaining quality and consistency, staff also proposes the sole source approval for the installation of the windows in the amount of $17,500 be awarded to Florida Restoration & Construction.

FISCAL IMPACT: This project is included in the FY 2016/2017 budget and funds are available in the Peck Improvements account, 3007220 56300.

CITY ATTORNEY COMMENTS: No additional comments.

CITY MANAGER RECOMMENDATION(S): I recommend that the City Commission adopt proposed Resolution 2017-58.

Dale Martin, City Manager
Tammi Bach, City Attorney
Vee Sellers, Paralegal Date:04/11/2017

COMMISSION ACTION: Adopt

RESOLUTION 2017-58

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF FERNANDINA BEACH, FLORIDA, AUTHORIZING THE SOLE SOURCE PURCHASE OF WINDOWS FOR THE PECK CENTER FROM RPM LUMBER IN THE AMOUNT OF $19,814.73, AND AUTHORIZING THE SOLE SOURCE INSTALLATION OF THESE WINDOWS BY FLORIDA RESTORATION & CONSTRUCTION, LLC IN THE AMOUNT OF $17,500; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, Phase III of the Peck Window Project was completed in the spring of 2016. Funding is allocated in Fiscal Year 2016/2017 in the Peck Improvements account, #300-3000-572.6238, to continue with Phase IV of the project; and

WHEREAS, the purpose of this Resolution is to approve the sole source purchase of fourteen windows from RPM lumber in the amount of $19,814.73; and

WHEREAS, staff also requests approval of the sole source installation of the windows by Florida Restoration & Construction, LLC in the amount of $17,500; and

WHEREAS, the Peck Center building falls under the guidelines of the Historic District Council (HDC) and the proposed windows were approved by the HDC on January 6, 2014; and

WHEREAS, these windows will match the original design and retain the architectural character of the portion of structure that falls under the guidelines of the HDC and the composition of the window will stand up to the elements better than the existing windows.

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

SECTION 1. The City Commission hereby approves the sole source purchase of replacement windows from RPM Lumber for the Peck Center in the amount of $19,814.73 and the sole source installation of windows by Florida Restoration & Construction, LLC in the amount of $17,500.

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

ADOPTED this 18th day of April, 2017.

CITY OF FERNANDINA BEACH

_____
Robin C. Lentz
Commissioner - Mayor

ATTEST:

_____
Caroline Best
City Clerk

APPROVED AS TO FORM AND LEGALITY:

_____
Tammi E. Bach
City Attorney

Andersen Windows - Abbreviated Quote Report

Project Name: PECK CENTER / PHASE 4

Quote #: 10035 Print Date: 03/23/2017 Quote Date: 02/14/2017 iQ Version: 17.0

Dealer: RPM LUMBER
86289 PAGES DAIRY ROAD
YULEE, FL 32097
904-225-5633
Sales Rep: TOM FREDERICKSON
Created By:

Customer:
Billing Address:
Phone: Fax:
Contact:
Trade ID: Promotion Code:

Item	Qty	Item Size (Operation)	Location	Unit Price	Ext. Price
0001	5	ADH 2' 9 1/2" x 6' 8 1/2" (AA)		$ 1220.44	$ 6102.20

RO Size = 2' 10 1/4" W x 6' 9 1/4" H Unit Size = 2' 9 1/2" W x 6' 8 1/2" H

A Series
Unit, 4 9/16" Frame Depth, White/Pine, Primed, High Performance Low-E4 (Each Sash), Divided Light with Spacer, Colonial, 3W3H, 7/8", Ext Grille - White, Int Species - Pine, Int Grille Color - Primed(Each Sash), Traditional, Stone, 1 Sash Locks, w/ Standard Flange

U-Factor: 0.30, SHGC: 0.27

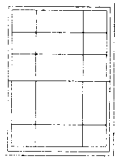
0002	8	ADH 3' 11 1/4" x 7' 11" (AA)		$ 1544.92	$ 12359.36

RO Size = 4' 0" W x 7' 11 3/4" H Unit Size = 3' 11 1/4" W x 7' 11" H

A Series
Unit, 4 9/16" Frame Depth, White/Pine, Primed, High Performance Low-E4 (Each Sash), Divided Light with Spacer, Specified Equal Lite, 4W3H, 7/8", Ext Grille - White, Int Species - Pine, Int Grille Color - Primed(Each Sash), Traditional, Stone, 2 Sash Locks, w/ Standard Flange

U-Factor: 0.30, SHGC: 0.27

0003	1	ADH 3' 11 1/4" x 5' 6" (AA)		$ 1353.17	$ 1353.17



RO Size = 4' 0" W x 5' 6 3/4" H Unit Size = 3' 11 1/4" W x 5' 6" H

A Series
Unit, 4 9/16" Frame Depth, White/Pine, Primed, High Performance Low-E4 (Each Sash), Divided Light with Spacer, Specified Equal Lite, 4W3H, 7/8", Ext Grille - White, Int Species - Pine, Int Grille Color - Primed(Each Sash), Traditional, Stone, 2 Sash Locks, w/ Standard Flange

U-Factor: 0.30, SHGC: 0.27

Item	Qty	Item Size (Operation)	Location	Unit Price	Ext. Price

Customer Signature

Total Load Factor
5.610

Subtotal	$ 19,814.73
Tax (0.000%)	$ 0.00
Grand Total	$ 19,814.73

Dealer Signature

**** All graphics viewed from the exterior**

**** Rough opening dimensions are minimums and may need to be increased to allow for use of building wraps or flashings or sill panning or brackets or fasteners or other items.**

ASK ABOUT ENERGY STAR

Ask to see if all of the products you purchase can be upgraded to be ENERGY STAR® certified.

This image indicates that the product selected is certified in the US ENERGY STAR® climate zone that you have selected.

Data is current as of December 2016. This data may change over time due to ongoing product changes or updated test results or requirements. Ratings for all sizes are specified by NFRC for testing and certification. Ratings may vary depending on the use of tempered glass or different grille options or glass for high altitudes etc.

Nexia is a registered trademark of Ingersoll Rand Inc.

Project Comments:
ADD FDB FOR PST

SIZES
GRILLES
TEMPERING
NEED TAX EXEMPT

THE PURCHASER IS RESPONSIBLE FOR ALL DESIGN CRITERIA AND MEETING ALL BUILDING CODES. QUANTITIES AND SPECIFICATIONS HAVE BEEN VERIFIED AND ACCEPTED BY THE PURCHASER.

PRODUCTS CAN NOT BE CHANGED, CANCELED OR RETURNED AFTER BEING ORDERED. NO WARRANTY, EXPRESS OR IMPLIED, IS MADE BY RPM WOOD PRODUCTS, INC. AS TO MERCHANTABILITY, FITNESS OR SUITABILITY FOR ANY PURPOSE.

THE PRODUCT MANUFACTURER IS RESPONSIBLE FOR WARRANTIES, IF ANY. PRICES ARE SUBJECT TO CHANGE WITHOUT NOTICE.

PROJECT QUOTE

Florida Restoration and Construction LLC

5422 First Coast Highway Suite 123
Amelia Island, Florida 32034

Office: (386) 586-4929
Cell: (386) 586-9200
Fax: (386) 586-4929

EIN# 46-1462375
CG C1521341

BILL TO:
City Of Fernandina Beach
Peck Center 516 S. 10th Street
Fernandina Beach, Florida 32034

% Jeremiah Glisson

Project Quote Date: 3/14/2017

Project Quote Number: 314171

Project Quote Expiration Date: 5/14/2017
(Valid for 60 days)

Project Description	Supplies/Labor Estimate	Amount
This Project Quote Is For The Window Replacement For The Peck Center 516 S. 10th Street Fernandina Beach, Florida 32034 The Project Quote Will Consist Of The Following: 1. All supplies, equipment [scaffolding dumpster and permit] 2. Remove five windows 3. Remove all exterior brick mold and trim 4. Clean rough opening of old fasteners, caulk, glue, etc. 5. All removed materials to be placed in on site dumpster 6. Installation of New Andersen Double Hung Windows 7. Sealing and taping of window finns to structure 8. Exterior trim composed of new 1" X 6" PVC vinly trim molding 9. Installation of new vinyl composite brick mold 10. All exposed fasteners to be stainless steel 11. Work area to be cleaned daily 12. Removal and disposal of all debris from the project site This Price Includes All Materials And Labor To Complete Thls Portion Of The Project Which Is Five Windows		$4,900.00
	TOTAL DUE	$4,900.00

Comments / Notes

Thank you for your Interest in Florida Restoration and Construction LLC.

PROJECT QUOTE

Florida Restoration and Construction LLC

5422 First Coast Highway Suite 123
Amelia Island, Florida 32034

Office: (386) 586-4929
Cell: (386) 586-9200
Fax: (386) 586-4929

EIN# 46-1462375
CG C1521341

BILL TO:
City Of Fernandina Beach
Peck Center 516 S. 10th Street
Fernandina Beach, Florida 32034

% Jeremiah Glisson

Project Quote Date: 3/14/2017

Project Quote Number: 314172

Project Quote Expiration Date: 5/14/2017
(Valid for 60 days)

Project Description	Supplies/Labor Estimate	Amount
This Project Quote Is For The Window Replacement For The Peck Center 516 S. 10th Street Fernandinal Beach, Florida 32034 The Project Quote Will Consist Of The Following: 1. All supplies, equipment [scaffolding dumpster and permit] 2. Remove nine windows 3. Remove all exterior brick mold and trim 4. Reframe the opening by adding 2" X 6" Pressure Treated Wood to accept the New Andersen Window 5. Clean rough opening of old fasteners, caulk, glue, etc. 6. All Removed materials to be placed in on site dumpster 7. Installation of New Andersen Double Hung Windows 8. Sealing and taping of window finns to structure 9. Exterior trim composed of new 1" X 6" PVC vinyl trim window 10. Installation of new vinyl composite brick mold 11. All exposed fasteners to be stainless steel 12. Work area to be cleaned daily 13. Removal and disposal of all debris from the project site.		
This Price Includes All Materials And Labor To Complete This Portion Of The Project Which Is Nine Window		$12,600.00
This Group Of Windows Requires Additiona Framing And Trim		
	TOTAL DUE	$12,600.00

Comments / Notes

Thank you for your Interest in Florida Restoration and Construction LLC.

CITY COMMISSION AGENDA ITEM
City of Fernandina Beach

SUBJECT: Resolution 2017-59
Sewer, Refuse and Storm Water Fee Exemptions for FY 2016/2017

ITEM TYPE: Consent Agenda

REQUESTED ACTION: Adopt Resolution 2017-59

SYNOPSIS: Each fiscal year, the City Commission allocates a certain amount of funding for limited income residents to be considered for financial relief of Sewer, Refuse, and Storm Water Service payments.

At its January 3, 2017 Regular Meeting, the City Commission amended the Sewer and Refuse Exemption Guidelines by adding a Storm Water Fee Exemption. The Nassau County Council on Aging partners with the City of Fernandina Beach in determining eligible applicants.

The Nassau County Council on Aging has submitted five qualified Sewer, Refuse and Storm Water Fee Exemption applications for Fiscal Year 2016/2017 for the Honorable City Commission's consideration and approval.

These applications are available for review in the City Clerk's Office.

FISCAL IMPACT: Funding in the amount of $25,000 has been budgeted in Fiscal Year 2016/2017 and is available in Social Services for Aged/Poor account number 0015640 55600.

CITY ATTORNEY COMMENTS: No additional comments.

CITY MANAGER RECOMMENDATION(S): I recommend that the City Commission adopt proposed Resolution 2017-59.

Dale Martin, City Manager
Tammi Bach, City Attorney
Vee Sellers, Paralegal Date:04/11/2017

COMMISSION ACTION: Adopt

RESOLUTION 2017-59

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF FERNANDINA BEACH, FLORIDA, APPROVING FIVE ADDITIONAL APPLICATIONS FOR CITY SEWER, REFUSE AND STORM WATER FEE EXEMPTION FOR FISCAL YEAR 2016/2017; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, since circa 1976, the Fernandina Beach City Commission has provided limited income citizens relief from Sewer and Refuse Services monthly payments; and

WHEREAS, on November 5, 1985, the City Commission adopted Sewer and Refuse income guidelines to assist in determining which citizens may be eligible for Sewer and Refuse Service exemptions. The Nassau County Council on Aging partners with the City of Fernandina Beach in determining eligible applicants; and

WHEREAS, on January 3, 2017, the City Commission approved Resolution 2017-07 amending the Sewer and Refuse Fee Exemption Guidelines and adding a Storm Water Fee Exemption; and

WHEREAS, each fiscal year, the City Commission allocates a certain amount of funding for limited income residents to be considered for financial relief of Sewer and Refuse Service payments; and

WHEREAS, at this time, the City of Fernandina Beach has received five additional applications from the Nassau County Council on Aging for consideration of Sewer and Refuse Services and Storm Water Fee Payment exemption; and

WHEREAS, funding is budgeted and available in Social Services for Aged/Poor account #0015640 55600.

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

SECTION 1. The City Commission hereby approves four additional applicants (Betty Williams; Catherine Jones; Barbara Baker, and Franklin Roberts) for exemption of payment for City Sewer, Refuse and Storm Water Services from April 1, 2017, through September 30, 2017; and one additional applicant (Joan Bond) for exemption of payment for City Sewer, Refuse and Storm Water Services retroactive from February 1, 2017, through September 30, 2017.

SECTION 2. This Resolution shall become effective immediately.

ADOPTED this 18th of April, 2017.

CITY OF FERNANDINA BEACH

_____

Robin C. Lentz
Commissioner – Mayor

ATTEST:

APPROVED AS TO FORM AND LEGALITY:

_____
Caroline Best
City Clerk

_____
Tammi E. Bach
City Attorney

CITY COMMISSION AGENDA ITEM
City of Fernandina Beach

SUBJECT: Resolution 2017-60
Florida Division of Historical Resources, Small Matching Grant Application

ITEM TYPE: Resolution

REQUESTED ACTION: Adopt Resolution 2017-60

SYNOPSIS: The City of Fernandina Beach is applying for a Small Matching Grant in the amount of $50,000 to fund an enhanced walking tour in the Old Town Historic District.

The proposed project includes a new neighborhood entrance sign, street signs in both English and Spanish, markers for points of interest, and a mobile app connected to a website that would provide the visitor with audio during their tour.

FISCAL IMPACT: This grant will be 100% funded. The grant revenue and related expenditures will both be included in the Fiscal Year 2017/2018 budget. There is no required cash match from the City.

CITY ATTORNEY COMMENTS: No additional comments.

CITY MANAGER RECOMMENDATION(S): I recommend that the City Commission adopt proposed Resolution 2017-60.

Dale Martin, City Manager
Tammi Bach, City Attorney
Vee Sellers, Paralegal Date:04/11/2017

COMMISSION ACTION: Adopt

RESOLUTION 2017-60

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF FERNANDINA BEACH, FLORIDA, AUTHORIZING THE CITY TO SUBMIT A FLORIDA DIVISION OF HISTORICAL RESOURCES SMALL MATCHING GRANT APPLICATION TO FUND A COMMUNITY EDUCATION/WALKING TOUR PROJECT IN THE OLD TOWN HISTORIC DISTRICT; AUTHORIZING EXECUTION; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the Florida Division of Historical Resources is offering the Small Matching Grant opportunity to apply for an amount up to $50,000; and

WHEREAS, the City has developed a community education project in the form of a walking tour in the Old Town Historic District; and

WHEREAS, this grant will be 100% funded and the grant revenue and related expenditures will both be included in the Fiscal Year 2017/2018 budget. There is no required cash match from the City.

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

SECTION 1. The City Commission hereby authorizes the City to submit a Florida Division of Historical Resources Small Matching Grant application in the amount of $50,000.

SECTION 2. The City Manager and City Clerk are hereby authorized to execute the grant application and upon award, acceptance documents and all other grant documents upon approval by the City Attorney.

SECTION 3. This Resolution shall become effective immediately upon passage.

ADOPTED this 18th day of April, 2017.

CITY OF FERNANDINA BEACH

_____
Robin C. Lentz
Commissioner – Mayor

ATTEST:

_____
Caroline Best
City Clerk

APPROVED AS TO FORM & LEGALITY:

_____
Tammi E. Bach
City Attorney

CITY COMMISSION AGENDA ITEM
City of Fernandina Beach

SUBJECT: Resolution 2017-61
Award of RFP 17-01 - Trace Security

ITEM TYPE: Resolution

REQUESTED ACTION: Adopt Resolution 2017-61

SYNOPSIS: The City of Fernandina Beach issued RFP 17-01 for the purpose of performing an IT Security Audit.

The RFPs were opened on February 6, 2017. Twenty responses were received. One was disqualified for arriving after the due date. Several others had incomplete packages. Dana Whicker, IT Manager, evaluated the proposals and ranked the top ten firms. The evaluation criteria and scoring is attached to this Resolution.

Staff recommends awarding the project to the number one ranked firm, Trace Security in an amount not to exceed $27,217.50.

FISCAL IMPACT: An IT Security Audit was recommended by the City's auditors, Purvis Gray & Company and $40,000 is included for the audit in the budget for Fiscal Year 2016/2017. Funds are available in the IT Professional Services account, 0011310 53100.

CITY ATTORNEY COMMENTS: No additional comments.

CITY MANAGER RECOMMENDATION(S): I recommend that the City Commission adopt proposed Resolution 2017-61.

Dale Martin, City Manager
Tammi Bach, City Attorney
Vee Sellers, Paralegal Date:04/11/2017

COMMISSION ACTION: Adopt

RESOLUTION 2017–61

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF FERNANDINA BEACH, FLORIDA, AWARDING RFP 17-01 TO TRACE SECURITY TO PERFORM AN IT SECURITY AUDIT; AUTHORIZING EXECUTION; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the City of Fernandina Beach advertised for proposals to be submitted February 6, 2017, for an IT Security Audit and received eleven complete and qualified responses; and

WHEREAS, the City IT Manager evaluated the qualified responses and recommends awarding the work to the number one ranked firm, Trace Security, in an amount not to exceed $27,217.50; and

WHEREAS, funding for this project is included in the IT Professional Services account, 0011310 53100.

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

SECTION 1. The City Commission hereby awards RFP 17-01 to Trace Security to perform an IT Security Audit.

SECTION 2. The City Commission authorizes the City Manager to negotiate the Trace Security contract in an amount not to exceed $27,217.50 for the IT Security Audit and authorizes the City Manager and City Clerk to execute said contract, upon review and approval of the City Attorney.

SECTION 3. This Resolution shall take effect immediately upon passage.

ADOPTED this 18th day of April, 2017.

CITY OF FERNANDINA BEACH

_____
Robin C. Lentz
Commissioner – Mayor

ATTEST:

APPROVED AS TO FORM & LEGALITY:

_____
Caroline Best
City Clerk

_____
Tammie E. Bach
City Attorney

CITY OF FERNANDINA BEACH BID OPENING

RFP #17-01 IT Security Audit

2/6/2017 at 2:00 PM

OPENED BY: Patti Clifford and Dana Whicker

DATE/ TIME	COMPANY	LOCATION	EXBT A-H	Addendum 1	2	3	Pricing
1/20/17 1:52 pm	Altius IT	3555 Harbor gateway South, Ste B Costa Mesa, CA 92626	✓	✓			$42,000.00
2/3/17 11:44 am	Enterprise Risk Management, INC	800 S. Douglas Road, North Tower 940, Coral Gables, Fl	✓				$20,400 plus travel & expenses
2/6/17 11:31 am	Clifton Larson Allen LLP	220 South Sixth St. Suite 300, Minneapolis, MN 55042	✓	✓	✓	✓	$58,439.00
2/6/17 10:33 am	Plante Moran, PLLC	27400 Northwestern Hwy, Southfield, MI 48034	✓	✓	✓	✓	$56,500 plus related expenses
2/3/17 11:43 am	Networking Institute of Technology, INC	PO Box 9732, Baltimore, MD 21013	✓				$32,000.00
2/3/17 11:36 am	Magellan Advisors	450 Alton Rd., Suite 1402, Miami Beach, FL 33139	✓	✓	✓	✓	$28,600.00
2/6/17 10:33 am	CampusGuard	PO Box 569, Rosemont, IL 60018	✓	✓			**Managerial/Professional Personnel (by Position)** Vulnerability Scanner/.Penetration Tester $225/hr Senior Security Advisor $250/hr Security Advisor $225/hr Account Manager $200/hr **Travel/Living Fees Max Rates** Air travel/each trip $600.00 Rental Car/Daily $45.00 Lodging/per diem daily $200.00 Auto mileage rate $0.55
2/3/17 11:36 am	MAD Security LLC	PO Box 1897, Ashland, VA 23005	no H	✓	✓	✓	$45,150.00/alternate $26,600.00
1/26/17 11:31 am	Global Information Intelligence LLC	6860 N Dallas Pkwy, Suite 200 Plano TX 75024	✓				$55,450.00
2/6/17 10:36 am	Warren Averett Technology Group	3815 Interstate Court, Montgomery, AL 36117	✓	✓	✓	✓	$40,750.00
2/6/17 10:36 am	Warren Averett Technology Group	3815 Interstate Court, Montgomery, AL 36117	✓	✓	✓	✓	alternate $43,250.00
2/6/17 8:01 am	RSM US LLP	4887 Belfot Rd. Suite 201 Jacksonville, FL 32256	✓	✓	✓	✓	$76,000.00
2/6/17 9:44 am	Illumant LLC	431 Florence St., Suite 210, Palo Alto, CA 94301	✓				a la carte pricing per bid
2/6/17 10:33 am	Trace Security	6300 Corporate Blvd., Suite 200, Baton Rogue, LA 70809	✓	✓	✓	✓	$25,717.50
2/6/17 10:34 am	Moss Adams, LLP	999 Third Ave., Suite 2800, Seattle WA 98104	✓	✓	✓	✓	$47,050.00
2/3/17 11:36 am	Elert & Associates	140 Third Street South, Stillwater, MN 55082	✓	✓	✓	✓	$58,740.00
2/6/17 10:32 am	SeNet International Corp.	3040 Williams Drive Suite 510 Fairfax, VA 22031	✓	✓	✓	✓	$48,375.00
2/6/17 12:54 am	The Zimmerman Group	95201 Plum Loop, Fernandina Beach, FL 32034	✓				$41,600.00
2/6/17 9:31 am	Interdev	2650 Holcomb Bridge Rd,. Alpharetta, GA 30022	✓	✓			$28,500.00

COMPANY	LOCATION	EXBT A-H	Addendum 1	Addendum 2	Addendum 3	Pricing	All Exhibits Included Scale: 1-8	The firm's collective experience and education in IT security auditing is directly relevant 1-10	The firm's hands-on assessment employees have certifications that meet high IT security standards, Scale: 1-10	The proposal addresses all of the City's needs as outlined in the Bid, Scale: 1-5	Pricing Scale: 1-5	Total	Rank
Altius IT	3555 Harbor gateway South, Ste B Costa Mesa, CA 92626	✓	✓			$42,000.00	0	9	9	4	2	24	
Enterprise Risk Management, INC	800 S. Douglas Road, North Tower 940, Coral Gables, Fl	✓				$20,400 plus travel & expenses	0	9	6	5	3	23	
Clifton Larson Allen LLP	220 South Sixth St. Suite 300, Minneapolis, MN 55042	✓	✓	✓	✓	$58,439.00	8	10	4	5	1	28	10
Plante Moran, PLLC	27400 Northwestern Hwy, Southfield, MI 48034	✓	✓	✓	✓	$56,500 plus related expenses	8	7	4	5	1	25	
Networking Institute of Technology, INC	PO Box 9732, Baltimore, MD 21013	✓				$32,000.00	0	10	8	5	4	27	
Magellan Advisors	450 Alton Rd., Suite 1402, Miami Beach, FL 33139	✓	✓	✓	✓	$28,600.00	8	9	8	5	5	35	2
CampusGuard	PO Box 569, Rosemont, IL 60018	✓	✓			**Managerial/Professional Personnel (by Position)** Vulnerability Scanner/.Penetration Tester $225/hr Senior Security Advisor $250/hr Security Advisor $225/hr Account Manager $200/hr **Travel/Living Fees Max Rates** Air travel/each trip $600.00 Rental Car/Daily $45.00 Lodging/per diem daily $200.00 Auto mileage rate $0.55	0	9	10	5	1	25	
MAD Security LLC	PO Box 1897, Ashland, VA 23005	no H	✓	✓	✓	$45,150.00/alternate $26,600.00	7	10	8	5	5	35	2
Global Information Intelligence LLC	6860 N Dallas Pkwy, Suite 200 Plano TX 75024	✓				$55,450.00	0	10	10	5	1	26	
Warren Averett Technology Group	3815 Interstate Court, Montgomery, AL 36117	✓	✓	✓	✓	$40,750.00	8	10	10	4	2	34	4
Warren Averett Technology Group	3815 Interstate Court, Montgomery, AL 36117	✓	✓	✓	✓	alternate $43,250.00	8	10	10	4	2	34	4
RSM US LLP	4887 Belfot Rd. Suite 201 Jacksonville, FL 32256	✓	✓	✓	✓	$76,000.00	8	10	9	5	1	33	7
Illumant LLC	431 Florence St., Suite 210, Palo Alto, CA 94301	✓				a la carte pricing per bid	0	10	9	5	1	25	
Trace Security	6300 Corporate Blvd., Suite 200, Baton Rogue, LA 70809	✓	✓	✓	✓	$25,717.50	8	10	10	5	5	38	1
Moss Adams, LLP	999 Third Ave., Suite 2800, Seattle WA 98104	✓	✓	✓	✓	$47,050.00	8	9	8	5	2	32	8
Elert & Associates	140 Third Street South, Stillwater, MN 55082	✓	✓	✓	✓	$58,740.00	8	10	7	5	1	31	9
SeNet International Corp.	3040 Williams Drive Suite 510 Fairfax, VA 22031	✓	✓	✓	✓	$48,375.00	8	10	9	5	2	34	4
The Zimmerman Group	95201 Plum Loop, Fernandina Beach, FL 32034	✓				$41,600.00	0	8	6	5	2	21	
Interdev	2650 Holcomb Bridge Rd,. Alpharetta, GA 30022	✓	✓			$28,500.00	0	10	7	5	5	27	

tracesecurity

GRC Simplified... Finally.

Request for Proposal

Date Submitted: **2/6/17**
Prepared By: **Brad Andrews**
Valid Through: **5/7/17**

This proposal contains proprietary and confidential information of TraceSecurity and shall not be used, disclosed or reproduced, in whole or in part, for any purpose other than to evaluate this proposal, without the prior written consent of TraceSecurity.

Exhibit A

2/6/17
City of Fernandina Beach
204 Ash St.
Fernandina Beach, FL 32034

To Whom It May Concern:

Re: IT Security Audit

Thank you for your interest in TraceSecurity and for the opportunity to serve you. Please find enclosed a proposal meeting your Information Security business objectives and requirements laid forth in the RFP. The enclosed material describes a solution that we at TraceSecurity are confident will address the challenges you have described to us in a cost-effective and efficient manner.

The proposal begins with a project overview followed by a synopsis. The synopsis will outline your security challenges, explain how our solutions solve them and outline our delivery and support methods. We also provide an overview of our company and how our solutions and expertise power the security and compliance initiatives of over 2,000 clients nationwide.

Furthermore, you will be investing in world-class technology that incorporates best practices from the information security industry. As a leading provider of security and compliance software and professional services, TraceSecurity is a provider you can depend on to support all your current and future needs.

Sincerely,

Brad Andrews
Sr. Information Security Sales Consultant
225-215-2494
brada@tracesecurity.com

EXHIBIT "A"

CONTACT SHEET

CITY OF FERNANDINA BEACH RFP # 17-01

****

Name: Trace Security

Federal Taxpayer ID: 81-0954814

Mailing Address: 6300 Corporate Blvd. Ste. 200

City, State, & Zip Code: Baton Rouge, LA 70809

Telephone: (225) 612-2121 **Fax:** (928) 493-6044

Email: brada@tracesecurity.com

Submitted By: Brad Andrews

Title: Sr. Information Security Sales Consultant

FIRM Accepts Credit Cards*: (Yes) **No**

Accounting Contact:

Name: Amy Stephens **Title:** Sr. Financial Analyst

Email Address: astephens@tracesecurity.com **Phone:** (225) 612-2121 x 1036

***See preferred method of payment under "Prompt Payment Act" section of the General Conditions**

THIS FORM MUST BE INCLUDED WITH PROPOSAL

Table of Contents

Exhibit A

Proposal Tab A **1**

Company Overview 2

Why TraceSecurity 4

Technical Expertise 5

Technical Approach 6

References 8

Proposal Tab B **9**

Certifications 9

Resumes 10

Proposal Tab C **11**

Scopes of Work 11

Detailed & Itemized Pricing 37

Proposed Service Agreement 38

Proposal Tab D **44**

Certificate of Insurance

Proposal Tab E **45**

Exhibits B - H

Proposal Tab A

Introduction

TraceSecurity is presenting this proposal in response to a request from the City of San Fernandina for a proposed solution that meets best practices compliance standards and guidelines.

We are committed to delivering best-in-class solutions for our government clients. Our company, our team, and our solutions are aligned with various regulations and industry best practice standards.

Engagement Overview

Based on our understanding of the requirements, we are proposing a (Insert Number of Years) partnership and an ongoing comprehensive solution consisting of:

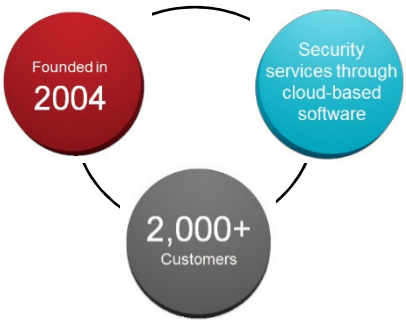
1. Comprehensive External Penetration Test
2. Comprehensive Internal Penetration Test
3. Remote Social Engineering
4. Policy review for 3rd party support entities
5. Internal Policy and Procedure Review
6. Web Application Testing
7. PCI Compliance Assessment

This proposed solution meets multiple examiner requirements and facilitates ongoing management of security compliance. By combining our professional services delivered by security experts with our proprietary purpose-built software tools, we are able to provide your organization with a solution that streamlines, integrates and improves internal security compliance processes, helps prepare for examiners and improves overall security posture.

A live WebEx demo of the proposed solution is highly recommended as an insightful resource to provide you with the information that you need in making an informed decision. Further customization of the proposed solution can be discussed at your earliest convenience according to your schedule of events.

Company Overview

TraceSecurity provides information security compliance, risk and audit solutions to organizations of all sizes that help them achieve, maintain and demonstrate security compliance while significantly improving their security posture. Over 2,000 organizations have leveraged TraceSecurity's on-demand, cloud-based applications backed by expert professional services and analysis to address all critical components of their security compliance program, including people, process and technology.



TraceSecurity's expert services and software solutions were designed to help our customers save time, money and effort. Partnering with TraceSecurity can help your organization:

- Meet and exceed IT security compliance regulatory requirements
- Eliminate unnecessary IT, vendor and employee expenses
- Streamline security compliance programs
- Improve the process of creating and disseminating policies
- Develop standard, repeatable compliance processes
- Reduce the amount of time preparing for examiners and audits
- Enhance security compliance and awareness training programs

With TraceSecurity powering your security and compliance efforts on your IT network, disparate systems are eliminated as TraceSecurity simplifies your assessment and audit process, optimizes your policy controls, and streamlines your training to create a secure and compliant IT environment and enterprise. TraceSecurity transforms your security and compliance operations into a well-oiled machine and cultivates an environment that increases your members' confidence, empowers your employees and improves your company's entire IT security and compliance posture.

We are your Trusted Advisors

Unlike traditional vendors who only offer one-time services and, therefore can provide their customers with few resources and limited expertise, TraceSecurity's customers have access to teams of security experts who provide complete support and consultations through every phase of your engagement. Whether you have questions concerning specific policies or need assistance with remediation strategies, TraceSecurity provides the expertise you need to quickly and effectively resolve any security compliance issue.

We offer a full suite of comprehensive Services and Solutions

By leveraging the combination of professional services conducted by certified engineers with a complete set of web-based tools to manage the core components of an information security program, we are able to provide the most efficient and comprehensive integrated solution for your IT Security, Compliance, Risk and Audit needs.

We provide Independent Evaluations

We also help organizations avoid conflicts of interest with their managed IT vendors. TraceSecurity is not involved in the design, installation, maintenance, or operation of our customers' systems. This allows TraceSecurity to provide a truly independent evaluation of their systems that is in compliance with all federal and state regulations.

We help Streamline Processes so that organizations save time, money and effort

Our software solutions help you develop standard, repeatable compliance processes so that you reduce the burden on your staff, as well as build a solid and efficient foundation for future compliance procedures.

One of the biggest advantages TraceSecurity's solutions provide is the ability to reduce the amount of time needed preparing for auditors and examiners. Departments can quickly and efficiently produce detailed reports critical to demonstrating adherence to compliance requirements.

Because TraceSecurity's software solutions are cloud-based applications, there is no need for customers to supply dedicated servers or be burdened with constant upgrades! Plus, any authorized user has on-demand access — anytime and anywhere — through an Internet connection.

Why TraceSecurity

TraceSecurity is much more than a vendor; we are your strategic partner, and will work closely with you to ensure our solutions meet your organization's needs. Our security experts work tirelessly to create new ways to improve and simplify information security and compliance – so that you are equipped to meet each new market need. From relationship management and technical support to our broad range of professional services, your TraceSecurity solution will always be backed by the finest talent in the industry. This critical human component, above all, sets us apart and distinguishes us as a true strategic provider and trusted advisor.

With our strength in risk management, information security and compliance, TraceSecurity continuously refines how people, processes and technology work together – to deliver innovative solutions to the market. Our bold, forward-looking approach is designed for your future and ours. With the sweeping scope of our vision and depth of our commitment to you, we can help you with your risk-based information security and compliance success.

As a leader in cloud-based cybersecurity solutions, TraceSecurity has been recognized by many prominent security and IT authorities, including:

SC MAGAZINE AWARDS 2016 FINALIST Honored in the U.S.

FROST & SULLIVAN 2015 BEST PRACTICES AWARD NORTH AMERICAN INFORMATION TECHNOLOGY GOVERNANCE, RISK AND COMPLIANCE CUSTOMER VALUE LEADERSHIP AWARD

Info Security Products Guide 2015 GLOBAL EXCELLENCE AWARDS

VALUE 2014 grc20/20

CYBERSECURITY 500 WORLD'S HOTTEST SECURITY COMPANIES

Technical Expertise

TraceSecurity has the following technical expertise:

SOFTWARE SOLUTIONS Sophisticated and Complete	**CONSULTING & PROFESSIONAL SERVICES** Enhance Your Security Posture
• Risk Management	• IT Security Assessment
• Vulnerability Management	• Risk Assessment
• Policy Management	• IT Security Audit
• Vendor Management	• Penetration Testing
• Incident Response Management	• Social Engineering
• Training Management	• Application Security Testing
• Audit Management	• Wireless Assessment
• Compliance Management	• Security Testing
• Phishing Simulation	• Advanced Persistent Threat Assessment

Proposed Work Plan

TraceSecurity has adopted a best-of-breed structure and approach to customer service and support. Each client is assigned a Customer Focused Team (based on "Lean" methodology) that will service their account from contract-signing to end-of-contract. This service includes product implementation, security services and second-level support; which means that you only have to communicate with one team for your entire partnership with TraceSecurity.

Teams consist of a Director of Customer Success, a Project Coordinator, a Customer Sales Manager, a QA Document Specialist and several information security analysts. Each team's Director of Customer Success is responsible for team management and overall client satisfaction. The Project Coordinator works with clients to schedule their contracted services, and manages the day-to-day project management. The Customer Sales Manager focuses on contract renewals, services offered to current customers, and on-going sales. The information security analysts are responsible for security services, product implementation, training, and consultation. Finally, the QA Document Specialist is responsible for the grammatical proofing of each report before it is released to the customer. This structure allows us to better understand and work toward your long-term security goals, as well as reduce the amount of contact points you have at TraceSecurity.

For those times that you need to speak to someone immediately regarding software questions, TraceSecurity has a team of analysts in TraceSupport that can be reached toll free at 1-877-798-7223 during regular business hours. This will ensure someone is available to answer your call and that each issue/question/enhancement you report is logged into your TraceCSO account. After submitting an issue/question/enhancement request, you will receive a reference number so you can track your submission's progress in the system at any time. If TraceSupport is unable to address your issue immediately, it will be assigned to your Customer Success Team for resolution within our Service Level Guidelines.

Project Management Methodology

Upon contract execution, you will receive two documents from our Accounting Department. The first is a copy of your countersigned contract. The second is our invoice for which payment will need to be remitted before the engagement can begin. In the first 10 business days following receipt of payment, your business administrator will be contacted by your assigned team's Director of Customer Success, who will welcome you as a TraceSecurity customer and schedule your project kickoff meeting. The kickoff meeting will include your Director of Customer Success, your business administrator, your technical administrator, and any other project stakeholders you wish to include. During this meeting, the Director of Customer Success will describe the project in detail and set appropriate expectations and timelines. After the kickoff meeting, you will receive an email from the TraceSupport team with your log-in credentials and Service Level Guidelines. Within a few days, you will be contacted by a member of the TraceSupport team to assist with setting up the vulnerability scanner, if required.

Project Team Staffing

As an industry leader in security compliance and risk management solutions, TraceSecurity is proud to employ the most qualified and knowledgeable delivery staff in the industry. Our management has extensive experience in project management and customer service. Our analysts and staff hold numerous degrees and certifications from various academic and technological entities, as well as a wealth of hands on experience in the on-demand security compliance software and service industry. Each cross-functional Customer Success Team at TraceSecurity is responsible for a subset of our client base and is tasked with delivering exceptional customer service, implementation, and support for the life of our client's contracts.

Each team consists of:

One Director of Customer Success

TraceSecurity's Director of Customer Success has overall responsibility for their Customer Success Team and the ultimate customer satisfaction of their client base. The Directors are the highest point of escalation of its team's clients. Our Directors have 20 years combined experience in the finance, security and project management industries, as well as degrees in Information Systems and Decision Sciences and Business Technology.

One Project Coordinator

TraceSecurity's Project Coordinators serve as the primary day-to-day contacts for our customers. Project Coordinators are responsible for managing all projects and coordinating efforts with their team's analysts and clients.

Multiple Information Security Analysts

Our Information Security Analysts are responsible for delivering the services outlined as well as provide subject matter expertise to assist with remediation or guidance on security-related topics.

One QA Documentation Specialist

TraceSecurity QA Documentation Specialists perform policy reviews and regulation calls for each team's clients. QA Documentation Specialists are also responsible for overall quality assurance of all final deliverables associated with TraceSecurity security services. Our Documentation Specialists boast Bachelor's and Master's degrees in English.

References

TraceSecurity does not publish complete client lists due to the sensitivity of information and privacy agreements in place. Many TraceSecurity clients choose to be reference accounts and we have selected some of these as an example of our client base. Please let us know if you would like us to provide additional references.

City of Sandy Springs	
Customer Since:	2015
Contact Name:	Jesse Cail
Phone:	770-206-1487
Email:	jcail@sandyspringsga.gov

Louisiana State Employees Retirement System	
Customer Since:	2012
Contact Name:	Dan Bowden
Phone:	225-922-2569
Email:	dbowden@lasersonline.org

City of Yuba City	
Customer Since:	2016
Contact Name:	Brian Hansen
Phone:	530-822-4785
Email:	bhansen@yubacity.net

Proposal Tab B

Certifications

TraceSecurity information security analysts have between 5 and 30+ years of experience in the IT and security industry and boast degrees in Computer Engineering, Information Systems, Computer Science, Business Administration, Electronics Engineering, and Information and Computer Science.

They have performed over 2,000 social engineering engagements, 4,000 security assessments, and 6,000 penetration tests, and hold various credentials and professional certifications, including but not limited to:

- Certified Ethical Hacker (CEH)
- Offensive Security Certified Professional (OSCP)
- Certified Information Systems Security Professional (CISSP)
- Certified Information Security Manager (CISM)
- Certified Information Systems Auditor (CISA)
- Cisco Certified Network Associate (CCNA)
- Cisco Certified Network Professional (CCNP)
- Cisco Certified Internetwork Professional (CCIP)
- Cisco Certified Design Associate (CCDA)
- Cisco Certified Network Associate Security (CCNA Security)
- Microsoft Certified Systems Engineer: Security (MCSE: Security)
- Microsoft Certified IT Professional (MCITP)
- Certified Wireless Network Administrator (CWNA)
- Certified Wireless Security Professional (CWSP)
- VMWare Certified Professional (VCP)
- Certified Ethical Hacker (CEH)
- Global Information Assurance Certification (GIAC)
- GIAC Penetration Tester (GPEN)
- GIAC Certified Firewall Analyst (GIAC GCFW)
- Security +
- Linux+

Resumes

The following represents a subset of TraceSecurity information security analyst bios. While not all inclusive, this sampling demonstrates the depth and breadth of industry expertise and talent available to TraceSecurity customers.

Jerry Beasley – Security Services Manager
Jerry is a veteran system developer, administrator, and security specialist with 30 years of performance in the IT field. Early in his career, Jerry managed information technology resources and developed information technology solutions for the United States Air Force. Later, he consulted for the Department of Defense as a senior information assurance analyst. Over that time, Jerry had a career concentration in information assurance (IA) management with emphasis on information security controls, federal regulatory compliance, as well as system/software risk assessment. He is a Certified Information Security Manager (CISM) with the Information Systems Audit and Control Association (ISACA) and holds a degree in Computer/Information Technology Administration and Management.

Tim Garrity – Security Services Manager
Tim has over ten years of professional IT experience including six years in the financial services industry where he managed the day-to-day operations of the IT department and was heavily involved in disaster recovery planning and testing. Tim holds a Bachelor degree in Interdisciplinary Studies from Nicholls State University and is a Microsoft Certified IT Professional (MCITP) for Enterprise Administration, Certified Cisco Network Associate (CCNA), and is CompTIA Security+ certified.

Herbert McMorris, Jr. – Information Security Analyst
Herbert has more than 30 years of IT experience and knowledge spanning many facets of the industry including designing and building enterprise networks, communications infrastructure, data centers, and disaster recovery and business operations. Herbert holds a Bachelor degree in Information Technology and is a Certified Information Systems Security Professional (CISSP), a Certified Information Systems Auditor (CISA), a Certified Information Systems Manager (CISM), and is certified in Risk and Information Systems Control (CRISC).

Nathan Turner – Information Security Analyst
Nathan began his career in information technology over ten years ago and has held roles as an IT Technical Support Specialist for the state police department and a systems administrator for a local university. In addition to receiving a Bachelor of Science in Computer Science, he maintains CompTIA's A+, Network+, and Security+ certifications.

Proposal Tab C

Scopes of Work

Penetration Testing

The TraceSecurity External Penetration Test includes:

- External Port Scan
- External Network Vulnerability Scan
- External Network Vulnerability Review
  - False Positive Reduction of Scan Data through Manual Third-Party Review
- Testing
  - Exploit Testing and Penetration Attacking (8 hours)
    - Authentication Attacks
    - Vulnerability Exploitation
    - Privilege Escalation
    - Exploitation of Configuration Flaws
    - Immediate Notification of Critical Risks
- Deliver Final Deliverable through TraceCSO

Penetration testing contracts define the amount of time allocated for testing. This test does not include comprehensive web application testing. Web application testing requires the manual review of every dynamic web page running on a server; therefore, this type of test falls outside the scope of work for a penetration test. The analyst may, however, conduct testing on certain web pages based on known vulnerabilities. In situations where the analyst tests certain web pages, specific information about the testing of those pages will be included in the report. If you have concerns about the web applications running on your web server, we strongly recommend your organization conduct a full web application test.

The External Penetration Test results are provided in an extensive report containing:

- Project Overview
- Penetration Test Methodology
- Executive Summary
- Vulnerability Scan Results
- Exploitation Results Listed by Risk and Areas of Concern
- Details and Exposure of Vulnerabilities
- Appendix

TraceSecurity shall perform one External Penetration Test per year of the Service Term.

Customer is responsible for scheduling each Service within the specified year of the Service Term. Failure to schedule any Service within the specified year of the Service Term will result in the forfeiture of that Service for that year. Customer's obligation to pay for a forfeited Service shall remain in effect. Trace shall have no obligation to perform forfeited Services. If the customer requires TraceSecurity to test a third-party vendor's system, the customer shall execute TraceSecurity's Third-Party Vendor Supplement.

The External Penetration Test includes the use of the following functional areas of TraceCSO for the Service Term: **Vulnerability Management** (limited use) and **Reporting**.

Screen Shot Samples of External Penetration Testing Deliverables

EXECUTIVE SUMMARY

[redacted] has just completed an external penetration test of the operational implementation of its external perimeter information security defenses. This engagement utilized real-world tests of how external adversaries may conduct attempts to gain unauthorized access to [redacted]'s information systems, sensitive documents, and confidential information resources. This engagement used a combination of widely known and freely available attack methods along with TraceSecurity's proprietary applications and methods.

[redacted] provided TraceSecurity with external IP ranges to be tested. The ISA performed network mapping (enumeration), vulnerability identification, and penetration testing based on the identified attack vectors and vulnerabilities. As a result of testing, external systems were not found in violation of one or more principles that could negatively impact the confidentiality, integrity or availability of the organization's information assets. Our analysts were not successful in breaching the external network.

Implementing measures, such as intrusion detection and prevention systems (IDS/IPS), can greatly improve the visibility and awareness of attacks against the organization's externally facing services. These services also provide security metrics and can improve incident response capabilities. However, during the defined testing period, the ISA must rapidly scan and test discovered services, which may cause an IPS to temporarily block or permanently blacklist the ISA's source IP address. This can limit the ability to test services that may otherwise be available, and consequently limit the ability to identify vulnerabilities on those services. Because of this, TraceSecurity recommends conducting external penetration tests with the testing source IP addresses "whitelisted" in any deployed intrusion prevention systems. This allows the ISA to simulate the evasion tactics that might be available to a real-world attacker, providing a means to generate the most complete and accurate assessment possible. For this assessment, the TraceSecurity ISA and testing traffic had not been impacted by or subject to intrusion detection and prevention systems.

The table below represents the organization's discovered vulnerabilities. These vulnerabilities are listed in detail in Section 1 of this report in order from the highest risk to the lowest risk. Vulnerabilities should always be addressed in the order of risk level. In addition, Section 2 of this report will give details including images on how these vulnerabilities were detected. Included in the Appendix are all technical notes and the project definition.

High	Medium	Low	Informational	Total
0	1	3	2	6

This report is organized into sections. The first section provides mapping of the external network. The second section contains viable attack vectors into the network. The last section describes the attacks carried out against the identified viable attack vectors. An appendix is also included with supporting information.

Please note that the ISA only made screenshot notes of any discovered documents and material. The actual files, documents, or material were not removed, edited, or altered in any way.

SECTION 1: TECHNICAL SUMMARY

Summary of Technical Findings

The following table enumerates each of the findings contained in the body of the report. Each is categorized according to risk level and summary recommendations are provided. Further details, including technical results from the penetration test, can be found in later sections of this report.

Figure 1: Summary Findings Table

Risk	Description	Remediation
Medium	**TLS Renegotiation Enabled**: An external system supporting the insecure TLS renegotiation feature was discovered. This feature creates a possible risk of session hijacking or even denial-of-service attacks.	TraceSecurity recommends disabling this feature if not needed for regular business purposes.
Low	**Password Authentication Attack Vectors**: Externally accessible services allowing remote users to perform unlimited authentication attempts exist on the network.	TraceSecurity recommends implementing an extensive password policy, logging of authentication attempts, and account lockouts after several failed attempts.
Low	**TLS Connection with Weak Cipher Detected**: Hosts that accept TLS connections using weak ciphers of less than 128 bits were discovered.	TraceSecurity recommends using only strong or excellent ciphers with secure connection protocols, particularly those providing at least 128 bits of key space.
Low	**SSL Certificate with Weak Encryption**: A host issued a SSL Certificate with a weak hashing algorithm and bit strength was detected on an externally facing system.	TraceSecurity recommends requiring all SSL Certificates to use SHA-2 encryption with a key length of 2048 bits or greater.
Informational	**ICMP Echo Reply on External Systems**: The remote host answers to an ICMP echo request, or "ping." This indicates the presence of a device on the target IP address.	TraceSecurity recommends configuring an access control list to block ICMP echo requests on externally facing systems.
Informational	**Information Enumeration via Public Sources**: Contact information for an organization can be inadvertently exposed through regular business communications, such as metadata contained in publicly shared files and even gathered through personal user accounts registered to social media websites.	TraceSecurity recommends training employees to regularly remove metadata elements from files that are shared with third parties or posted to public websites. Employees should also never use their business usernames and passwords on publicly accessible websites and refrain from posting any sensitive company information on such sites.

SECTION 2: TECHNICAL DETAILS

This section of the report describes the manual attempts to gain unauthorized access to the target systems by utilizing a number of tools to exploit the discovered vulnerabilities identified and described in the previous sections. During this phase, the ISA attempted one or more of the following: gain access to sensitive information, exploit configuration problems, buffer overflow vulnerable systems, and brute-force and dictionary-based attacks, etc. If basic user privileges were obtained, the ISA attempted to escalate privileges.

The goal of this phase was to compromise vulnerable systems and gain access to sensitive information. Sensitive information includes, but is not limited to, account numbers, names, addresses, social security numbers, passwords, and usernames.

The vulnerabilities delineated in this section include the specific attack vectors that the ISA targeted during the test. This should not be considered a comprehensive view of the organization's overall exposure as the test was limited to the specified time constraints in the scope and agreed upon rules of engagement.

TLS Renegotiation Enabled - Medium Risk

Description: An external system supporting the insecure TLS renegotiation feature was discovered. This feature creates a possible risk of session hijacking or even denial-of-service attacks.

Remediation: TraceSecurity recommends disabling this feature if not needed for regular business purposes.

Notes: Ensuring the resilience of secure connections is an essential task for maintaining secure connections to systems facing the public internet. While SSL connections are a practical method for accomplishing this, an organization must take care to implement this protocol effectively.

TLS renegotiation allows a client and server who already have a TLS connection to negotiate new parameters. However, TLS does not associate renegotiation handshakes with a specific connection. This can allow malicious individuals to insert data into existing sessions via plaintext injection. Essentially, this means that this connection is at risk for session hijacking or even denial-of-service attacks. Figure 2 shows the scan results for the TLS renegotiation test on the host at [redacted]

TraceSecurity recommends disabling the TLS renegotiation feature if it is not needed for regular business purposes. If this feature is required, then ensure that secure renegotiation methods have been applied as defined by RFC 5746.

Figure 2: TLS Renegotiation Enabled on [redacted] (source: SSLScan)

[redacted] Port 443	•Insecure session renegotiation supported •Compression disabled •TLS 1.0 not vulnerable to heartbleed	

Password Authentication Attack Vectors - Low Risk

Description: Externally accessible services allowing remote users to perform unlimited authentication attempts exist on the network.

Remediation: TraceSecurity recommends implementing an extensive password policy, logging of authentication attempts, and account lockouts after several failed attempts.

Notes: Externally facing services, even those considered secure by design, should still adhere to restrictive configurations in order to be effective. During this engagement, the analyst discovered that hosts with various services allow remote users to continuously retry authentication attempts, even after failure.

The analyst uncovered an accessible OWA login form on host [redacted], represented in Figure 3. The analyst initiated an automated password attack against the OWA login. Figure 4 shows the resulting attack, which displays the actual usernames uncovered during the information gathering portion of the penetration test. However, this system was not compromised during the attack, as these usernames and passwords did not authenticate to the server. Additionally, Cisco SSL VPN login portals, such as the one in Figure 5, were discovered during the course of the engagement. The analyst configured another automated password attack, which targeted the system at [redacted] The results of this unsuccessful attack are displayed in Figure 6. [redacted] HTTP logins were also discovered on hosts [redacted] [redacted] and [redacted] shown in Figures 7 through 9. The automated password attacks displayed in Figures 10 through 12 also failed to authenticate to these systems. Figure 13 shows another HTTP login at [redacted] that was attacked by the analyst, as shown in Figure 14. Although the login attempts were not successful in this time-limited engagement, it proves that this attack vector is viable. Given more time, a remote attacker could compromise this service and gain unauthorized access to the server.

TraceSecurity recommends implementing a strict password policy for necessary external-facing services. These policies should mandate the use of strong passwords consisting of 8 or more characters and containing uppercase (A-Z), lowercase (a-z), numbers (0-9), and symbols (%$#@!). If possible, a connection lockout should be implemented after excessive failed login attempts. This should be combined with an automated logging solution that documents these invalid login attempts. Additional security can be provided for services that require broad access, such as requiring SSL Certificate based authentication for trusted clients.

Figure 3: OWA Login Portal at [redacted]

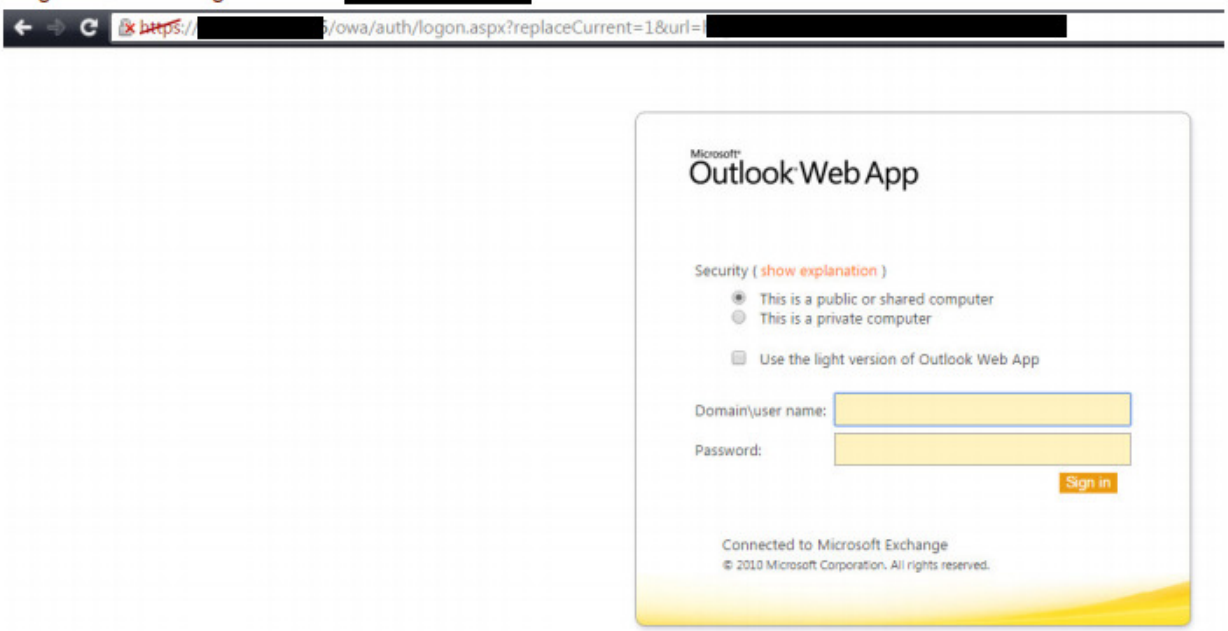


Figure 4: Failed OWA Password Attack on [redacted] (source: burpsuite)

Attack Save Columns

Results | Target | Positions | Payloads | Options

Filter: Showing all items

Request	Payload1	Payload2	Status	Error	Redir...	Timeout	Length	Comment
0			200	☐	1	☐	1778	
1	[redacted]	Spring2015	200	☐	1	☐	1778	
2		Spring2015	200	☐	1	☐	1778	
3		Spring2015	200	☐	1	☐	1778	
4		Spring2015	200	☐	1	☐	1778	
5		Spring2015	200	☐	1	☐	1778	
6		Spring2015	200	☐	1	☐	1778	
7		Spring2015	200	☐	1	☐	1778	
8		Spring2015	200	☐	1	☐	1778	
9		Spring2015	200	☐	1	☐	1778	
10		Spring2015	200	☐	1	☐	1778	
11		Spring2015	200	☐	1	☐	1778	
12		Spring2015	200	☐	1	☐	1778	
13		Spring2015	200	☐	1	☐	1778	
14		P@ssw0rd123	200	☐	1	☐	1778	
15		P@ssw0rd123	200	☐	1	☐	1778	
16		P@ssw0rd123	200	☐	1	☐	1778	
17		P@ssw0rd123	200	☐	1	☐	1778	
18		P@ssw0rd123	200	☐	1	☐	1778	
19		P@ssw0rd123	200	☐	1	☐	1778	
20		P@ssw0rd123	200	☐	1	☐	1778	
21		P@ssw0rd123	200	☐	1	☐	1778	
22		P@ssw0rd123	200	☐	1	☐	1778	
23		P@ssw0rd123	200	☐	1	☐	1778	

Request 1 | Response 1 | Request 2 | Response 2

Raw | Headers | Hex | HTML | Render

Name	Value
HTTP/1.1	200 OK
Cache-Control	no-cache, no-store
Pragma	no-cache
Content-Type	text/html; charset=utf-8
Expires	-1
Vary	Accept-Encoding
X-OWA-Version	[redacted]
X-Powered-By	ASP.NET
Date	Tue, 09 Feb 2016 22:04:37 GMT
Connection	close
Content-Length	1502

tracesecurity

ICMP Echo Reply on External Systems - Informational Risk

Description: The remote host answers to an ICMP echo request, or "ping." This indicates the presence of a device on the target IP address.

Remediation: TraceSecurity recommends configuring an access control list to block ICMP echo requests on externally facing systems.

Notes: The ICMP protocol is useful in troubleshooting everyday connection issues that affect networked systems. However, this protocol can be leveraged by attackers to reveal target systems or even cause Denial-of-Service conditions on targeted systems.

During the engagement, the analyst was able to provoke an ICMP echo reply from hosts within the organization's scoped public IP range. These replies can be seen in Figure 17. This configuration could reveal the presence of external hosts or even attempt a Denial-of-Service vulnerability on the network, which would affect these systems' ability to function.

TraceSecurity recommends configuring an ACL to block ICMP echo requests on externally facing systems.

Figure 17: ICMP Echo Replies from External Systems (source: nmap)

```
Starting Nmap 7.01 ( https://nmap.org ) at
Nmap scan report for [redacted]
Host is up, received echo-reply ttl 244 (0.057s latency).
Nmap scan report for [redacted].com ([redacted])
Host is up, received echo-reply ttl 53 (0.059s latency).
Nmap scan report for [redacted].com ([redacted])
Host is up, received echo-reply ttl 244 (0.061s latency).
Nmap scan report for [redacted].net ([redacted])
Host is up, received echo-reply ttl 54 (0.044s latency).
Nmap scan report for [redacted].net ([redacted])
Host is up, received echo-reply ttl 245 (0.047s latency).
Nmap scan report for [redacted].net ([redacted])
Host is up, received echo-reply ttl 54 (0.047s latency).
Nmap scan report for [redacted].net ([redacted])
Host is up, received echo-reply ttl 54 (0.051s latency).
Nmap scan report for [redacted].net ([redacted])
Host is up, received echo-reply ttl 53 (0.051s latency).
Nmap done: 88 IP addresses (8 hosts up) scanned in 2.48 seconds
```

Internal Penetration Testing

TraceSecurity's Internal Penetration Testing follows a documented proprietary best practice security testing methodology including:

- Scoping & Rules of Engagement
- Network Mapping
  - Internal Network Scanning
- Testing
  - System Fingerprinting
  - Services Probing
  - Analysis and Identification of Attack Vectors
  - Exploit Testing and Penetration Attacking
    - Authentication Attacks
    - Vulnerability Exploitation
    - Privilege Escalation
    - Exploitation of Configuration Flaws
- Immediate Notification of Critical Risks

The Internal Penetration Test results are provided in an extensive report containing:

- Project Overview
- Penetration Test Methodology
- Executive Summary
- Business & Technical Risks and Recommendations
- Exploitation Results Listed by Risk and Areas of Concern
- Details and Exposure of Vulnerabilities
- Appendix

TraceSecurity shall perform one Comprehensive Internal Penetration Test per year of the Service Term.

Customer is responsible for scheduling each Service within the specified year of the Service Term. Failure to schedule any Service within the specified year of the Service Term will result in the forfeiture of that Service for that year. Customer's obligation to pay for a forfeited Service shall remain in effect. Trace shall have no obligation to perform forfeited Services.

The Internal Penetration Test includes the use of the following functional areas of TraceCSO for the Service Term: Vulnerability Management (limited use) and Reporting.

Screen Shot Samples of Internal Penetration Testing Deliverables

EXECUTIVE SUMMARY

EXECUTIVE SUMMARY OF INTERNAL PENETRATION TEST RESULTS

[redacted], has just completed a Penetration Test of the internal network.

This engagement utilized real-world tests of how internal adversaries may conduct attempts to gain unauthorized access to [redacted]'s core information systems, servers, workstations, network equipment, and security devices. This engagement used a combination of widely known and freely available attack methods to complete this test of the internal network.

[redacted] provided the ISA with internal Internet Protocol (IP) ranges to be tested. These IP addresses are listed on page 9. The ISA performed network mapping (enumeration), vulnerability identification, and penetration testing based on the identified vulnerabilities.

The ISA was able to gain domain administrator access to the network through techniques involving LLMNR and NBT-NS poisoning. TraceSecurity recommends disabling LLMNR and NBT-NS to mitigate the risk associated with those protocols. Additional vulnerabilities that could be exploited to help compromise systems or member data, such as anonymous access to services and obsolete protocols, were also found.

Below is a list of the most significant issues found during this assessment:

- (HIGH RISK) LLMNR and NBT-NS Poisoning Vulnerability
- (LOW RISK) Default Configurations and Anonymous Access

The report is organized into three sections. The first section maps the internal network. The second section contains attempts to carry out identified viable attacks. The final section shows additional testing attempts the ISA performed.

Please note that the TraceSecurity ISA only made screenshot notes of any discovered documents and material. The actual files, documents, or material were not removed, edited, or altered in any way.

SECTION 1: NETWORK MAPPING

This section of the report identifies the network resources and services. It is focused on technical aspects of the institution's network.

The expected results are the following:

- Live hosts identification
- Operating systems identification
- Services and their version identification

During the assessment, the ISA performed a port scan of the following IP address ranges:

Figure 1: IP Ranges

[redacted]

After establishing connectivity, the ISA began by scanning hosts on the client's internal network. The ISA used a Server-Message-Block (SMB) scanning tool, which provided the ISA more detailed information about the hosts. The ISA was mainly looking to identify any hosts that were running on outdated operating systems (ex: Windows Server 2000, 2003, and Microsoft Windows XP) as they generally have multiple security vulnerabilities and are good targets for exploitation attempts.

Figure 2: SMB Versioning / Operating System Enumeration (SAMPLE)

```
[*]                    is running Windows 2012 Standard (build:9200) (name:       ) (domain:     )
[*]                    is running Windows 2012 Standard (build:9200) (name:       ) (domain:     )
[*]                    is running Windows 2012 Standard (build:9200) (name:      ) (domain:     )
[*]                     is running Windows 2008 Standard SP2 (build:6002) (name:          ) (domain:     )
[*]                     is running Windows 2008 Standard SP2 (build:6002) (name:            ) (domain:     )
[*] Scanned  5 of 47 hosts (10% complete)
[*]                     is running Windows 7 Professional SP1 (build:7601) (name:        ) (domain:     )
[*]                     is running Windows 2008 R2 Standard SP1 (build:7601) (name        ) (domain:     )
[*]                     is running Windows 2008 R2 Standard SP1 (build:7601) (name:       ) (domain:     )
[*]                     is running Windows 2008 R2 Standard SP1 (build:7601) (name:       ) (domain:     )
[*]                     is running Windows 2008 R2 Standard SP1 (build:7601) (name:         ) (domain:     )
[*] Scanned 10 of 47 hosts (21% complete)
[*]                     is running Windows 2008 R2 Standard SP1 (build:7601) (name:        ) (domain:     )
[*]                     is running Windows 2008 R2 Standard SP1 (build:7601) (name:        ) (domain:     )
[*]                     is running Windows 2008 Standard SP2 (build:6002) (name:        ) (domain:     )
[*]                     is running Windows 2008 Standard SP2 (build:6002) (name:       ) (domain:     )
[*]                     is running Windows 2008 R2 Standard SP1 (build:7601) (name:         ) (domain:     )
[*] Scanned 15 of 47 hosts (31% complete)
[*]                     is running Windows 2008 R2 Standard SP1 (build:7601) (name:      ) (domain:     )
[*]                     is running Windows 2008 R2 Standard SP1 (build:7601) (name:      ) (domain:     )
[*]                     is running Windows 7 Professional SP1 (build:7601) (name:   ) (domain     )
[*]                     is running Windows 2008 R2 Standard SP1 (build:7601) (name:       ) (domain:     )
[*] Scanned 19 of 47 hosts (40% complete)
[*]                     is running Windows 2008 R2 Standard SP1 (build:7601) (name:        ) (domain:     )
[*]                     is running Windows 7 Professional SP1 (build:7601) (name:       ) (domain:     )
[*]                      is running Windows 7 Ultimate SP1 (build:7601) (name:       ) (domain:     )
[*]                      is running Windows 7 Professional SP1 (build:7601) (name:   ) (domain:     )
[*]                      is running Windows 7 Professional SP1 (build:7601) (name:     ) (domain:     )
[*] Scanned 24 of 47 hosts (51% complete)
```


tracesecurity

SECTION 2: PENETRATION TESTING

This section of the report describes the ISA's actual attempts to gain unauthorized access by utilizing the discovered vulnerabilities in the previous section of the report. During this stage, the ISA attempts to gain access to sensitive information, exploit configuration problems, buffer overflow vulnerable systems, attempt brute-force and dictionary-based attacks, etc. If basic user privileges are gained, the ISA will attempt to escalate privileges.

The goal of this stage is to compromise vulnerable systems and gain access to sensitive information. Sensitive information includes, but is not limited to, account numbers, names, addresses, social security numbers, passwords, and usernames.

(HIGH RISK) LLMNR AND NBT-NS POISONING VULNERABILITY – MULTIPLE HOSTS

Once connected to the local area network, the ISA utilized a network attack tool that tricked the organization's local systems network into believing the ISA's system was legitimate, providing a service requested by the [redacted]'s systems. As a result, these systems provided usernames and password hashes to the ISA's system. This type of attack is known as Link-Local Multicast Name Resolution (LLMNR) and NetBIOS Name Service (NBT-NS) poisoning. LLMNR and NBT-NS are components of Microsoft's systems that allow systems on the same subnet to help each other resolve hostnames with IP addresses when DNS or a DNS entry is not available. In this situation, a malicious system could falsely identify itself as the requested system, resulting in the victim's system responding with the user's name and password hash. During this testing, the ISA received username and password hashes and was successful in cracking 8 of the gained password hashes. One of the domain names and password hashes received and cracked belonged to a user that had Administrator privileges on a number of the organization's servers. The ISA then was able to authenticate to one of those machines and create a new domain administrator account. This resulted in the complete compromise of the organization's domain network.

Figure 9: Successful Remote Desktop Login to Systems with Compromised Domain Credentials

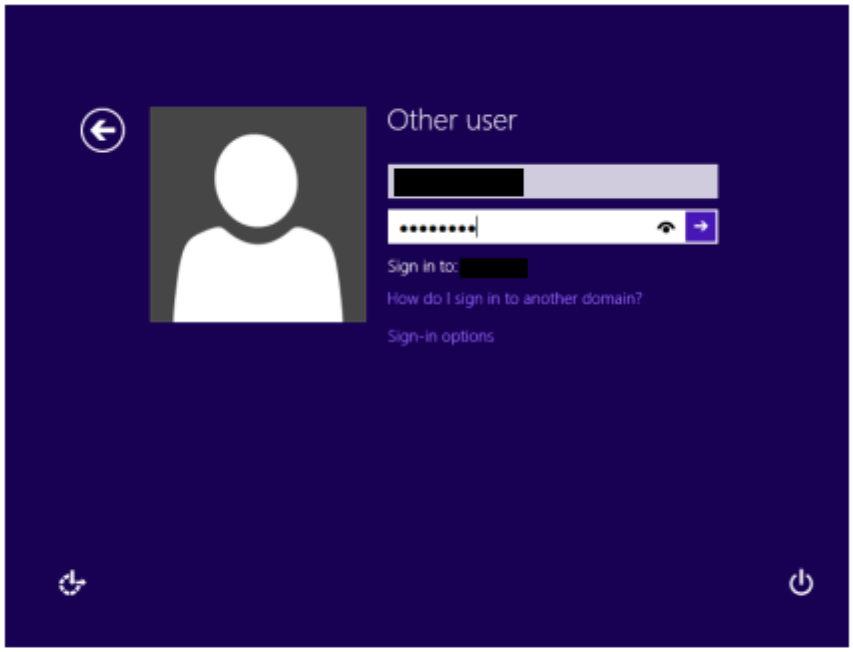


Figure 10: Successfully Creating a New Domain User Account from

```
C:\Users\       >net user trace              /ADD /DOMAIN
The request will be processed at a domain controller for domain    .com.

The command completed successfully.

C:\Users\       >_
```

Figure 11: Successfully Adding Newly Created User to Domain Admins Group

```
C:\Users\       >net group "Domain Admins" trace /ADD /DOMAIN
The request will be processed at a domain controller for domain    .com.

The command completed successfully.
```

SECTION 3: APPENDIX

Below are several sample screenshots of some of the additional tests the ISA performed as part of this engagement. The additional testing attempts did not identify any vulnerabilities.

Figure 28: IP Address Used During the Engagement

```
threat-scanner:~/Responder # ifconfig
eth0      Link encap:Ethernet  HWaddr 00:50:56:B7:BA:97
          inet addr:                Bcast:                Mask:
          inet6 addr: fe80::250:56ff:feb7:ba97/64 Scope:Link
          UP BROADCAST RUNNING MULTICAST  MTU:1500  Metric:1
          RX packets:40188839 errors:0 dropped:8799 overruns:0 frame:0
          TX packets:9591133 errors:0 dropped:0 overruns:0 carrier:0
          collisions:0 txqueuelen:1000
          RX bytes:2150410361 (2050.7 Mb)  TX bytes:1141861573 (1088.9 Mb)
          Interrupt:18 Base address:0x2024
```

Figure 29: Sample of FTP Versions

```
[*]                 FTP Banner: '230 FTP Server Ready\x0d\x0a'
[*]                 FTP Banner: '230 FTP Server Ready\x0d\x0a'
[*] Scanned  2 of 17 hosts (11% complete)
[*]                 FTP Banner: '220 Dell Color Laser 5110cn\x0d\x0a'
[*]                 FTP Banner: '                    FTP server (NetBSD-ftpd 20100320) ready.\x0d\x0a'
[*] Scanned  4 of 17 hosts (23% complete)
[*]                  FTP Banner: '                    FTP server (NetBSD-ftpd 20100320) ready.\x0d\x0a'
[*]                  FTP Banner: '220 FTP Server Ready\x0d\x0a'
[*] Scanned  6 of 17 hosts (35% complete)
[*]                  FTP Banner: '220 JD FTP Server Ready. \x0d\x0a'
[*] Scanned  7 of 17 hosts (41% complete)
[*]                  FTP Banner: '220 FTP Server Ready\x0d\x0a'
[*]                  FTP Banner: '220 FTP Server Ready\x0d\x0a'
[*] Scanned  9 of 17 hosts (52% complete)
[*]                  FTP Banner: '220 FTP Server Ready\x0d\x0a'
[*]                  FTP Banner: '220 JD FTP Server Ready. \x0d\x0a'
[*] Scanned 11 of 17 hosts (64% complete)
[*] Scanned 12 of 17 hosts (70% complete)
[*]                  FTP Banner: '220 JD FTP Server Ready. \x0d\x0a'
[*]                  FTP Banner: '220
[*] Scanned 14 of 17 hosts (82% complete)
[*]                   FTP Banner: '220-FileZilla Server version 0.9.41 beta\x0d\x0a220-written by
[*]                   FTP Banner: '230 FTP Server Ready\x0d\x0a'
[*] Scanned 16 of 17 hosts (94% complete)
[*]                   FTP Banner: '220 RICOH MP C3003 FTP server (12.71) ready.\x0d\x0a'
[*] Scanned 17 of 17 hosts (100% complete)
[*] Auxiliary module execution completed
```

Application Testing

The TraceSecurity Online Application Test includes:

- Recon and Analysis
  - Map Application content
  - Analyze the application
- Application Logic
  - Test client-side controls
  - Test for logic flaws
- Access handling
  - Test authentication
  - Test session management
  - Test access controls
- Input handling
  - Fuzz parameters
  - Test for issues with specific functionality
  - Examples may include, but are not limited to:
    - SQL injection
    - XSS/Header injection
    - OS Command injection
    - Path injection
    - XSRF
- Application hosting
  - Test for shared issues
  - Test the web server
- Miscellaneous checks
  - Examples may include, but are not limited to:
    - Testing for Dom-based attacks
    - Testing for local privacy vulnerabilities
    - Testing for information leakage
    - Testing for Weak ciphers
- Immediate Notification of Critical Risks

The Online Application Test results are provided in an extensive report containing:

- Executive Summary
- Business & Technical Risks and Recommendations
- Application Test Methodology
- Application Security Issues or vulnerabilities listed by risk type and areas of concern
- Recommendations and Counter Measures
- Appendix (if applicable)

Testing Requirements:

- Brief training or educational introduction to the mechanics of the application
- Multiple test accounts or administrative access to create additional accounts
- Source Code to application being tested (requested, but not required)

Testing Scope:

Please reference the attached Pricing Proposal for project scope (i.e. application type, and name of applications to be tested and the number of dynamic pages to be tested).

TraceSecurity shall perform one Online Application Test per year of the Service Term.

Customer is responsible for scheduling each Service within the specified year of the Service Term. Failure to schedule any Service within the specified year of the Service Term will result in the forfeiture of that Service for that year. Customer's obligation to pay for a forfeited Service shall remain in effect. Trace shall have no obligation to perform forfeited Services.

Screen Shot Samples of Online Application Test Deliverables

EXECUTIVE SUMMARY

EXECUTIVE SUMMARY OF WEB APP PENETRATION TEST RESULTS

TraceSecurity has just completed a Web/Mobile Application Penetration Test for [redacted]'s website. [redacted] provided the ISA with the following testing URLs, along with valid user credentials:

- [redacted]
- [redacted]

The Credit Union also provided its mobile banking application for testing, [redacted] by [redacted], [redacted]

The ISA used a variety of real-world techniques for subverting the security controls applied to this application, intended to ascertain its security posture. Testing coverage included a suite of common vulnerabilities that affect web-based and mobile applications. In addition to manual testing, the ISA utilized automated scanners to assist with identifying vulnerabilities.

Testing results identified seven vulnerabilities on the web application:

- SSL has been declared an obsolete and insecure protocol. The weakness may allow malicious users to crack the ciphers of the SSL protocol.
- The online banking platform allows users to utilize weak passwords. Weak password requirements give attackers a greater chance of successfully gaining the accounts' passwords.
- The web host is running a server with SSL and is prone to an information disclosure vulnerability. The flaw is caused when the 'secure' attribute is not set on the SSL cookie. As a result, the cookie could be passed to the server by the client over non-secure channels (HTTP), allowing attackers to conduct session hijacking attacks from remote systems.
- The web service vulnerable to client side scripts accessing the client's protected cookie. The flaw is caused when the 'HTTPOnly' attribute is not set on the SSL cookie. As a result, cross-site scripting attacks can steal cookies, which could lead to user impersonation or compromise of the application account.
- The web pages are vulnerable to clickjacking attacks since the pages can be easily framed due to missing anti-framing measures.
- The application fails to prevent users from connecting to it over unencrypted connections. An attacker able to modify a legitimate user's network traffic, could bypass the application's use of SSL/TLS encryption and use it as a platform for attacks against its users.
- An analysis of the TLS protocols on the web servers revealed ciphers with key sizes less than 128 bits. This weakness may allow malicious users to crack these degraded ciphers.

Further testing efforts identified that the web server is secured from other common attack vectors.

Control Domain	Result	Comments / Notes
Authentication & Access Controls	1 medium risk vulnerability	Testing indicated strong, complex password standards are not enforced on the online banking platform. As a result, account passwords could be weak enough to be easily discovered through manual password guessing or brute-force password attacks.
Cryptographic Controls	1 medium risk vulnerability 1 low risk vulnerability	SSL has been declared an obsolete and insecure protocol. The weakness may allow malicious users to crack the ciphers of the SSL protocol. An analysis of the TLS protocols on one or more systems revealed weak ciphers with key sizes less than 128 bits. This weakness may allow malicious users to crack these degraded ciphers.
Session Handling	2 medium-low risk vulnerabilities 1 low risk vulnerability	The cookie does not contain the "secure" attribute. Based on the latest release of the PCI-DSS, this vulnerability is a PCI Fail. PCI-DSSv3.1 requirement 6.5.10 is focused on secure session management, and refers to session cookies needing to have the "secure" attribute set within the Cardholder Data Environment. Cookies with the "secure" attribute are only permitted to be sent via HTTPS. Session cookies sent via HTTP expose an unsuspecting user to sniffing attacks that could lead to user impersonation or compromise of the application account. The cookie does not contain the "HTTPOnly" attribute. Cookies without this attribute are permitted to be accessed via JavaScript. Cross-site scripting attacks can steal cookies, which could lead to user impersonation or compromise of the application account. The application fails to prevent users from connecting to it over unencrypted connections. An attacker able to modify a legitimate user's network traffic could bypass the application's use of SSL/TLS encryption, and use the application as a platform for attacks against its users. This attack is performed by rewriting HTTPS links as HTTP so that, if a targeted user follows a link to the site from an HTTP page, his or her browser never attempts to use an encrypted connection.
Network Communications	No findings	No network communication vulnerabilities were identified during this assessment.
Server Configuration	No findings	No server configuration vulnerabilities were identified during this assessment.
Injection Vulnerabilities	No findings	No injection vulnerabilities were identified during this assessment.
Input Handling	No Findings	No input handling vulnerabilities were identified during this assessment.
Side Channel Attacks	No findings	No side channel attacks were identified during this assessment.

FINDINGS

This section presents any findings resulting from testing. Each is presented with supporting documentation, along with a recommendation. TraceSecurity recommends reviewing each of the findings presented and documenting remediation plans in cases where the level of risk is unacceptable.

[redacted] – INSECURE ENCRYPTION PROTOCOL – MEDIUM RISK

The analyst discovered that the HTTPS ports of [redacted] allows the use of SSLv3 and SSLv2 protocols. These SSL protocols have been declared insecure. The protocols are used with the expectation of passing traffic over the public Internet between a client and a web server through a secure channel. But with certain weaknesses within the protocols, secure channels could be compromised with attacks, such as the "man-in-the-middle" attack.

Through a "man-in-the-middle" attack, an attacking machine can intercept and modify the "Hello" packet, which contains a list of supported protocol and cipher suites, and modify the list to the vulnerable protocol. The list would then be presented to the server and forced to accept a vulnerable protocol. Malicious users with more time and resources may then attempt to exploit the vulnerable protocol to gain access to sensitive information in cleartext.

Figure 3: Web Service Scan Indicates SSLv3 and SSLv2 are Supported by the Web Server

```
Testing SSL server                                  on port 443

  TLS renegotiation:
Secure session renegotiation supported

  TLS Compression:
Compression disabled

  Heartbleed:
TLS 1.0 not vulnerable to heartbleed
TLS 1.1 not vulnerable to heartbleed
TLS 1.2 not vulnerable to heartbleed

  Supported Server Cipher(s):
Accepted  SSLv3    128 bits
Accepted  SSLv3    128 bits
Accepted  SSLv3    112 bits
Accepted  TLSv1.0  256 bits
Accepted  TLSv1.0  256 bits
Accepted  TLSv1.0  128 bits
Accepted  TLSv1.0  128 bits
Accepted  TLSv1.0  128 bits
Accepted  TLSv1.0  128 bits
Accepted  TLSv1.0  112 bits
Accepted  TLSv1.1  256 bits
Accepted  TLSv1.1  256 bits
Accepted  TLSv1.1  128 bits
Accepted  TLSv1.1  128 bits
Accepted  TLSv1.1  128 bits
Accepted  TLSv1.1  128 bits
Accepted  TLSv1.1  112 bits
Accepted  TLSv1.2  256 bits
Accepted  TLSv1.2  256 bits
Accepted  TLSv1.2  256 bits
Accepted  TLSv1.2  128 bits
Accepted  TLSv1.2  128 bits
Accepted  TLSv1.2  128 bits
Accepted  TLSv1.2  128 bits
Accepted  TLSv1.2  128 bits
Accepted  TLSv1.2  128 bits
Accepted  TLSv1.2  112 bits

  Preferred Server Cipher(s):
SSLv3    128 bits
TLSv1.0  128 bits
TLSv1.1  128 bits
TLSv1.2  128 bits

  SSL Certificate:
Signature Algorithm:
RSA Key Strength:    2048
```

Social Engineering

Compliance Overview

IT Security Compliance regulations and guidelines (GLBA, FFIEC, FDIC, NCUA, OCC, OTS) require an organization to create an Information Security Program designed to protect confidential information, including Non-Public Personal Information (NPPI). Failure of employees to follow the security policies and procedures of the organization is a major vulnerability to an Information Security Program.

Solution Overview

TraceSecurity has provided Social Engineering testing to hundreds of organizations across different industries. During the tests, TraceSecurity experts attempt to manipulate an organization's employees into allowing unauthorized access to confidential information. This allows the organization to test their Information Security Policy and their employees' adherence to that policy.

TraceSecurity's social engineering tests not only identify weaknesses that may impact an organization, but are also designed to evaluate several critical areas of information security. These areas include how effective the organization's policies and procedures are in mitigating social engineering threats, how well the employees adhere to the established policies and procedures, and the level of security awareness that exists among employees.

TraceSecurity has designed social engineering techniques that can be performed both onsite and remotely. The information included in this document is specific to remote social engineering engagements.

Remote Social Engineering Engagements Include:

- Pre-Engagement Setup with Client
  - Project Planning
  - Define Scope
  - Define Rules of Engagement
- Remote Social Engineering (dependent on scope)
  - Computer-based: Phishing Simulation
    - Bogus Emails
    - Mail Links
    - Mail Attachments
  - Phone-based: Pretext Call Testing
    - The quantity of phone numbers attempted is defined in the Pricing Proposal
    - Will make up to three attempts to get an answer for each phone number provided
  - Test for Employee Security and Privacy Policy Awareness and Adherence
    - Access Privileges
    - Technical Preventive and Detective Controls
    - Violation Reporting
- Access to TracePhishing Simulator for the Service Term

The Remote Social Engineering Engagement results are provided in an extensive report containing:

- Project Overview
- Social Engineering Test Methodology
- Executive Summary
- Business & Technical Risks and Recommendations
- Details and Exposure of Vulnerabilities
- Recommendations and Counter Measures
- Appendix Examples

TraceSecurity shall perform one Social Engineering engagement per year of the Service Term.

The customer is responsible for scheduling each Service within the specified year of the Service Term. Failure to schedule any Service within the specified year of the Service Term will result in the forfeiture of that Service for that year. Customer's obligation to pay for a forfeited Service shall remain in effect. TraceSecurity shall have no obligation to perform forfeited Services.

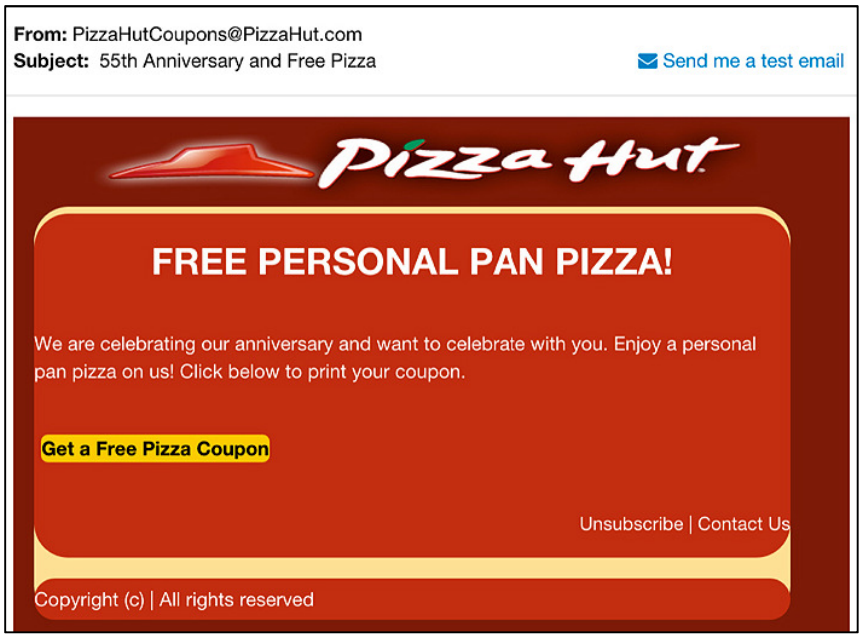
The customer shall execute TraceSecurity's Social Engineering Agreement Supplement.

TracePhishing Simulator Email Templates

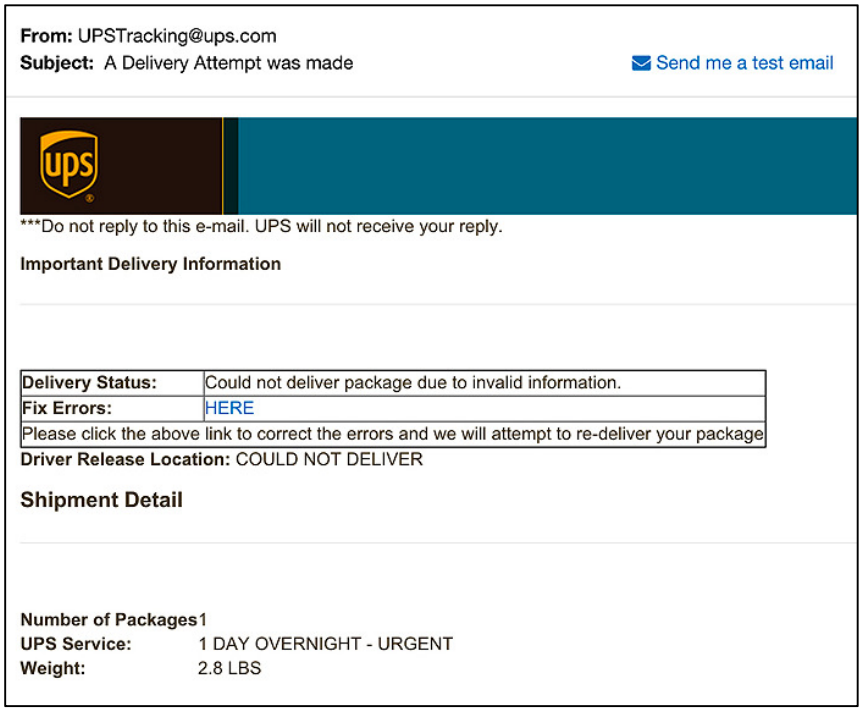
The email phishing library includes templates from both personal and business accounts that are designed to mimic real-world attacks. If targeted spear phishing campaigns are required, customers may create their own email templates.

The following pages include just a few examples of email templates that TraceSecurity Information Security Analysts use to perform simulated phishing attacks as part of the remote social engineering engagement. At the conclusion of the engagement, the customer will have access to the TracePhishing Simulator platform and all available email templates, which may be used to perform ongoing simulated phishing attacks.

Example 1: Free Pizza Delivery Coupon



Example 2: UPS Tracking Notification



Example 3: eFax Notification

From: FaxMessage@eFaxOnline.com.au
Subject: Your Customer Has Sent An eFax Message - 4 pages

Send me a test email

eFax Corporate
World Leader in Digital Faxing

Fax Message [Caller-ID: 02-5661-9234]
You have received a 4 pages fax.

* The reference number for this fax is AT-AT-99034jdks03szl-AT-AT.

View this fax using your PDF reader.

Click here to view this message

Please visit www.eFaxOnline.com.au/en/efax/twa/page/help if you have any questions regarding this message or your service.
Thank you for using the eFax service!

Home Contact Login

1885 j2 Global Communications, Inc. All rights reserved.

Example 4: Internal HR Memo

From: HR-do-not-reply@impenetrex.com
Subject: Please Read Important from Human Resources

Send me a test email

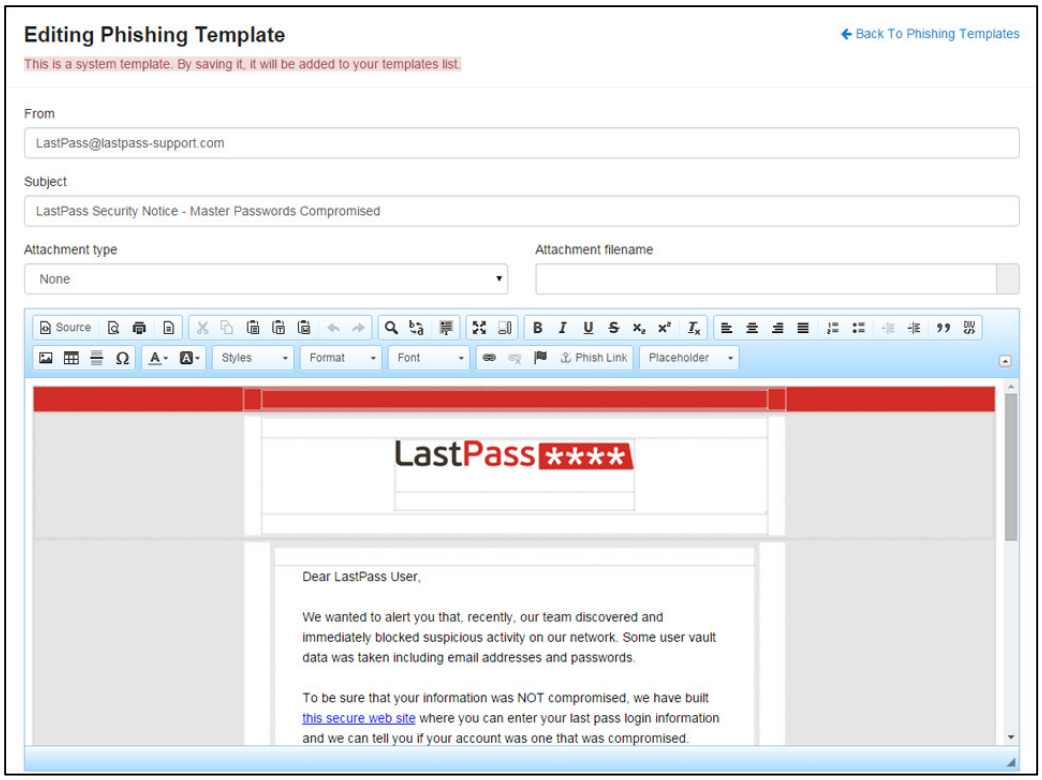
Human Resources

You are recieveing this automatic email because we've detected you using your work computer for personal interests.

This is an official warning from HR department. Please keep in mind using work time for personal use is prohibited and subject to discipline and then termination. Please click here to see our screenshots of the offending activity(s).

To view our company policy pdf on personal time, click here.

Example 5: Custom Email Template



Information Security Policy Review

The TraceSecurity Information Security Policy Review looks at policies, standards, guidelines, and procedures related to all areas of Information Security. The following areas, if applicable, will be reviewed:

- Technical Security
- Physical Security
- Personnel Security
- Email Usage
- Internet Usage
- Audit Trail Program
- Backup Media Management
- Password Management
- Employee Access – Termination
- Vendor Security Management
- Disaster Recovery Plan
- Firewall Management
- Remote Access Controls
- Patch Management Program
- Information Classification Program
- Virus Protection Program
- Incident Response Plan
- Business Continuity Plan
- Social Media Usage
- Mobile Device Security
- Change Management Program
- Asset and media Disposal

TraceSecurity shall perform one Information Security Policy Review per year of the Service Term. Customer is responsible for scheduling each Service within the specified year of the Service Term. Failure to schedule any Service within the specified year of the Service Term will result in the forfeiture of that Service for that year. Customer's obligation to pay for a forfeited Service shall remain in effect. Trace shall have no obligation to perform forfeited Services.

PCI Compliance Assessment

The TraceSecurity PCI Compliance Assessment includes:

- Executive Summary
- Card Data Flow Map
- Completed PCI DSS Self-Assessment D for Service Providers or Merchants
  - Detailed Assessment Results
  - Additional PCI DSS Requirements for Shared Hosting Providers (if applicable)
  - Compensation Controls Worksheet
  - Explanation of Non-Applicability
  - Explanation of Requirements Not Tested
  - Validation and Attestation Details
  - Action Plan for Non-Compliant Requirements
  - Provide suggestions on what level of PCI DSS the organization would be classified as based on PCI DSS guidelines
- Supporting Documentation

TraceSecurity shall perform one Information Security Policy Review per year of the Service Term. Customer is responsible for scheduling each Service within the specified year of the Service Term. Failure to schedule any Service within the specified year of the Service Term will result in the forfeiture of that Service for that year. Customer's obligation to pay for a forfeited Service shall remain in effect. Trace shall have no obligation to perform forfeited Services.

Pricing Proposal

Quote #
1007386
Expires
05/07/2017

TraceSecurity, Inc.
6300 Corporate Blvd.
Suite 200
Baton Rouge, LA 70809

225-612-2121
Fax: 928-493-6044
sales@tracesecurity.com

Prepared for: City of Fernandina Beach

Prepared by: Brad Andrews
(225) 215-2494
brada@tracesecurity.com
Custom SOW: False

Description	Annual Amount	Term (Yrs.)	List Price	Discount	Amount
Comprehensive External Pen Test - Up to 8hrs of testing	$3,500.00	1	$3,500.00	10%	$3,150.00
Comprehensive Internal Pen Test (Up to 8hrs of testing)	$4,200.00	1	$4,200.00	10%	$3,780.00
Social Engineering - Remote - 5 calls/10 emails	$1,500.00	1	$1,500.00	10%	$1,350.00
Information Security Policy Review TraceSecurity will review policies, standards, guidelines, and procedures related to all areas of Information Security Will review internal policies and practices	$2,500.00	1	$2,500.00	10%	$2,250.00
Information Security Policy Review TraceSecurity will review policies, standards, guidelines, and procedures related to all areas of Information Security Will review 3rd party support entity policies (up to 3 vendors)	$2,000.00	1	$2,000.00	10%	$1,800.00
Online Application Test (1-20 Dynamic Pages) - Includes: QualysGuard ® Web Application Scanning (WAS) Will test up to 3 web applications with a total of 20 dynamic pages.	$6,000.00	1	$6,000.00	10%	$5,400.00
Custom Service PCI Compliance Assessment	$8,875.00	1	$8,875.00	10%	$7,987.50
				Total	$25,717.50
				Annualized Cost	$25,717.50

Discounts Applied

- Multi-Service Discount (5%)
- Reference Discount (5%)

NOTES:

Travel & Living expenses to be capped at $1500

Terms & Conditions

The Terms & Conditions, together with the attachments hereto and the other documents specifically referenced herein (collectively, the "Agreement") is entered into as of the __ day of, _____ 20__ ("Contract Date") between City of Fernandina Beach, FL ("Customer"), having a Principal Place of Business at 204 Ash Street Fernandina Beach, FL 32034 and TraceSecurity, Inc. ("TS") having a principal place of business at 6300 Corporate Boulevard, Suite 200, Baton Rouge, LA 70809 and sets forth the agreement of Customer and TS with respect to the Service (as defined below) to be provided by TS hereunder.

DEFINITIONS

For purposes of this Agreement, the following terms shall have the definitions provided below:

(a) "Confidential Information" shall mean any and all information (whether a trade secret or not; whether proprietary or not) disclosed by either party to the other that relates to the parties' proprietary information, technology, know-how, research and development, or business which is of value to such disclosing party, including, without limitation, processes, know-how, designs, software, flow charts, logic diagrams, business plans, negotiations and contracts with other companies, financial statements, cost and expense data, marketing strategies, customer lists, pricing, terms, personnel matters, licenses, licensees, and licensors; provided, however, that Confidential Information shall not include information which is (A) rightfully in possession of the receiving party prior to disclosure by the disclosing party provided that the source of such information was not known by the receiving party to be bound by a confidentiality agreement or other contractual, legal or fiduciary obligation of confidentiality to the disclosing party or any other party with respect to such information, (B) rightfully obtained from a third party authorized to make such disclosure, without breach of the terms and conditions of this Agreement, or otherwise, (C) independently developed by the receiving party as conclusively demonstrated by contemporaneous documents, (D) available to the public without restrictions, (E) approved for disclosure with the prior written approval of the disclosing party, or (F) disclosed by court order or as otherwise required by law, provided that the party required to disclose such information provides prompt advance notice to enable the other party to seek a protective order or otherwise prevent such disclosure. Furthermore, any contemplated transactions are considered ongoing, and the terms and substance of any related discussions, negotiations or investigations between the parties are deemed to be Confidential Information.

(b) "Customer Data" shall mean any data, information, or other materials of any nature whatsoever, provided to TS by Customer in the course of using the Service.

(c) "Service" shall mean the specific TS products and services that have been selected by Customer in the Pricing Proposal, which are to be provided by TS under this Agreement, as well as any related services or products provided by TS pursuant to the terms of this Agreement.

Other capitalized terms shall have the meanings ascribed to them herein.

1. SERVICE

1.1. TS will provide Customer with the Service and any new features that augment or enhance the current Service. TS shall host the Service and may update the content, functionality, and user interface of the Service from time to time at its sole discretion. The Service is available pursuant to the Terms and Conditions of this Agreement and any and all Pricing Proposals and Statement or Works executed hereunder.

1.2. Service Level Guarantee. TS guarantees that the Service will be available 99.9% of the time in a given month, excluding Scheduled Maintenance. As the sole and exclusive remedy for Downtime under this guarantee, TS shall provide Customer a credit equal to 5% of the monthly cost for each hour of Service Downtime, up to, but not to exceed, 100% of the total monthly cost.

1.3. Scheduled Maintenance. Regularly scheduled maintenance time does not count as downtime. Maintenance time is regularly scheduled if it is communicated in accordance with the notice section set forth below at least two full business days in advance of the maintenance time. Regularly scheduled maintenance time typically is communicated at least a week in advance and is scheduled to occur at night on the weekend.

1.4. Downtime Measurement. Downtime is measured from the time a support ticket is opened until the Service availability is restored. Customer must submit a support ticket in order for any Downtime credit to commence.

1.5. Limitations. Customer is not entitled to a credit if it is in breach of the Agreement (including any payment obligation to TS) at the time of the occurrence of the event giving rise to the credit until Customer has cured the breach. Customer is not entitled to a credit if the event giving rise to the credit would not have occurred but for your breach of the Agreement or misuse of the Service.

1.6. Updates/Notice. This Service Level Guarantee may be amended by TS in its sole discretion but only after providing thirty days advance notice. Notices will be sufficient if provided to a user designated as an administrator of the account either: (a) as a note on the screen presented immediately after completion of the log in authentication credentials at the log in screen, or (b) by email to the registered email address provided for the Management Contact for Customer's account.

2. LICENSES

2.1. Subject to the terms of this Agreement, TS hereby grants to Customer a nonexclusive, non-transferable and terminable license to use the Service and to display Content solely for Customer's internal business operations, provided such operations shall not include outsourcing, renting, or time-sharing the Service. The rights granted to Customer here are provided to Customer on the condition that Customer does not (and does not allow any third party to) copy, modify, create a derivative work of, reverse engineer, reverse assemble, disassemble, or decompile an Service or any part thereof or otherwise attempt to discover any source code, modify the Service in any manner or form or use unauthorized modified versions of the Service, including (without limitation) for the purpose of building a similar or competitive product or service or for the purpose of obtaining unauthorized access to the Service. Customer acknowledges and agrees that TS shall own all rights, title, and interest in and to all intellectual property rights in the Service. Except as provided in this Agreement, the license granted to Customer does not convey any rights in the Service, express or implied, or ownership in the Service or any intellectual property rights thereto. Any rights not expressly granted herein are reserved by TS.

2.2. Subject to the terms of this Agreement, Customer grants TS the non-exclusive, non-transferable right to copy, store, record, transmit, maintain, or display or otherwise use Customer Data to the extent necessary to provide the Service to Customer. This provision shall survive termination of this Agreement, solely for the purpose of storing backup data at offsite storage.

3. CONFIDENTIALITY

3.1. A party receiving Confidential Information of a disclosing party shall not use such Confidential Information except as expressly permitted in this Agreement or as expressly authorized in writing by the disclosing party. Each party shall use the same degree of care to protect the disclosing party's Confidential Information as it uses to protect its own Confidential Information of like nature, but in no circumstances less than reasonable care. Neither party is allowed to disclose the other party's Confidential Information to any person or entity other than the receiving party's officers, employees, consultants and legal advisors who need access to such Confidential Information to affect the intent of the Agreement. Additionally, TS may disclose Confidential Information to its external auditors where necessary to comply with its annual audit. Each individual or entity receiving Confidential Information pursuant to this subsection must have entered into a written confidentiality agreement the sole objectives of which are to further the intent of this Section 3. Customer shall not disclose,

orally or in writing, any benchmark tests of the Service to any third party. Each party agrees to notify the other of any unauthorized use or disclosure of Confidential Information and to provide reasonable assistance to such other party, and its licensors, in the investigation and prosecution of such unauthorized use or disclosure.

3.2. Notwithstanding any other provisions of this Agreement, under no circumstances may either party disclose any pricing or business terms related specifically to this Agreement, or any negotiations thereof, to any third party (including, but not limited to, competitors, industry analysts, press or media).

3.3. Each party acknowledges that a breach of any covenant contained in this Section 3 will result in irreparable injury to the business of the other party and that such other party's remedy at law for such a breach will be inadequate. Accordingly, each party agrees and consents that the other party, in addition to all other remedies, available at law and in equity, shall be entitled to seek both preliminary and permanent injunctions to prevent and/or halt a breach or threatened breach by such first party of any covenant contained therein.

3.4. If the parties have previously executed a Nondisclosure Agreement then the terms and provisions of such Nondisclosure Agreement are hereby incorporated herein by this reference. To the extent that there is a conflict between the terms and provisions of this Agreement and such Nondisclosure Agreement, the more restrictive terms and provisions shall control.

4. TERMINATION

4.1. Either party may terminate this Agreement upon thirty (30) days written notice to the other party in the event of a material breach of any term or condition of this Agreement by the other party, provided that, during the thirty (30) day period, the breaching party fails to cure such breach. In the event that Customer terminates under this section, TS shall refund any monies received or cancel any future payments due for Services that have yet to be performed.

4.2. Upon termination or expiration of this Agreement, all Customer rights to the Service, including but not limited to the rights to use and access, automatically terminate immediately. Upon request, both parties shall promptly return or provide verification of destruction related to all Confidential Information and any promotional materials furnished to it at no charge by the other, and shall promptly destroy any materials in its possession containing any trademark provided by the other party.

5. LIMITATION OF LIABILITY

5.1. Customer acknowledges and agrees that in no event shall TS' liability (in contract, tort or otherwise) to Customer or for Customer's account or benefit arising out of or related in any manner to this Agreement exceed the sum of fees paid by Customer for the Service giving rise to the liability during the one year period immediately preceding the date the alleged liability arose. In no event will TS, its licensors, or suppliers have liability to Customer or trading partners for any consequential or incidental losses, including but not limited to lost profits, loss of business, loss of use of data, any unauthorized access to, alteration, theft or destruction of Customer's or trading partners' computers, computer systems, data files, programs or information, or costs of procurement of substitute goods or services, or for any indirect, special or consequential damages however caused and under any theory of liability and whether or not TS has been advised of the possibility of such damage. The parties agree that the terms in this limitation of liability section represent a reasonable allocation of risk given the nature of the Service to be provided hereunder.

6. WARRANTY

6.1. Limited Warranty. Each party will perform its obligations hereunder in a good and workmanlike manner. TS warrants that the Service does not infringe the intellectual property rights of a third party.

6.2. Disclaimer: TS SPECIFICALLY DOES NOT WARRANT THAT THE SERVICE OR ANY SERVICE WILL MEET ALL OF CUSTOMER'S REQUIREMENTS, THAT THE USE OF THE SERVICE OR SERVICE WILL BE UNINTERRUPTED OR ERROR-FREE, THAT PATCHES OR WORKAROUNDS WILL BE PROVIDED, OR THAT ERRORS WILL BE CORRECTED IN SERVICE UPDATES, OR IN EVERY CASE, OR THAT ANY

SERVICE WILL DETECT EVERY BUG IN CUSTOMER'S SYSTEMS, OR THAT CUSTOMER'S SYSTEMS WILL OPERATE WITHOUT ERROR AFTER TESTING. TS SPECIFICALLY DISCLAIMS ALL IMPLIED WARRANTIES OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE.

6.3. Exclusive Warranty: THE ABOVE WARRANTY IS EXCLUSIVE. TS MAKES NO OTHER WARRANTY OF ANY KIND, WHETHER WRITTEN OR ORAL, EXPRESS, IMPLIED, STATUTORY, OR OTHERWISE RELATING TO THE TERMS OF THE SOFTWARE, OR ANY MATERIALS OR SERVICES FURNISHED OR PROVIDED TO CUSTOMER UNDER THIS AGREEMENT.

7. INDEMNITY

7.1. Customer agrees to defend, hold harmless and indemnify TS and all of its officers, directors, employees and agents from and against all claims, demands, causes of action, liabilities, costs, expenses (including attorneys' fees, court costs, and expenses of investigation), and damages which TS may at any time suffer or sustain or become liable for by reason of any actions, omissions or other conduct of Customer or its officers, directors, employees or agents.

7.2. Subject to the limitations in Section 5 of this Agreement, TS agrees to defend, hold harmless and indemnify Customer and all of its officers, directors, employees and agents from and against all claims, demands, causes of action, liabilities, costs, expenses (including attorneys' fees, court costs, and expenses of investigation), and damages which Customer may at any time suffer or sustain or become liable for by reason of any actions, omissions or other conduct of TS or its officers, directors, employees or agents.

7.3. TS hereby saves and holds Customer, its successors and assigns (the "Indemnified Parties") harmless of and from, and indemnifies and agrees to defend them against any and all losses, liability, damages and expenses (including, without limitation, reasonable attorney's fees and expenses), for which they may become liable in any action, claim or proceeding stemming from a claim of intellectual property infringement caused by (i) TS' performance of its obligations under this Agreement, (ii) the Customer's use of the Product and/or (iii) the breach by TS of any covenant contained herein, except to the extent such action is caused by the willful infringement of Customer. TS' indemnification of Customer pursuant to this Section, shall not apply to loss incurred due to a voluntary act or omission by Customer which could have reasonably been avoided without material cost or detriment to Customer. In the event the Product is alleged to infringe a third party's intellectual property rights, TS is discharged from its liabilities hereunder if, at its own expense and election, it either (a) procures for the Customer the right to continue using or importing the Product, (b) removes the Product and refunds the purchase price, (c) substitutes a non-infringing Product, or (d) modifies the existing Product so that it becomes non-infringing. Further, this indemnity shall not apply to an infringement resulting from compliance with specific written instructions of the Customer directing manufacture of the Product, a change in the Product or in the materials or equipment to be used, or directing a manner of performance of the contract not normally used by TS. Where the Customer is subject to a claim of intellectual property infringement, the Customer hereby agrees to provide TS with prompt notice of any such claim; permit TS to assume and control the defense of such action, with counsel selected by TS; and will not enter into any settlement of any such claim without obtaining TS' prior written consent, which consent shall not be unreasonably withheld.

8. GENERAL

8.1. This Agreement does not create any joint venture, partnership, agency, or employment relationship between the parties.

8.2. The invalidity or unenforceability of any provision of this Agreement shall not affect the validity or enforceability of any other provision of this Agreement.

8.3. The provisions of Sections 3, 5, and 7 shall survive termination or expiration of this Agreement.

8.4. This Agreement shall be governed in accordance with the laws of the State of Delaware and any controlling U.S. federal law.

8.5. Neither party shall be liable for any failure or delay in performance due to the circumstances beyond its reasonable control.

8.6. No waiver, amendment or modification of any right or remedy hereunder shall be effective unless in writing signed by an authorized representative of both parties; provided, however that a modification required by a change in law or regulation may be made unilaterally by TS. In the event TS makes such change, TS shall provide notice to Customer of the change within seven (7) business days of making such change.

8.7. This Agreement constitutes the entire agreement between the parties, and supersedes all prior agreements and understandings with respect to the subject matter of this Agreement.

8.8. Any notice required to be given under this Agreement shall be in writing and shall be sent by certified mail, postage prepaid, or by express delivery, return receipt requested, to the other party at its principal place of business and will be effective from the date it is duly postmarked.

8.9. This Agreement may not be assigned, by operation of law or otherwise, to any other person, persons, firms or corporations without the express written approval of the other party. Notwithstanding the foregoing, TS may assign this Agreement in the event of a merger, consolidation or the sale of all or substantially all of its assets or stock. Any act in derogation of the foregoing shall be null and void, and the parties will remain obligated under this Agreement.

8.10. Should it become necessary for either party to engage an attorney for collection of any amount due under, or to enforce any provision of this Agreement and provided that either party prevails in such action, the other party agrees to pay all costs of collection or enforcement, including reasonable attorney's fees.

AGREEMENT: By signing below, you represent that you agree to both the terms and conditions of the Agreement, and that you are authorized to enter into the Agreement on behalf of Customer.

TraceSecurity, Inc.		Customer City of Fernandina Beach, FL	
By:	_____	By:	_____
Name:	Jason Wells	Name:	_____
Title:	Managing Director	Title:	_____
Date:	_____	Date:	_____

In addition to signing the Agreement, please provide the following Customer contact information:

Management Contact:_____Title:_____Phone: _____ Email: _____

Administrator Contact:_____Title:_____Phone: _____ Email: _____

Active Directory Contact:_____Title:_____Phone: _____ Email: _____

Accounting Contact:_____Title:_____Phone: _____ Email: _____

TraceSecurity Onsite Services Travel Policy

(Exhibit "A" to the Agreement)

The following Travel & Living Expenses are deemed reasonable by TraceSecurity and may be amended by TraceSecurity at its discretion without notification. Each Onsite Service engagement includes the stated delivery days in the Statement of Work for each Service plus 2 additional travel days, per engineer performing the Service ("collectively referred herein as "Travel Days").

Airfare - Flights for Onsite Services must be booked at least two weeks in advance (as long as the contract is signed within that timeframe). Flights must be booked in coach; no business class and first class flights are allowed.

Hotel/Lodging – Lodging must be booked at a moderately priced hotel such as Courtyard Marriot, Fairhill Inn, Holiday Inn, etc. No charges, other than the room and tax, should be charged to the hotel bill.

Car Rental – Car rental should be through Hertz or Enterprise. Employees must select a mid sized car or smaller, unless a minivan is needed for social engineering engagements. No upgrades are allowed. Additional insurance should not be purchased.

Per Diem – For each Travel Day for Onsite Services, Customer will be charged a per diem to cover all meals and other incidental expenses. This per diem differs by location and follows the national standards set at: www.gsa.gov/perdiem

Cab Fare, tips, tolls, & parking – All reasonable expenses in these categories will be paid by Customer.

Mileage - When an employee travels in their personal vehicle to perform an Onsite Service, the Customer will be responsible for the IRS mileage rate per mile. Such travel includes the distance from the TraceSecurity office to the Airport.

Proposal Tab D

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY): 3/30/2016

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER
BancorpSouth Insurance Services, Inc.
4041 Essen Lane, Suite 400
Baton Rouge LA 70809

CONTACT NAME: Deborah Ledford
PHONE (A/C, No, Ext): 225-336-3229 FAX (A/C, No): 225-490-9229
E-MAIL ADDRESS: deborah.ledford@bxsi.com

INSURER(S) AFFORDING COVERAGE	NAIC #
INSURER A : National Fire Insurance Co of Hartf	20478
INSURER B : Continental Casualty Company	20443
INSURER C : American Casualty Company of Readin	20427
INSURER D : Underwriters at Lloyd's London	32727
INSURER E :	
INSURER F :	

INSURED TRACSEC-01
TraceSecurity, LLC
TraceSecurity Inc.
6300 Corporate Blvd, Suite 200
Baton Rouge LA 70809

COVERAGES **CERTIFICATE NUMBER:** 829419264 **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	X COMMERCIAL GENERAL LIABILITY			B4017378679	3/30/2016	3/30/2017	EACH OCCURRENCE	$1,000,000
	CLAIMS-MADE X OCCUR						DAMAGE TO RENTED PREMISES (Ea occurrence)	$
							MED EXP (Any one person)	$10,000
							PERSONAL & ADV INJURY	$1,000,000
	GEN'L AGGREGATE LIMIT APPLIES PER:						GENERAL AGGREGATE	$2,000,000
	POLICY PRO-JECT LOC						PRODUCTS - COMP/OP AGG	$2,000,000
	OTHER:							$
C	AUTOMOBILE LIABILITY			B4017378732	3/30/2016	3/30/2017	COMBINED SINGLE LIMIT (Ea accident)	$1,000,000
	ANY AUTO						BODILY INJURY (Per person)	$
	ALL OWNED AUTOS / SCHEDULED AUTOS						BODILY INJURY (Per accident)	$
	X HIRED AUTOS / X NON-OWNED AUTOS						PROPERTY DAMAGE (Per accident)	$
								$
B	X UMBRELLA LIAB X OCCUR			B4017378858	3/30/2016	3/30/2017	EACH OCCURRENCE	$5,000,000
	EXCESS LIAB CLAIMS-MADE						AGGREGATE	$5,000,000
	DED X RETENTION $ 10,000							$
C	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY			WC429386459	3/22/2016	3/22/2017	X PER STATUTE / OTH-ER	
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? Y / N	N / A					E.L. EACH ACCIDENT	$1,000,000
	(Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below						E.L. DISEASE - EA EMPLOYEE	$1,000,000
							E.L. DISEASE - POLICY LIMIT	$1,000,000
D	Errors & Omissions			ASB14B000210	3/30/2016	3/30/2017	Limit	2,000,000
B	Employee Theft			425537922	3/30/2016	3/30/2017	Limit	2,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Subject to policy terms, conditions and exclusions: The certificate holder shall be considered a Blanket Additonal Insured with a Specific Waiver Of Subrogation on the General Liability and Umbrella as required by specific contract in their favor, but only to the extent of the named insured's obligation to indemnity, defend and/or hold harless as required by written contra

CERTIFICATE HOLDER

TraceSecurity, LLC
TraceSecurity Inc.
6300 Corporate Blvd, Suite 200
Baton Rouge LA 70809

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

© 1988-2014 ACORD CORPORATION. All rights reserved.

The ACORD name and logo are registered marks of ACORD

Proposal Tab E

EXHIBIT "B"

TO GENERAL CONDITIONS TO RFP # 17-01

CITY OF FERNANDINA BEACH, FLORIDA SWORN STATEMENT UNDER F.S. SECTION 287.133(3) (A), ON PUBLIC ENTITY CRIMES

THIS FORM MUST BE SIGNED IN THE PRESENCE OF A NOTARY PUBLIC OR OTHER OFFICER AUTHORIZED TO ADMINISTER OATHS.

1. This sworn statement is submitted with Bid, Proposal or Contract for City of Fernandina Beach

2. This sworn statement is submitted by (entity) Trace Security whose business address is 6300 Corporate Blvd. Ste 200 and (if applicable) Federal Employer Identification Number (FEIN) is 81-0954814 (If a Sole Proprietor and you have no FEIN, include the last four (4) digits of your Social Security Number: _____.)

3. My name is Brad Andrews and my relationship to the entity named above is Sr. Sales Consultant.

4. I understand that a "public entity crime" as defined in Paragraph 287.133(a) (g). Florida Statutes, means a violation of any state or federal law by a person with respect to and directly related to the transaction of business with any public entity or with an agency or political subdivision of any other state or with the United States, including, but not limited to, any proposal or contract for goods or services to be provided to any public entity or any agency or political subdivision of any other state or of the United States and involving antitrust, fraud, theft, bribery, collusion, racketeering, conspiracy, or material misrepresentation.

5. I understand that "convicted" or "conviction" as defined in paragraph 287.133(a) (b), Florida Statutes, means finding of guilt or a conviction of a public entity crime with or without an adjudication of guilt, in any federal or state trial court of records relating to charges brought by indictment or information after July 1, 1989, as a result of a jury verdict, non-jury trial, or entry of a plea of guilty or nolo contendere.

6. I understand that an "affiliate" as defined in Paragraph 287.133(1) (a), Florida Statutes, means:

   1. A predecessor or successor of a person convicted of a public entity crime; or

   2. An entity under the control of any natural person who is active in the management of the entity and who has been convicted of a public entity crime. The term "affiliate" includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in the management of an affiliate. The City of Fernandina Beach, Florida ownership by one of shares constituting a controlling income among persons when not for fair interest in another person, or a pooling of equipment or income among persons when not for fair market value under a length agreement, shall be a prima facie case that one person controls another

person. A person who was knowingly convicted of a public entity crime, in Florida during the preceding 36 months shall be considered an affiliate.

7. I understand that a "person" as defined in Paragraph 287.133(1) (e), Florida Statutes, means any natural person or entity organized under the laws of the state or of the United States with the legal power to enter into a binding contract for provision of goods or services let by a public entity, or which otherwise transacts or applies to transact business with a public entity. The term "person" includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in management of an entity.

8. Based on information and belief, the statement which I have marked below is true in relation to the entity submitting this sworn statement. (Please indicate which statement applies)

X Neither the entity submitting this sworn statement, nor any officers, directors, executives, partners, shareholders, employees, members, or agents who are active in management of the entity, nor affiliate of the entity have been charged with and convicted of a public entity crime subsequent to July 1, 1989.

____ The entity submitting this sworn statement, or one or more of the officers, directors, executives, partners, shareholders, employees, members, or agents who are active in management of the entity, or an affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989. (Please attach a copy of the final order.)

____ The person or affiliate was placed on the convicted FIRM list. There has been a subsequent proceeding before a hearing officer of the State of Florida, Division of Administrative Hearings. The final order entered by the hearing officer determined that it was in public interest to remove the person or affiliate from the convicted FIRM list. (Please attach a copy of the final order.)

____ The person or affiliate has not been placed on the convicted FIRM list. (Please describe any action taken by, or pending with, the Department of General Services.)

Signature Date: 2/3/17

STATE OF FLORIDA
Parish ~~COUNTY~~ OF East Baton Rouge

PERSONALLY APPEARED BEFORE ME, the undersigned authority, who, after first being sworn by me, affixed his/her signature at the space provided above on this 3rd day of February, 2017, and is personally known to me, or has provided La. DL. # 690727 as identification.

INSTRUMENT NOT PREPARED BY THIS NOTARY PUBLIC, ATTESTING TO SIGNATURES ONLY

Virginia Hornsby
Notary Public #55617
My Commission expires: at death

STATE OF LOUISIANA
Virginia W. Hornsby #55617
UNION · JUSTICE · CONFIDENCE
Notary Public
Parish of East Baton Rouge

THIS FORM MUST BE INCLUDED WITH PROPOSAL

EXHIBIT "C"

TO GENERAL CONDITIONS TO RFP # 17-01
CITY OF FERNANDINA BEACH

DRUG-FREE WORKPLACE CERTIFICATION

The below-signed INDIVIDUAL/FIRM certifies that it has implemented a drug-free workplace program. In order to have a drug-free workplace prepare, a business shall:

1. Publish a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the workplace and specifying the actions that will be taken against employees for violation of such prohibition.

2. Inform employees about the dangers of drug abuse in the workplace, the business's policy of maintaining a drug-free workplace, any available drug counseling, rehabilitation, and employee assistance programs, and the penalties that may be imposed upon employees for drug abuse violations.

3. Give each employee engaged in providing the commodities or services a copy of the statement specified in paragraph 1.

4. In the statement in paragraph 1., notify the employees that, as a condition of working on the commodities or contractual services that are under proposal, the employee will abide by the terms of the statement and will notify the employer of any conviction of, or plea of nolo contendere to, any violation occurring in the workplace no later than five (5) working days after such conviction.

5. Impose a sanction on, or require fine satisfactory participation in drug abuse assistance or rehabilitation program if such is available in the employee's community, by any employee who is convicted.

6. Make a good faith effort to continue to maintain a drug-free workplace through implementation of this section.

As the person authorized to sign this statement, I Certify that this firm complies fully with the above drug-free workplace requirements.

COMPANY: Trace Security

CITY: Baton Rouge STATE: LA ZIP CODE: 70809

TELEPHONE NUMBER(S): (225) 612-2121

SIGNATURE: [signature]

NAME (TYPED OR PRINTED): Jason Wells TITLE: Managing Director

THIS FORM MUST BE INCLUDED WITH PROPOSAL

EXHIBIT "D"

CITY OF FERNANDINA BEACH

E-VERIFY STATEMENT

Bid/Proposal Number: RFP#17-01

Project Description: IT Security Audit

I/FIRM acknowledges and agrees to the following:

I/FIRM shall utilize the U.S. Department of Homeland Security's E-Verify system, in accordance with the terms governing use of the system, to confirm the employment eligibility of:

1. All persons employed by the FIRM during the term of the Contract to perform employment duties within Florida; and

2. All persons assigned by the FIRM to perform work pursuant to the contract with the Department.

Individual/Company/Firm: Trace Security

Authorized Signature: [signature]

Title: Managing Director

Date: 2/3/17

THIS FORM MUST BE INCLUDED WITH PROPOSAL

EXHIBIT "E"

Proposer Acknowledgements and Agreements

City of Fernandina Beach

The undersigned, as an employee or agent of the Proposer, having the authority to sign a binding agreement on behalf of the corporation, company, or firm presenting this submittal, confirms understanding and/or agreement and/or takes exception with any statement in the following sections of this RFP document.

1. INTRODUCTION AND GENERAL INFORMATION
   Understands and agrees to all terms.

2. PROPOSAL INSTRUCTIONS, TERMS AND CONDITIONS
   Understands and agrees to all terms.

3. EVALUATION AND CONTRACT OVERVIEW
   Understands and agrees to all terms.

4. PROPOSER'S RESPONSE: SUBMITTAL INFORMATION
   Understands and agrees to all terms.

5. PROPOSER'S RESPONSE: PROPOSED TEAM
   Understands and agrees to all terms.

6. PROPOSER'S RESPONSE: PROPOSED COMPENSATION
   Understands and agrees to all terms.

Name: Jason Wells Title: Managing Director

Signature: [signature] Date: 2/3/17

THIS FORM MUST BE INCLUDED WITH PROPOSAL

EXHIBIT "F"
CONFLICT OF INTEREST STATEMENT

This sworn statement is submitted with Bid, Proposal or Contract for City of Fernandina Beach

This sworn statement is submitted by (entity) Trace Security whose business address is 6300 Corporate Blvd. Ste 200 and (if applicable) Federal Employer Identification Number (FEIN) is 81-0934814 (If a Sole Proprietor and you have no FEIN, include the last four (4) digits of your Social Security Number: _____.)

My name is Brad Andrews and my relationship to the entity named above is Sr. Sales Consultant

1. The above named entity is submitting a Proposal for the City of Fernandina Beach RFP# 2016-03 described as (Code Enforcement Special Magistrate).
2. The Affiant has made diligent inquiry and provides the information contained in the Affidavit based upon his/her own knowledge.
3. The Affiant states that only one submittal for the above proposal is being submitted and that the above named entity has no financial interest in other entities submitting proposals for the same project.
4. Neither the Affiant nor the above named entity has directly or indirectly entered into any agreement, participated in any collusion, or otherwise taken any action in restraints of free competitive pricing in connection with the entity's submittal for the above proposal. This statement restricts the discussion of pricing data until the completion of negotiations if necessary and execution of the Contract for this project.
5. Neither the entity not its affiliates, nor anyone associated with them, is presently suspended or otherwise ineligible from participation in contract letting by any local, State, or Federal Agency.
6. Neither the entity nor its affiliates, nor anyone associated with them have any potential conflict of interest due to any other clients, contracts, or property interests for this project.
7. I certify that no member of the entity's ownership or management is presently applying for an employee position or actively seeking an elected position with the City of Fernandina Beach.
8. I certify that no member of the entity's ownership or management, or staff has a vested interest in any aspect of the City of Fernandina Beach.
9. In the event that a conflict of interest is identified in the provision of services, I, on behalf of the above named entity, will immediately notify the City of Fernandina Beach.

Signature Date: 2/3/17

STATE OF FLORIDA
Parish ~~COUNTY~~ OF East Baton Rouge

PERSONALLY APPEARED BEFORE ME, the undersigned authority, who, after first being sworn by me, affixed his/her signature at the space provided above on this 3rd day of February, 2017, and is personally known to me, or has provided La. DL #690 5727 as identification.

Virginia Hornsby
Notary Signature #55617

My Commission expires: at death

STATE OF LOUISIANA
Virginia W. Hornsby #55617
UNION · JUSTICE · CONFIDENCE
Notary Public
Parish of East Baton Rouge

THIS FORM MUST BE INCLUDED WITH PROPOSAL

INSTRUMENT NOT PREPARED BY THIS NOTARY PUBLIC, ATTESTING TO SIGNATURES ONLY

EXHIBIT "G"
Non-Collusion Affidavit

This sworn statement is submitted with Bid, Proposal or Contract for City of Fernandina Beach

This sworn statement is submitted by (entity) Trace Security whose business address is 6300 Corporate Blvd. Ste 200 and (if applicable) Federal Employer Identification Number (FEIN) is 81-0934814 (If a Sole Proprietor and you have no FEIN, include the last four (4) digits of your Social Security Number: _____.)

My name is Brad Andrews and my relationship to the entity named above is Sr. Sales Consultant

1. The above named is fully informed respecting the preparation and contents of the attached proposal and of all pertinent circumstances respecting such proposal;
2. Such Proposal is genuine and is not a collusive or sham proposal;
3. Neither the said Proposer nor any of its officers, partners, owners, agents, representatives, employees, or parties in interest, including this affiant, has in any way colluded, connived, or agreed, directly or indirectly, with any other Bidder, firm or person to submit a collusive or sham Proposal in connection with such Contract, or has in any manner, directly or indirectly, sought by agreement or collusion or communication or conference with any other Bidder, firm, or person to fix the price or prices in the attached proposal or any other Bidder, or to fix any overhead, profit or cost element of the proposal price or the proposal price of any other Bidder, or to secure through any collusion, connivance, or unlawful agreement any advantage against the City of Fernandina Beach, Florida or any person interested in the proposed Contract; and
4. The price or prices quoted in the attached proposal are fair and proper and are not tainted by any collusion, conspiracy, connivance, or unlawful agreement on the part of the Bidder or any of its agents, representatives, owners, employees, or parties in interest, including this affiant.

Brad Andrews 2/3/17
Signature Date:

STATE OF FLORIDA
Parish ~~COUNTY~~ OF East Baton Rouge

PERSONALLY APPEARED BEFORE ME, the undersigned authority, who, after first being sworn by me, affixed his/her signature at the space provided above on this 3rd day of February, 2017, and is personally known to me, or has provided La DL #690572 as identification.

Virginia Hornsby
Notary Signature #55617 My Commission expires: at death

STATE OF LOUISIANA
Virginia W. Hornsby #55617
UNION · JUSTICE · CONFIDENCE
Notary Public
Parish of East Baton Rouge

THIS FORM MUST BE INCLUDED WITH PROPOSAL

INSTRUMENT NOT PREPARED BY THIS NOTARY PUBLIC, ATTESTING TO SIGNATURES ONLY

EXHIBIT "H"

DISPUTES DISCLOSURE FORM

Answer the following questions by placing as "X" after "YES" or "NO". If you answer "YES", please explain in the space provided, or via attachment.

Has your firm or any of its officers, received a reprimand of any nature or been suspended by the Department of Professional Regulations or any other regulatory agency or professional association within the last five (5) years?
YES___ NO X

Has your firm, or any member of your firm, been declared in default, terminated or removed from a contract or job related to the services your firm provides in the regular course of business within the last five (5) years?
YES_____ NO X

Has your firm had against it or filed any request for equitable adjustment, contract claims, bid protest, or litigation in the past five (5) years that is related to the services your firm provides in the regular course of business?
YES_____ NO X

If yes, state the nature of the request for equitable adjustment, contract claim, litigation, or protest, and state a brief description of the case, the outcome or status of the suit and the monetary amounts or extended contract time involved.

I hereby certify that all statements made are true and agree and understand that any misstatement or misrepresentation or falsification of facts shall be cause for forfeiture of rights for further consideration of this proposal for the City of Fernandina Beach.

Trace Security — 2/3/17
Firm — Date

Authorized Signature — Jason Wells, Managing Director
Printed or Typed Name and Title

THIS FORM MUST BE INCLUDED WITH PROPOSAL

CITY OF FERNANDINA BEACH, FLORIDA

ADDENDUM ONE
FOR
INVITATION TO BID
RFP 17-01 IT Security Audit

Prepared By:
City of Fernandina Beach
204 Ash Street
Fernandina Beach, FL 32034

ADDENDUM DATE: January 18, 2017

INTRODUCTION

The City of Fernandina Beach is accepting competitive sealed proposals for **IT Security Audit.**

The City of Fernandina Beach requests sealed responses by **2:00 pm, February 6, 2017** for the proper execution and completion of the above-referenced project in accordance with the specifications published January 13, 2017 as Request for Proposals 17-01.

Any submittal received after the above stated time and date will not be considered. It shall be the sole responsibility of the bidder to have its proposal delivered to the City of Fernandina Beach, by U.S. Mail, hand delivery or any other method available to him/her; however, facsimile or electronic submittals will not be accepted. Delay in delivery shall be the sole responsibility of the bidder. Submittals received after the deadline will not be considered.

THIS ADDENDUM

The following changes are applicable to the original RFP documents and specifications of RFP 17-01. This Addendum now becomes part of the original Invitation to Bid and shall be acknowledged by attaching a copy of this Addendum, signed by an authorized representative of the person or company submitting a proposal. Failure to do so may disqualify the Proposal.

NAME: Jason Wells **TITLE** Managing Director

ADDRESS: 6300 Corporate Blvd. Ste. 200

CITY: Baton Rouge **STATE:** LA

AUTHORIZED SIGNATURE: [signature] **DATE:** 2/3/17

ADDENDUM ONE

INVITATION TO BID
RFP #17-01
IT Security Audit

I. **Changes to Invitation to Bid: None**

II. **Questions: See Below**

III. **Attachments: None**

II. **Questions:**

1. How many public (external) and private (internal) IP addresses are in scope for the network penetration assessment?
   Approximately 10-12 internal and external.

2. Are detailed firewall configuration reviews desired in conjunction with the network penetration assessment? If so, how many firewalls are in scope?
   Yes, 1 HA pair.

3. Are detailed router and switch configuration reviews desired? If so, how many devices are in scope?
   No.

4. Which of the following are included in the social engineering test? Email phishing, phone pretexting, media drops, tailgating, dumpster diving?
   Please propose for all of the above.

5. For the internal policy assessment, approximately how many pages of documentation will we need to review?
   Between 10 and 15 pages.

6. How many applications are in scope for the application vulnerability assessment? Of these, how many are web applications?
   3, all are web apps.

7. Are there any critical databases that will require vulnerability testing? If so, can the City please provide the number and type (e.g., Oracle, MS SQL, MySQL, etc.) of databases in scope?
   2, both are MS SQL.

8. What operating systems support the City's current infrastructure?
   VMware ESXi 6.0, MS Windows Server 2008, Server 2008 R2, Server 2012, Server 2012 R2, Win7 Pro, Win 8.1 Pro, Win 10.

9. Does the City require a Qualified Security Assessor (QSA) to complete the PCI compliance assessment?
Please propose for this.

10. Can a vendor who doesn't have the insurances mentioned apply with a promise to get those insurances in place within 10 days of being awarded the contract?
No, all insurance information is required to be included with the proposal.

*** * * END OF ADDENDUM ONE * * ***

CITY OF FERNANDINA BEACH, FLORIDA

ADDENDUM TWO
FOR
INVITATION TO BID
RFP 17-01 IT Security Audit

Prepared By:
City of Fernandina Beach
204 Ash Street
Fernandina Beach, FL 32034

ADDENDUM DATE: January 24, 2017

INTRODUCTION

The City of Fernandina Beach is accepting competitive sealed proposals for **IT Security Audit.**

The City of Fernandina Beach requests sealed responses by **2:00 pm, February 6, 2017** for the proper execution and completion of the above-referenced project in accordance with the specifications published January 13, 2017 as Request for Proposals 17-01.

Any submittal received after the above stated time and date will not be considered. It shall be the sole responsibility of the bidder to have its proposal delivered to the City of Fernandina Beach, by U.S. Mail, hand delivery or any other method available to him/her; however, facsimile or electronic submittals will not be accepted. Delay in delivery shall be the sole responsibility of the bidder. Submittals received after the deadline will not be considered.

THIS ADDENDUM

The following changes are applicable to the original RFP documents and specifications of RFP 17-01. This Addendum now becomes part of the original Invitation to Bid and shall be acknowledged by attaching a copy of this Addendum, signed by an authorized representative of the person or company submitting a proposal. Failure to do so may disqualify the Proposal.

NAME: Jason Wells **TITLE** Managing Director

ADDRESS: 6300 Corporate Blvd. Ste. 208

CITY: Baton Rouge, LA **STATE:** LA

AUTHORIZED SIGNATURE: _____ **DATE:** 2/3/17

ADDENDUM TWO

INVITATION TO BID
RFP #17-01
IT Security Audit

I. **Changes to Invitation to Bid: None**

II. **Questions: See Below**

III. **Attachments: None**

II. **Questions:**

1. What is the City's anticipated timing for performance of the requested services?
We prefer to have the assessment completed within this fiscal year when ends 9/30/2017.

2. How many endpoints/servers/routers/switches/etc. are part of the scope?
50.

3. Are there specific audit standards and requirements which the city will be evaluating against? We noted PCI, but wanted to know if there were any additional requirements.
Other than PCI, Third party support agreements.

4. Related to assessment of "policies and practices as they pertain to 3rd party entities":
   - Does the City desire assessing any policies and/or practices of their 3rd party support entities, or does the City just desire a review of the City's written policies related to 3rd party support entities (and perhaps inquiries related to how the City manages 3rd party support entities)?
     The latter, "a review of the City's written policies related to 3rd party support entities."
   - How many relevant 3rd party support entities does the City have, and what are their roles/responsibilities (ie: data center hosting, etc.)?
     2, data center hosting and support of our VOIP phone system.

5. Does the city currently have Information Security or IT staff whose job role includes security?
We have IT generalists who spend a percentage of their time on security issues.

6. Regarding the City's List of Anticipated Vulnerabilities:
   - Policies and practices as they pertain to 3rd party support entities
   - Internal policies and practices

   Does the city have an industry standard it prefers, such as SANS CIS 20, NIST, etc?
We do not prefer a specific standard. We have not yet adopted one but are leaning toward SANS.

7. Regarding PCI compliance:
   - What level of compliance is the City of Fernandina Beach required to meet? *Level 2.*

- Does the City desire a "formal" PCI compliance certification, or does the City desire and "informal" assessment of PCI compliance? *Informal.*

8. Regarding Network Penetration Testing, Application Vulnerability Assessment and Social Engineering, can the city provide some scope from which to base pricing? How many of each of the following does the city have/operate?
   - IP Addresses in target space *12-15*
   - Live hosts in target space *10-12*
   - Physical servers *2*
   - Virtual servers *8*
   - Desktop computers *10*
   - Mobile computers *0*
   - Internal applications *3*
   - Public facing applications *3*

9. Does the City code its own applications?
   No.

10. Does the City have a formally adopted Information Security Policy?
    Yes, a minimal one not written to a specific industry standard.

11. Answer the following for your CDE (PCI Questions):
    - What processes do you use to collect credit cards? Web applications? PC software? POS terminal? Please describe. *All of the above.*
    - How many transactions are processed manually? *1500-1800 per month.*
    - Do you store credit card numbers locally? *No, we don't think so.*
    - How many external IPs are connected to their Cardholder Data Environment (CDE)? *2*
      - If you have a web application(s) that collects credit cards, how many IPs are involved? *2*
    - How many IPs/hosts are part of the CDE internally? *2*
      - How many IPs/systems internally are used to collect and process credit card transactions? *12*
      - How many additional systems are in the same environment that do not process credit cards? *Not sure.*
    - Do you have any documented policies for PCI? *No*

12. External Testing Questions
    - Number of locations with Internet facing networks *12-15*
    - Number of in-scope, externally addressable systems (live IPs) across all locations *10-12*
    - Number of in-scope, externally addressable web application sites *4*
    - Do you have an Intrusion Prevention System (IPS)? *No*
      - If yes, would you like differential testing (with and then without whitelisting)?

13. Internal Testing Questions
    a. Number of in-scope critical systems across all locations
    - Servers *12-15*

- Routers *10-12*
- Firewalls *2*

b. Number of in-scope desktops/laptops across all locations *10-15.*

c. Do you have a wireless network(s)? *Yes*

d. Are you interested in a wireless security assessment? *No*

- How many locations?

e. How many users will be included for email social engineering testing? *10*

f. How many locations contain computer facilities, i.e., server rooms, network equipment rooms/closets? *12*

g. How many computer users are located at each facility? *1-30*

h. Please describe the function of the equipment located at each computer facility? (i.e., City servers, core and distribution and access switches, voice and data circuit demarcation, phone system, police systems, wireless access points, etc.).

- *The Police department is not participating in this assessment.*
- *We do not need a wireless assessment at this time.*
- *City servers and core switches are only located at 2 facilities.*
- *We have a VOIP phone system supported by a 3rd party.*
- *We have a layer 2 WAN between 12 routed sites.*
- *All other functionality is as you would expect.*

14. Are any line-of-business applications or other data processing, or storage services cloud-hosted by third party providers? *No*

15. Organizational Security

- Are you interested in a social engineering exercise? *Yes*
- Do you have documented policies and procedures? *Yes*
- Are you interested in a policies, procedures and practices assessment? *Yes*
- Are you interested in a Data Loss Prevention assessment? *Yes*
- Are you interested in a top-down, strategic risk assessment? *Yes*
- Are you interested in policies and procedures templates? *Yes*

16. Platform Specific Security Assessment Questions

- Are you interested in in-depth, platform-specific security assessments? (if yes, please answer the questions below) *No*
  - Number of in-scope infrastructure devices (routers and firewalls) across all locations
  - Number of Microsoft servers
  - Number of in-scope Active Directory domains
  - Number of in-scope virtual host servers
  - Number of in-scope Linux and AIX servers
  - Number of in-scope VPN endpoints

17. Web Application Testing Questions

- Are you interested in in-depth web application testing with credentials? *Yes*
- Number of in-scope, externally accessible web applications/sites *4*
- Please answer the following for each application

a. **IMS**

- How many "pages" with interactive inputs to test? (describe the pages)

- *Not sure.*
- How many unique user roles?
  - *5*
- Which technologies/platforms/languages are being used?
  - *Pervasive SQL, Windows*
- What does the app do? *ERP*

b. **Munis**

- How many "pages" with interactive inputs to test? (describe the pages)
  - *Not sure.*
- How many unique user roles?
  - *5*
- Which technologies/platforms/languages are being used?
  - *MS SQL, Windows*
- What does the app do? *ERP*

c. **Citrix**

- How many "pages" with interactive inputs to test? (describe the pages)
  - *Not sure.*
- How many unique user roles?
  - *5*
- Which technologies/platforms/languages are being used?
  - *MS SQL, Windows*
- What does the app do? *ERP*

d. **Exchange**

- How many "pages" with interactive inputs to test? (describe the pages)
  - *Not sure.*
- How many unique user roles?
  - *5*
- Which technologies/platforms/languages are being used?
  - *MS SQL, Windows*
- What does the app do? *ERP*

*** * * END OF ADDENDUM TWO* * ***

CITY OF FERNANDINA BEACH, FLORIDA

ADDENDUM THREE
FOR
INVITATION TO BID
RFP 17-01 IT Security Audit

Prepared By:
City of Fernandina Beach
204 Ash Street
Fernandina Beach, FL 32034

ADDENDUM DATE: January 31, 2017

INTRODUCTION

The City of Fernandina Beach is accepting competitive sealed proposals for **IT Security Audit.**

The City of Fernandina Beach requests sealed responses by **2:00 pm, February 6, 2017** for the proper execution and completion of the above-referenced project in accordance with the specifications published January 13, 2017 as Request for Proposals 17-01.

Any submittal received after the above stated time and date will not be considered. It shall be the sole responsibility of the bidder to have its proposal delivered to the City of Fernandina Beach, by U.S. Mail, hand delivery or any other method available to him/her; however, facsimile or electronic submittals will not be accepted. Delay in delivery shall be the sole responsibility of the bidder. Submittals received after the deadline will not be considered.

THIS ADDENDUM

The following changes are applicable to the original RFP documents and specifications of RFP 17-01. This Addendum now becomes part of the original Invitation to Bid and shall be acknowledged by attaching a copy of this Addendum, signed by an authorized representative of the person or company submitting a proposal. Failure to do so may disqualify the Proposal.

NAME: Jason Wells **TITLE** Managing Director

ADDRESS: 6300 Corporate Blvd. Ste. 200

CITY: Baton Rouge **STATE:** LA

AUTHORIZED SIGNATURE: [signature] **DATE:** 2/3/17

ADDENDUM THREE

INVITATION TO BID
RFP #17-01
IT Security Audit

I. **Changes to Invitation to Bid: None**

II. **Questions: See Below**

III. **Attachments: None**

II. **Questions:**

1. Is the City open to receiving an offer for a set of services as an alternative and/or in addition to what is listed in the RFP?
   You may submit a description/pricing for an alternative set of services. Please clearly identify your submission as an ALTERNATIVE PROPOSAL.

2. Are you looking to do an audit on the Police Department as well? Is there a CJIS component? *No and No.*

3. Does the City want the winning firm to review the Utility/SCADA network also? *No.*

4. Does the City support the Fire Department? *Yes.*

5. Page 3 Scope of Services, please expand on the following:
   - Network penetration. How may "web sites", web applications, web domains (domain names) and external IP addresses are in scope for the RFP?
     3 Web apps, 4 Domains, 12 External IPs
   - Telephony devices. How many telephony devices are in the scope? *10* How many of each type of devices are included in scope (routers *3*, switches *3*, firewalls *1 HA-Pair*, PBx, etc.)?
   - Workstations/Laptops/Thin Clients. How many client devices are in scope?
     10-12 to be tested.
   - Servers. How many servers are in the scope? *4*
     WiFi. Is wireless network penetration testing is scope for this RFP? *No* How many wireless networks are in scope?
   - Social Engineering. Is social engineering limited to Phishing campaigns or are there other active social engineering anticipated (i.e. phone calling of City employees to test security awareness)? *Just a Phishing campaign.*
   - PCI Compliance.
     - Is the City looking for an assessment of PCI compliance or is there an expectation of "certification" relative to PCI compliance? *Just an assessment.*
     - How many points of credit card data ingress are there to be reviewed? *10-12*
     - Will PCI quarterly scanning/review be needed? *No*

6. Please provide a high level description of your IT environment and architectural components?
We have a 12-site WAN, a remote datacenter with a vmware cluster, Windows Domain with Windows OS on server and endpoints, a SAN, various client-server apps. We have 4 applications that face the internet. We have about 150 users/workstations.

   Does the City have a dedicated security function and team/staff? *No.*

7. Please describe the scope of existing INTERNAL and THIRD PARTY RELATED security policies and practices to be assessed.
We have internal policies that are a few pages in length. We also have agreements with our data center provider and a group that manages our VOIP system.

8. Approximately how many third-party service provider entities are engaged by the City, and what specific services are provided?
Aside from the typical support agreements with software and hardware providers we have 2 third-party providers. A data center provider and a group that manages our VOIP system.

9. Regarding PCI please provide the following information:
   - Payment Acquirers / Processors: *2*
   - Number of Merchant accounts in use: *2*
   - Number of transactions per year: *15,000 – 18,000*
   - Level: *Merchant Level 2*
   - Data Centers: *1*
   - How many locations take card payments? *3*
   - How many e-commerce websites? *2* Are the e-commerce websites hosted internally by the City? *One is hosted by the City the other is not.* Does the City manage the security of the e-commerce websites or is the security outsourced? *Yes and No.*
   - Retail Site Configurations: *12*
   - Provide details on the City's Payment Channels (Yes/No):
     - Card Present: *Yes*
     - E-Commerce: *Yes*
     - Mobile: *No*
     - Mail: *Yes*
     - Call Centers: *Yes*
     - Fax: *Yes*
     - Other (Describe): *N/A*
   - Describe any Payment Applications. *Unsure* Does the City perform software development for any of the payment applications? *No*
   - Describe any P2PE or E2EE Solution in use. *Do not know.*
   - Indicate the quantity of each of the following within the PCI environment:
     - Network Devices (Firewalls, Switches, Routers, etc.) *8*
     - Servers *2*
     - Applications *2*
     - Databases with CHD *0*
   - How many internal/external IPs are in range for ASV scanning? *10*

10. Technical / Penetration Testing:
   - How many internet routable IPs are in scope for the external network penetration test? *10*

- Do you have IDS/ISP in place? If so, does it actively deny suspected attacks? *No*
- Do you have a web application firewall in place? *Yes*
- Can testing of the internal network be performed via remote connectivity? *Yes*
- Can all testing of the internal network components be done from a single network location? *Yes*
- How many custom web applications are in the external network? *2*
- Do these applications require credentials or some type of personally identifying data to access application functionality? *Yes* If yes, how many different roles are supported by the application? *5*
- For phishing attacks, how many targets are in scope for this project? *10*
- For pretext calling attacks, how many targets are in scope for this project? *5*
- Will you provide the target details or are you looking to have this information discovered through reconnaissance of publically available information? *Either way is fine.*
- How many facilities are in scope for physical social engineering? *0*
- Can all testing be performed during normal business hours? *Yes*

11. Has the City performed a PCI compliance assessment before? *Not that we are aware of.*

12. Is network segmentation in place to protect the cardholder data environment (CDE) in any way? *No*

13. Is the IT service delivery organization centralized or decentralized? *Centralized*

- Number of IT Staff: *2 Full Time, 1 Part Time.*
- List all IT Staff job titles: *IT Manager, Systems Administrator, Help Desk Specialist.*

14. Are you using cloud based services? *No*

- Vendor Managed Services? *Yes* If yes, define *Our data center host and VOIP system.*

15. Describe any applications that are hosted internally, that can be accessed directly from the Internet.

- Ex: Customer facing websites or applications, staff portal, other websites… *Citrix Portal, Exchange, Laserfiche*
- Provide the URL/web addresses *Will provide after contract is awarded.*

16. Is email in house or hosted? *In house.*

- Do you use web based remote mail? *Yes*
- Do you do email filtering in house, or use a 3rd party filtering service? *3rd party, Intel Security.*

17. What forms or access do you provide for staff and vendors?

- Email/web based email/etc. *Yes, to all staff.*
- VPN *Yes, to a number of staff.*
- Remote desktop *Yes, to a very small number of staff and a couple of vendors.*

18. How many internal network VLANs or subnets and what is their approximate size? *About 50 subnets, each with less than 255 hosts.*

19. What centralized authentication is used (Novell, Windows AD, something else)? If Windows, how many Domains? *Windows AD, 1 Domain*

20. How many locations make up the wide area network? If Windows, how many Domains? *12 Sites, 1 Domain*

21. Can the internal testing be done from a centralized location? *Yes*

22. What are the public facing web applications that are in scope for vulnerability testing? *Exchange, Citrix, and Laserfiche*

*** * * END OF ADDENDUM THREE* * ***

TraceSecurity, Inc.
6300 Corporate Blvd.
Suite 200
Baton Rouge, LA 70809

225.612.2121

928.493.6044

sales@tracesecurity.com

www.tracesecurity.com

CITY COMMISSION AGENDA ITEM
City of Fernandina Beach

SUBJECT: Resolution 2017-62
Award of Contract - Darley's Plumbing

ITEM TYPE: Resolution

REQUESTED ACTION: Adopt Resolution 2017-62

SYNOPSIS: The copper plumbing system in the Police Department buildings is failing and needs to be replaced. Due to the emergency nature of the repair, staff solicited quotes for the repair in lieu of using the standard bid process. Six vendors were solicited for quotes and Darley's Plumbing of Jacksonville, FL, has provided the lowest bid and the best value with a cost of $39,820.00.

The City Commission previously approved the plumbing repairs by David Gray Plumbing by Resolution 2017-39 on March 21, 2017; however, there was in error in the quotation process and they were no longer the lowest bidder.

FISCAL IMPACT: The City Commission approved a budget amendment on March 7, 2017, (via Resolution 2017-35) to provide the funds necessary for the plumbing repairs at Police Department building #'s 1 and 2. Funds are available in the Police Improvements account, 0012100 56300.

CITY ATTORNEY COMMENTS: No additional comments.

CITY MANAGER RECOMMENDATION(S): I recommend that the City Commission adopt proposed Resolution 2017-62.

Dale Martin, City Manager
Tammi Bach, City Attorney
Vee Sellers, Paralegal Date:04/11/2017

COMMISSION ACTION: Adopt

RESOLUTION 2017-62

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF FERNANDINA BEACH, FLORIDA, APPROVING AWARD OF PLUMBING CONTRACT TO DARLEY'S PLUMBING; AUTHORIZING NEGOTIATION AND EXECUTION; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the copper plumbing at the Police buildings is 20 years old and is failing quickly; and

WHEREAS, due to the emergency nature of the repair, staff obtained six quotes for the work in lieu of the standard bid process; and

WHEREAS, staff recommends awarding the contract to Darley's Plumbing, the vendor which provides the best value; and

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

SECTION 1. The City Commission hereby authorizes the City Manager to execute a construction contract with Darley's Plumbing in an amount not to exceed $40,000, upon review and approval of the City Attorney.

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

ADOPTED this 18th day of April, 2017.

ATTEST:

_____
Caroline Best
City Clerk

CITY OF FERNANDINA BEACH

_____
Robin C. Lentz
Commissioner-Mayor

APPROVED AS TO FORM AND LEGALITY:

_____
Tammi E. Bach
City Attorney

CITY OF FERNANDINA BEACH
INFORMAL PRICE QUOTATION FORM

Department: Police

Date: 3/30/2017

Account #: 001-2100-521.6300

Description of work: Emergency plumbing repairs to the Police building.

VENDOR NAME	VENDOR ADDRESS/PHONE	PRICE QUOTE
Darley's Plumbing	9450 Philips Hwy Jacksonville, FL (904) 262-8999	$39,820.00
WW Gay	524 Stockton Street Jacksonville, FL (904) 388-2696	$47,500.00
David Gray Plumbing	6491 Powers Ave #1 Jacksonville, FL (904) 724-7211	$61,489.41
Roto-Rooter	2028 W 21st Street Jacksonville, FL (904) 396-4679	Incomplete
Dave Turner	474390 East SR 200 Fernandina Beach (904) 277-3948	No Quote
Crown Plumbing	1417 Sadler Rd #181 Fernandina Beach (904) 261-8129	No Quote

Recommended Purchase from:

Darley's Plumbing

Price Quote Received by:

Jeremiah Glisson

4472 Phillips Highway
4472 Phillips Hwy
904.727.1184
Jacksonville, FL 32207

Estimate

City of Fernandina Beach
1017 S. 5th St.
Fernandina Beach, FL 32034

Date	Estimate #
2/24/2017	20194

Item	Description	Total
Service	Job site: 1525 Lime St., Fernandina Beach, FL 32034 /Building # 2 Darleys Plumbing proposes to repipe the building from the existing 2" Ball valve to the following fixtures: 1-main water connection 3-wall hose bibbs 1-drinking fountain 1-water heater 1-mop sink 1-breakroom sink 4-showers 1-urinal 10--lavs 8-toilets All piping will be Flowguard CPVC and will be ran through the drop ceiling and pushed down the walls for each fixture. All piping will be insulated and strapped to the plumbing code. There will be a new 2" brass ball valve put outside the building and a brass ball valve at each break off for each restroom. The recirc. pump will be taken out and capped off. There will be an exspansion tank installed at the water heater. If any flush valves need to be replaced it will be an extra charge of $250.00 each. (Zurn flush valve, spud and labor) All work performed by Darleys plumbing will be permitted. Any sheetrock that is cut due to the repipe will be put back by Darleys Plumbing to a finished coat. (Homeowner will be responsible for paint) There will be a 1-year warranty on all material and workmanship supplied by Darleys Plumbing. There will be no warranty on any existing plumbing or material not supplied by Darleys Plumbing. Price $21500.00	21,500.00
discount	Discount	-1,030.00

Total

4472 Phillips Highway
4472 Phillips Hwy
904.727.1184
Jacksonville, FL 32207

Estimate

City of Fernandina Beach
1017 S. 5th St.
Fernandina Beach, FL 32034

Date	Estimate #
2/24/2017	20194

Item	Description	Total
Service	1525 Lime St., Fernandina Beach, FL 32034 / Building # 1 Darleys Plumbing proposes to repipe each restroom (8) total from the existing main line that runs through the building to the following fixtures: 3-breakroom sinks 1-water heater 1-mop sink 1-drinking fountain 8-lavs 8-toilets All piping will be Flowguard CPVC and will be ran overhead in the drop ceiling and pushed down the walls to each fixture. All piping will start from the existing ball valves in the ceiling. The water heater will be repiped to the inlet from the main line and outlet to each fixture. The recirc. pump will be taken out and the recirc. line will be capped. There will be a new expansion tank installed on the existing water heater. All piping will be insulated and strapped to the plumbing code. All work performed by Darleys Plumbing will be permitted. Any sheetrock that is cut due to the repipe will be put back Darleys Plumbing to a finished coat. (Homeowner will be responsible for paint) There will be a 1-year warranty on all material and workmanship supplied by Darleys Plumbing. There will be no warranty on any existing plumbing or material not supplied by Darleys Plumbing. Price $11260.00	11,260.00

Total

DARLEY'S PLUMBING
4472 Phillips Highway
4472 Phillips Hwy
904/727-1184
Jacksonville, FL 32207

Estimate

City of Fernandina Beach
1017 S. 5th St.
Fernandina Beach, FL 32034

Date	Estimate #
2/24/2017	20194

Item	Description	Total
Service	Job site: 1525 Lime St., Fernandina Beach, FL 32034/ Building #1 Darleys Plumbing proposes to perform the following work: -Repipe the main cold water line from outside the front of the building to all the new main branch offs with new brass ball valves. The main line at the front of the building will also have a new 2" brass ball valve installed. All piping will be Flowguard CPVC and will be ran through the drop ceiling to each branch off. After the repiping of the restrooms and main line there will be no copper lines left in the hot and cold lines in the Police Building on the left side. There will be a 1-year warranty on all material and workmanship supplied by Darleys Plumbing. There will be no warranty on any existing plumbing or material not supplied by Darleys Plumbing. Price $8090.00	8,090.00

Due to fluctuation in material cost, the terms and pricing on this estimate can only be guaranteed for 60-days. After 60-days, please contact Darley's Plumbing for a re-evaluation of this estimate.

Total $39,820.00

Acceptance of this Proposal- The above specifications, prices, and conditions are acceptable. I herby authorize all work as specified. Payment to be remitted as outlined above.

Signature: _____

Date:_____

W.W.
GAY 524 Stockton Street - Jacksonville Florida 32204 - A/C 904-388-2696
MECHANICAL CMC-008140 PLUMBING-CFC-019184

February 16, 2017

Reference: Fernandina Police Headquarters Re-Pipe Building B and C.

We are pleased to quote you on labor and material for the above mentioned bid.

Inclusions

1. All domestic water piping will be replaced starting at the water main coming into the building. Each main water valve will be replaced with a new brass lead free ball valve on each building.
2. All piping to be CPVC CTS SCH 40.
3. This proposal includes all domestic water piping. In the ceiling, in the walls, to all sinks, toilets, showers, hose bibs, and water heaters.
4. We will replace all the isolation valves in the ceiling (for isolation of each wing, rest room or any areas that should have the availability of water to be shut off), with brass lead free ball valves.
5. All hot water piping will be insulated in the overhead with Amor-flex insulation.
6. All piping will be pressure tested and inspected upon completion.
7. Permitting if required.
8. All holes that are required to be cut in sheetrock will be patched and painted to match existing paint.
9. Holes in sheetrock will be kept to a minimal, in some areas we may be able to cut holes behind mirrors in order to keep patch work to a minimal.

Exclusions

1. Any work not specified inquote.
2. Replacement of any existing fixtures.

Base Price $47,500.00

DAVID GRAY PLUMBING

6491 Powers Ave Jacksonville, Florida 32217
Phone (904)-724-7211 Fax (904)-724-5925
CFC022586

February 27, 2017

Fernandina Beach Police Department
1525 Lime Street
Fernandina Beach, Fl. 32034
Attn: Craig Williams
904-753-1159

Re: Repipe water pipe systems in Buildings "B" & "C"

Mr. Williams,

Enclosed is a proposal for the hot, cold, and return water pipe systems in buildings "B" & "C".

Please review the proposals and if you have any questions, give me a call at the office.

Thank you for the opportunity to quote your plumbing project.

Sincerely,

Mark

Mark Evans
904-224-5945

DAVID GRAY PLUMBING
6491 Powers Avenue
Jacksonville, Florida 32217
(904) 724-7211 Fax (904) 724-5925

PROPOSAL

DATE	PROPOSAL #	CUST #
2/27/2017	0000217673	0144034

PREPARED FOR:

Fernandina Beach Police Dept.
1525 Lime Street
Fernandina Beach FL 32034

WORK LOCATION:

Fernandina Beach Police Dept.
1525 Lime Street
Fernandina Beach FL 32034
904-753-0195

PROPOSED WORK

Building "B" Repipe:
1-Repipe the cold water, mixed water, and the return water pipe systems using cpvc pipe and fittings to the following plumbing fixtures:
1-Hi-Lo water cooler, 8-1/2 bathrooms, 1-water heater, 1-mixing valve,1-janitor's sink, 2-breakroom sinks, 2-lab sinks, 4-outside hose bibs.
We shall re use the existing valve boxes for the loose key hose bibs.
2-Replace the stops and supplies at each fixture where required by code.
Install isolation valves in the ceiling for each group as marked on the plan.
3-Install new large rectangular black plastic valve box where the service enters the building, and install new 2" brass quarter turn ball valve.
4-Insulate the mixed water and return water in the drop and hard ceiling areas.
Cold water is not included in this proposal.
5-Install 1-Symmons mixing valve at the water heater.
6-All work shall be done during normal business hours as discussed.
7-All drywall repairs due to repiping of the building shall be made by us to a smooth surface, with painting and/or wallpaper repairs to be made by the building staff.
8-Work shall be permitted and inspected by a Nassau County Plumbing Inspector.
9-Five year warranty parts and labor.
No warranty on the existing plumbing systems.

Contract Price 26,221.68
Payment schedule to be as follows:
1st draw at the start of the project...$ 5,244.35
2nd draw at the completion of this building...$ 20,977.33

Total Job Cost: $26,221.68

Proposal includes all labor, material, permits, equipment, tools and supervision required to perform the above-described scope of work unless otherwise noted. All work will be performed per Code and appropriate plumbing permits will be obtained. Any client-requested alteration ol deviation from the above that will result in additional expense to David Gray Plumbing, Inc. will be performed only after Change Order is signed. Proposal is valid for thirty (30) days from above date. Proposal submitted by: **Mark Evans**

ACCEPTANCE OF PROPOSAL:

The Total Job Cost, specifications, and conditions are satisfactory and are hereby accepted. I authorize David Gray Plumbing, Inc. to perform the work detailed above and agree to all terms and conditions contained herein. I agree to make full payment upon completion of the job. I agree to pay finance charges of 1.5% per month, all attorney and/or collection agent costs, court costs, etc. should collection efforts be required.

Signature _____
Printed Name _____
Date _____

DAVID GRAY PLUMBING
6491 Powers Avenue
Jacksonville, Florida 32217
(904) 724-7211 Fax (904) 724-5925

PROPOSAL

DATE	PROPOSAL #	CUST #
2/27/2017	0000217709	0144034

PREPARED FOR:

Fernandina Beach Police Dept.
1525 Lime Street
Fernandina Beach FL 32034

WORK LOCATION:

Fernandina Beach Police Dept.
1525 Lime Street
Fernandina Beach FL 32034
904-753-0195

PROPOSED WORK

Repipe "C" Building:
1-Repipe the cold water, mixed water, and the return water pipe systems using cpvc pipe and fittings to the following plumbing fixtures:
1-Hi-Lo water cooler, 4-1/2 bathrooms, 1-water heater, 1-mixing valve,1-janitor's sink, 1-breakroom sinks, 2-gang bathrooms with showers, 1-urinal, and 4-outside hose bibs.
We shall re use the existing valve boxes for the loose key hose bibs.
2-Replace the stops and supplies at each fixture where required by code.
Install isolation valves in the ceiling for each group as marked on the plan.
3-Install new large rectangular black plastic valve box where the service enters the building, and install new 2" brass quarter turn ball valve.
4-Insulate the mixed water and return water in the drop and hard ceiling areas.
Cold water is not included in this proposal.
5-Install 1-Symmons mixing valve at the water heater.
6-All work shall be done during normal business hours as discussed.
7-All drywall repairs due to repiping of the building shall be made by us to a smooth surface, with painting and/or wallpaper repairs to be made by the building staff.
8-Work shall be permitted and inspected by a Nassau County Plumbing Inspector.
9-Five year warranty parts and labor.
No warranty on the existing plumbing systems.

Contract Price 35,267.73
1st draw at the start of the project...$ 7,053.54
2nd draw at the completion of this building...$ 28,214.19

Total Job Cost: $35,267.73

Proposal includes all labor, material, permits, equipment, tools and supervision required to perform the above-described scope of work unless otherwise noted. All work will be performed per Code and appropriate plumbing permits will be obtained. Any client-requested alteration of deviation from the above that will result in additional expense to David Gray Plumbing, Inc. will be performed only after Change Order is signed. Proposal is valid for thirty (30) days from above date. Proposal submitted by: **Mark Evans**

ACCEPTANCE OF PROPOSAL:

The Total Job Cost, specifications, and conditions are satisfactory and are hereby accepted. I authorize David Gray Plumbing, Inc. to perform the work detailed above and agree to all terms and conditions contained herein. I agree to make full payment upon completion of the job. I agree to pay finance charges of 1.5% per month, all attorney and/or collection agent costs, court costs, etc. should collection efforts be required.

Signature _____
Printed Name _____
Date _____

ROTO-ROOTER
PLUMBING & DRAIN SERVICE
1-800-GET-ROTO
(438-7686)

PROPOSAL

Roto-Rooter Services Company
For Service Please Call 1-800-GET-ROTO (438-7686)
General (904) 354-7321 • Fax (904) 354-9255
2028 W. 21st St., Jacksonville FL 32209
CFC #057629

Date 2-10-17

Ticket No. 46-19108924

Proposal Submitted To		Work To Be Performed At	
Name	Fernandina Beach Police	Name	Fernandina Beach Police
Street	1525 Lime St.	Street	1525 Lime St.
City	Fernandina Beach	City	Fernandina Beach
State	FL Zip 32034	State	FL Zip 32034
Telephone Number		Telephone Number	

Roto-Rooter hereby proposes to furnish all the materials and to perform all the labor necessary for the completion of:
(Include make and model of materials and necessary labor, all state and anticipated contingencies that could reasonably affect the cost of completion)

Estimate to repipe Administration Building. Will run new CPVC pipe to all fixtures, hot and cold. Will run all pipe in existing hangers to fixtures. May have to cut holes in drywall for some fixtures. Drywall repairs by others. Will install a new 2" main shut off valve for Administration Building and new pipe will be run from there.

Administration Building Price $9675.00
includes labor, parts, & permit.

Estimate to repipe Investigations Building. Will run new CPVC pipe to all fixtures, hot and cold. Will run all pipe in existing hangers to fixtures. May have to cut holes in drywall for some fixtures. Drywall repairs by others.

Investigations Building Price $13,500.00
includes labor, parts, & permit

1. Roto-Rooter will perform the work described above and supply all required materials for the sum of $ 23,175.00. Customer will make payment as follows:

   Option A (complete if applicable):
   100 % of the cost ($ 23,175.00) upon execution of this proposal
   ___ % of the cost ($ ___) upon the start of work.
   Balance of the cost upon completion of the job

   Option B (check if applicable):
   ☐ *The total sum will be billed upon completion of the work and is payable within 30 days (commercial accounts with approved credit only)*

2. The approximate starting date is TBD and the approximate completion date is TBD. Neither date is guaranteed. Unexpected conditions or problems could cause delays. A definite completion date is not of the essence.

3. If a box is checked below, Roto-Rooter is providing a service guarantee on the terms described on the reverse side of this proposal.

	Commercial	Residential
Main/Branch Lines	☐ 30 Days	☐ 6 Months
Toilet Auger	☐ 24 Hours	☐ 7 Days
Plumbing Repair	☐ 90 Days	☐ 6 Months
Plumbing Replacement	☐ 90 Days	☐ 1 Year
Extended Guarantee	☑ 1 year	☐ 1 Year

4. THE TERMS AND CONDITIONS ON THE REVERSE SIDE OF THIS PROPOSAL WILL BE BINDING ON THE PARTIES.

5. This proposal may be withdrawn by Roto-Rooter if not accepted within 30 days. This proposal constitutes the entire agreement between the parties, and no modifications will be valid unless in writing and signed by both parties.

6. Other

Respectfully submitted,

Technician Signature | Alex Oliver 681 Printed Name/Technician Number | 2/10/17 Date

ACCEPTANCE OF PROPOSAL

I authorize the services indicated and agree to pay the amounts specified. I have read and agree to the terms, including the limits of Roto-Rooter's responsibility specified in those terms. I acknowledge that under paragraph 2(b) of those terms, if Roto-Rooter equipment gets stuck in a pipe, I may be responsible for the cost of removing that equipment, including any required excavation.

Customer Signature | Printed Name | Date

OFFICE COPY

RR-TC1-2/8/15

CITY COMMISSION AGENDA ITEM
City of Fernandina Beach

SUBJECT: Resolution 2017-63
Proposal Approval - Advanced Disposal Services

ITEM TYPE: Resolution

REQUESTED ACTION: Adopt Resolution 2017-63

SYNOPSIS: Advanced Disposal Services has previously provided waste removal services pertaining to the Shrimp Festival.

The City has an existing contract with Advanced Disposal Services for solid waste and recycling removal within the City. Advanced Disposal Services has proposed an amount of $36,803 to provide the waste removal and clean-up services for the 2017 Shrimp Festival (the same amount proposed last year).

FISCAL IMPACT: Budgeted funds in the amount of $35,000 plus a $1,803 transfer are available in Non-Departmental Contractual Account # 0011910 53400.

CITY ATTORNEY COMMENTS: No additional comments.

CITY MANAGER RECOMMENDATION(S): I recommend that the City Commission adopt proposed Resolution 2017-63.

Dale Martin, City Manager
Tammi Bach, City Attorney
Vee Sellers, Paralegal Date:04/11/2017

COMMISSION ACTION: Adopt

RESOLUTION 2017-63

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF FERNANDINA BEACH, FLORIDA, APPROVING THE PROPOSAL FROM ADVANCED DISPOSAL SERVICES TO PROVIDE SOLID WASTE REMOVAL AND CLEAN-UP SERVICES FOR THE 2017 SHRIMP FESTIVAL; AUTHORIZING EXECUTION; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the City of Fernandina Beach has an existing contract with Advanced Disposal Services for solid waste and recycling removal within the City; and

WHEREAS, Advanced Disposal Services has proposed an amount of $36,803 to provide waste removal and clean-up services for the 2017 Shrimp Festival; and

WHEREAS, budgeted funds in the amount of $35,000 plus a $1,803 transfer are available in Non-Departmental Contractual Account # 0011910 53400.

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

SECTION 1. The City Commission hereby approves the proposal in the amount of $36,803 from Advanced Disposal Services, attached hereto as Exhibit "A", to provide solid waste removal and clean-up services for the 2017 Shrimp Festival.

SECTION 2. The City Manager and City Clerk are hereby authorized to execute all documentation pertaining to this proposal, upon review and approval of the City Attorney.

SECTION 3. This Resolution shall become effective immediately upon passage.

ADOPTED this 18th day of April, 2017.

CITY OF FERNANDINA BEACH

_____
Robin C. Lentz
Commissioner – Mayor

ATTEST:

_____
Caroline Best
City Clerk

APPROVED AS TO FORM & LEGALITY:

_____
Tammi E. Bach
City Attorney

Resolution 2017-63
Exhibit "A"

Advanced Disposal

March 17, 2017

Mr. Dale Martin
City Manager
City of Fernandina Beach
204 Ash Street
Fernandina Beach, Florida 32034

RE: 2017 Shrimp Boat Festival- Agreement for Services

Dear Mr. Martin,

Advanced Disposal-Stateline is pleased to once again provide cleaning and solid waste removal service for the 2017 Shrimp Festival.

Scope of Work:
Advanced Disposal-Stateline agrees to provide cleaning and solid waste removal services for the 2017 Shrimp Boat Festival. Scope of services will include cleaning and trash removal, blowing of streets nightly in conjunction with City provided street sweepers and overall cleanliness of the event. We will provide trash carts, cart liners, personnel for placement, set-up and service of trash carts, maintaining carts during the event and cleaning/blowing the area after the event to return venue to its original state. Please see attached for detailed scope of services provided.

Fee and Payment Terms:
Our service charge will be $36,803.00.

Thank you once again for giving us the opportunity to provide this service for the City of Fernandina. If you agree please return a signed copy to my attention. If you have any questions or concerns please contact me at 904-507-0235.

Sincerely,

Durward Jackson III
General Manager
Advanced Disposal Services

APPROVED AS TO FORM & LEGALITY:

CITY ATTORNEY

ACCEPTED AND AGREED:

Signed:_____ Date:_____

Print Name/Title: _____

450496 State Road 200 • Callahan, FL 32011
tel (904) 879-2301 • fax (904) 879-3963 • www.AdvancedDisposal.com

Printed on recycled paper. Please recycle.

Scope of Service for 2017 Shrimp Festival

1. Deliver 20 carts to Centre Street for parade.
2. Deliver and place 205 carts Friday morning.
3. Temporarily remove approximately 12 Front Load containers Friday morning.
4. Deliver 3 Residential rear-load trucks and one (Roll-off container or recycle truck) on Friday afternoon.
5. Rental for two and half days on Rear-load trucks.
6. Provide staff and equipment needed (including liners) to handle daily dumping of carts and recycle bins, nightly removal of all waste, blow off and clean streets and sidewalks in conjunction with City Sweeper.
7. Provide two supervisors each day as contact persons for event personnel and to oversee overall operations.
8. Six additional employees will be used for final clean-up, truck removal and cart removal on final day of event.
9. Boom truck and driver used to remove grease soaked cardboard waste at food court area.
10. Return front-load containers to original locations on Sunday night.
11. Remove Roll-off container/Recycle truck and haul recycle material to Jacksonville Recycle Facility.
12. Transport all trucks for final disposal.
13. Remove and clean 225 carts used in Shrimp Festival.

CITY COMMISSION AGENDA ITEM
City of Fernandina Beach

SUBJECT: Resolution 2017-64

ITEM TYPE: Resolution

REQUESTED ACTION: Adopt Resolution 2017-64

SYNOPSIS: Due to issues related to beach access encroachments, the City Commission enacted Ordinance 2015-27, amending Sec. 70-2 of the City Code. The amendment requires that all applications for encroachments into public beach accesses including encroachments into any of the public property or right-of-way adjacent to a public beach access, be reviewed bv the City Commission and approved on a case-bv-case basis. Any such encroachments requires a permit to be issued prior to any installation.

Mr. Don Mazursky, owner of 2298 S. Fletcher Avenue, installed landscaping in the public right-of-way associated with Beach Access 23. Mr. Mazursky was informed of the code requirement for City Commission review and offered the attached correspondence.

FISCAL IMPACT: N/A

CITY ATTORNEY COMMENTS: No additional comments.

CITY MANAGER RECOMMENDATION(S): Unlike a previous encroachment, Mr. Mazursky's efforts do not visually discourage or physically impede access to the beach walkover or the beach. I recommend that the City Commission adopt proposed Resolution 2017-64.

Dale Martin, City Manager
Tammi Bach, City Attorney
Vee Sellers, Paralegal Date:04/11/2017

COMMISSION ACTION: Adopt

RESOLUTION 2017-64

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF FERNANDINA BEACH, FLORIDA, APPROVING A "RIGHT-OF-WAY USE PERMIT" FOR 2298 SOUTH FLETCHER AVENUE; AUTHORIZING EXECUTION; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, Section 70-2 of the City Code of Ordinance states, "All applications for encroachments into public beach accesses including encroachments into any of the public property or right-of-way adjacent to a public beach access, shall be reviewed by the City Commission and approved on a case-by-case basis"; and

WHEREAS, Don and Maria Mazursky have submitted a "Right-of-Way Use Permit" for the placement of landscape along the south edge of the property located at 2298 S. Fletcher Avenue (Parcel # 00-00-31-1360-0055-0000) in Beach Access #23 right-of-way; and

WHEREAS, staff has reviewed the applicants' request and found this instance to be consistent with the City Code.

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

SECTION 1. The City Commission hereby approves the "Right-of-Way Use Permit" for 2298 South Fletcher Avenue and authorizes the City Manager and City Clerk, upon review of the City Attorney, to execute any documentation pertaining to this permit. In accordance with the property owner's letter attached hereto as Exhibit "A", the property owner is responsible for all maintenance and improvements in the right-of-way.

SECTION 2. The City Commission further instructs that City staff deliver via United States Postal Service First Class to all properties abutting a beach access public right-of-way a copy of Code of Ordinances Sec. 70-2.

SECTION 3. This Resolution shall take effect immediately upon passage.

ADOPTED this 18th day of April, 2017.

CITY OF FERNANDINA BEACH

_____
ROBIN C. LENTZ
Commissioner - Mayor

ATTEST:

_____
CAROLINE BEST
City Clerk

APPROVED AS TO FORM AND LEGALITY:

_____
TAMMI E. BACH
City Attorney

Don Mazursky
2298 South Fletcher Avenue
Fernandina Beach, FL 32034
March 15, 2017

Via E-Mail
Mr. Dale L. Martin
City Manager
City of Fernandina Beach
204 Ash Street
Fernandina Beach, FL 32034
dmartin@fbfl.org

Re: Application for Landscaping at Beach Access 23

Dear Mr. Martin,

Thank you for returning my call yesterday and providing me with information on the history of Ordinance 2015-17 that you sent to me in your letter dated March 9, 2017. I received that letter when I returned home from work on March 13 and called you the next day.

As you and I discussed yesterday, my wife, Maria, and I are just completing our new home at 2298 South Fletcher. Our goal in adding some landscaping at Beach Access 23 immediately next to our lot line was to beautify that area for everyone in the community who wishes to use that beach access. Unlike the property owner at Beach Access 33 who, as you described, apparently tried to block and obscure that beach access, our landscaping is intended to enhance its use by others. In fact, we have built a private walkway on the other side of our property, and we likely will use the public access and walkway very little.

As you can see from the pictures included with this letter[1], we have a long wall and a hedge (which will grow higher over time) on the edge of our property, which serves as a clear divider from our property and the beach access. The hedge bushes and three palm trees that we added are immediately next to our wall, well away from the beach access walkway, and serve to hide the wall and make the view from the beach access more attractive. (This is very different from the encroachments made in Beach Access 33, a picture of which is included.) In addition, the grass we planted replaced stickers and other items that were not only unattractive but also painful if an individual or pet stepped on them on the way to the beach. We hope you and the City Commissioners agree.

My wife and I fell in love with Fernandina Beach soon after we got married in 2008 and look forward to making it our permanent home in the next couple of years. Everyone we have met in Fernandina Beach has been friendly and welcoming, and we certainly do not want to inconvenience anyone in the community. In our current home, we always strive to be good neighbors and citizens, and certainly will continue to do so in our new, adopted community.

---

[1] Please note that the two boulders at the entrance of Beach Access 23 and the grass right in front of the wooden walkway to the beach were already there and not added by us.

Please know that our failure to obtain prior approval from the Commission was not an intentional act. Neither our builder (who conferred with a city inspector about this landscaping before it was installed) nor our landscaper were aware of the approval process in Ordinance 2015-17. While ignorance of the law is no excuse, we have relied on these individuals throughout the building process to educate us on the rules so that we can be sure to comply.

Our hearts and intent in installing the landscaping were civic-minded, but we are now aware that we did not follow the correct process. We very much apologize for installing the landscaping without the necessary approval.

We hope the City Commissioners will agree that the landscaping is an improvement to Beach Access 23 and will allow us to keep it there. If so, we will be responsible for all costs of maintaining it and ensuring that it continues to serve the community in a positive manner. We are happy to provide the City with any written assurances in this regard that the Commissioners may request.

Of course, if the Commissioners decide that the landscaping is not acceptable, we will make any changes they may require or remove it in full. While we hope that is not the case, we certainly do not want to cause any rancor or disturbance for the Commissioners or within the community.

Again, thank you for speaking with me yesterday. Please let me know if you have any questions or if I can provide additional information.

Very truly yours,

Don Mazursky

cc: Maria Mazursky

ORDINANCE 2015-27

AN ORDINANCE OF THE CITY COMMISSION OF THE CITY OF FERNANDINA BEACH, FLORIDA, AMENDING THE CODE OF ORDINANCES CHAPTER 70, ARTICLE I, TITLED IN GENERAL, SECTION 70-2 REGARDING ENCROACHMENTS IN THE PUBLIC RIGHT-OF-WAY BY PROVIDING FOR COMMISSION REVIEW AND APPROVAL PRIOR TO PRIVATE ENCROACHMENTS BEING PLACED IN PUBLIC BEACH ACCESSES; PROVIDING FOR SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, on September 2, 2015, the City Commission held a public workshop regarding private encroachments in public beach accesses; and

WHEREAS, the City Commission directed City staff to prepare an amendment to the City Code of Ordinances to provide that the City Commission shall review all applications for private encroachments into public beach accesses.

NOW, THEREFORE, THE CITY OF FERNANDINA BEACH HEREBY ORDAINS:

SECTION 1. It is hereby proposed that Section 70-2 of the Code of Ordinances, City of Fernandina Beach, Florida is hereby amended to read as follows:

Sec. 70-2. - Encroachments in the public right-of-way.

(a) *Encroachments in the public* right-of-way *prohibited without permit.*

(1) No person or corporation shall place, affix, or cause to be placed or affixed any encroachment in the right-of-way without first obtaining permit therefore. Any encroachment not specifically authorized by the city commission or placed without a permit shall be subject to immediate removal by the city in the interests of the public health, safety and welfare.

(2) No sales or display of goods for sale shall be permitted in the public right-of-way.

(b) *Definitions.*

(1) *Encroachment* means any object which intrudes into the public right-of-way on either a temporary or permanent basis, but does not include newsracks.

(2) *Public* right-of-way means any public street, highway, sidewalk, parkway or alley.

(c) *Permits for use of* right-of-way—*Duration; renewal.*

(1) A permit allowing the encroachment on public right-of-way shall be required prior to any installation. Permits may be granted on any annual basis, and may be renewed if the encroachment does not unreasonably restrict the public use of the right-of-way and the encroachment is necessary to accomplish the objective for which it is requested in a reasonable manner. The permit fee shall be set by resolution of the city commission.

(d) *Application requirements.*

(1) All applications for encroachment into public right-of-way must describe the space to be used and the length of time desired. A map or diagram of the space shall be required, which shall also show the width of the sidewalk, location of other encroachments, such a trees, fire hydrants, and the location of handicapped ramps. The requested encroachment shall also be adequately described, and adequate information provided as to size, characteristics, installation and safety of the encroachment to the public.

(2) Prior to the issuance of a permit, an insurance certificate shall be required, with the city named as an additional insured. The applicant shall also indemnify the city from any and all accidents, or other harm which may be caused in any manner by the encroachment in the public right-of-way. The certificate of insurance shall be for general liability coverage in the amount of $500,000.00 minimum.

(3) The amount of space to be used, the location thereof within the right-of-way and the controls thereof shall be within the discretion of the city, based upon time, place and manner. Once all required application materials have been received, a permit may be issued within five business days.

(4) The application may be subject to the review and approval of the historic district council.

(5) All applications for encroachments into public beach accesses including encroachments into any of the public property or right-of-way adjacent to a public beach access, shall be reviewed by the City Commission and approved on a case-by-case basis.

(e) *Revocation; removal of encroachment.* The city shall have the right and privilege of revoking any permit for encroachment into the right-of-way. The person to whom such permit was issued shall remove the encroachment from such right-of-way and restore the same to its former condition within a reasonable time after having been notified in writing by the city.

(f) *Public protection.* Whenever any of the public right-of-way are used as provided by the terms of this section, the person so using them shall place and keep the encroachment thereon in the permitted location, and shall assure that the installation and or placement of the encroachment is safe for all members of the public.

(g) *Public safety and ~~shrimp festival~~ special events.* Nothing contained in this section shall be construed to prevent the erection of temporary barriers in the interest of public safety or the placement of temporary items or structures on closed streets or sidewalks during the special events. ~~annual shrimp festival~~.

SECTION 2. If any section, subsection, sentence, clause, phrase of this ordinance, or the particular application thereof shall be held invalid by any court, administrative agency, or other body with appropriate jurisdiction, the remaining sections, subsections, sentences, clauses, or phrases under this Ordinance shall not be affected thereby.

SECTION 3. That this Ordinance shall become effective immediately upon its final adoption.

PASSED AND ADOPTED, this 1st day of December, 2015.

ATTEST:

Caroline Best

Caroline Best
City Clerk

CITY OF FERNANDINA BEACH

Edward E. Boner
Commissioner – Mayor

APPROVED AS TO FORM & LEGALITY:

Tammi E. Bach
City Attorney

NOTICE OF PUBLIC HEARING
CITY COMMISSION
CITY OF FERNANDINA BEACH

NOTICE IS HEREBY GIVEN that a Public Hearing is scheduled for **Tuesday, December 1, 2015, at 6:00 PM** in the City Commission Chambers, 204 Ash Street Fernandina Beach, Florida to consider the following application:

ORDINANCE 2015-27

AN ORDINANCE OF THE CITY COMMISSION OF THE CITY OF FERNANDINA BEACH, FLORIDA, AMENDING THE CODE OF ORDINANCES CHAPTER 70, ARTICLE I, TITLED IN GENERAL, SECTION 70-2 REGARDING ENCROACHMENTS IN THE PUBLIC RIGHT-OF-WAY BY PROVIDING FOR COMMISSION REVIEW AND APPROVAL PRIOR TO PRIVATE ENCROACHMENTS BEING PLACED IN PUBLIC BEACH ACCESSES; PROVIDING FOR SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE.

Interested parties may appear at said hearing and be heard as to the advisability of any action, which may be considered. Any persons with disabilities requiring accommodations in order to participate in this program or activity should contact 310-3115, TTY/TDD 711 or through the Florida Relay Service at 1-800-955-8771 at least 24 hours in advance to request such accommodation.

IF ANY PERSON DECIDES TO APPEAL ANY DECISION MADE BY THE BOARD/COMMISSION WITH RESPECT TO ANY MATTER CONSIDERED AT SUCH HEARING, S/HE WILL NEED TO ENSURE THAT A VERBATIM RECORD OF THE PROCEEDINGS IS MADE, WHICH RECORD INCLUDES THE TESTIMONY AND EVIDENCE UPON WHICH THE APPEAL IS TO BE BASED.

For information, please contact the Staff of the City Clerk's Office, 204 Ash Street, between the hours of 8:00 AM – 5:00 PM, Monday through Friday, (904) 310-3115.

Note:
Please run as a DISPLAY in the November 18, 2015 edition of the News Leader.

Please send proof of publication to:
City Clerk's Office
City Hall, 204 Ash Street
Fernandina Beach, FL 32034
904-310-3115

November 18, 2015
News Leader Edition

SCANNED KB

NOTICE OF PUBLIC HEARING
CITY COMMISSION
CITY OF FERNANDINA BEACH

NOTICE IS HEREBY GIVEN that a Public Hearing is scheduled for **Tuesday, December 1, 2015, at 6:00 PM** in the City Commission Chambers, 204 Ash Street Fernandina Beach, Florida to consider the following application:

ORDINANCE 2015-27

AN ORDINANCE OF THE CITY COMMISSION OF THE CITY OF FERNANDINA BEACH, FLORIDA, AMENDING THE CODE OF ORDINANCES CHAPTER 70, ARTICLE I, TITLED IN GENERAL, SECTION 70-2 REGARDING ENCROACHMENTS IN THE PUBLIC RIGHT-OF-WAY BY PROVIDING FOR COMMISSION REVIEW AND APPROVAL PRIOR TO PRIVATE ENCROACHMENTS BEING PLACED IN PUBLIC BEACH ACCESSES; PROVIDING FOR SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE.

Interested parties may appear at said hearing and be heard as to the advisability of any action, which may be considered. Any persons with disabilities requiring accommodations in order to participate in this program or activity should contact 310-3115, TTY/TDD 711 or through the Florida Relay Service at 1-800-955-8771 at least 24 hours in advance to request such accommodation.

IF ANY PERSON DECIDES TO APPEAL ANY DECISION MADE BY THE BOARD/ COMMISSION WITH RESPECT TO ANY MATTER CONSIDERED AT SUCH HEARING, S/ HE WILL NEED TO ENSURE THAT A VERBATIM RECORD OF THE PROCEEDINGS IS MADE, WHICH RECORD INCLUDES THE TESTIMONY AND EVIDENCE UPON WHICH THE APPEAL IS TO BE BASED.

For information, please contact the Staff of the City Clerk's Office, 204 Ash Street, between the hours of 8:00 AM – 5:00 PM, Monday through Friday, (904) 310-3115.

Ord: (1a)

CITY COMMISSION AGENDA ITEM
CITY OF FERNANDINA BEACH

SUBJECT: Ordinance 2015-27
Code Amendment – Private Encroachments into Public Beach Accesses

DEPARTMENT: City Attorney

ATTACHMENTS: _X_ Ordinance ___ Resolution
___ Support Documents ___ Other

RECOMMENDED ACTION: Approve Ordinance 2015-27 at 2nd reading.

SUMMARY: On September 2, 2015, the City Commission held a public workshop regarding private encroachments into public beach accesses. The City Commission directed City staff to prepare an amendment to the City Code of Ordinances to provide that the City Commission shall review all applications for private encroachments into public beach accesses.

This Ordinance was approved at 1st reading by the City Commission on November 4, 2015.

FISCAL IMPACT: None

CITY ATTORNEY COMMENTS: See above.

DEPARTMENT HEAD	Submitted: Tammi E. Bach City Attorney	Date: 11/13/15
	Requested Agenda	Date: 12/1/15
FINANCE DEPARTMENT	Approved as to Budget Requirements	Date:
CITY ATTORNEY	Approved as to Form & Legality TEB	Date: 11/16/15
CITY MANAGER	Approved Agenda Item for 12/1/15	Date: 11/13/15

COMMISSION ACTION: ✓ Approved as Recommended ___ Disapproved
___ Approved With Modification ___ Postponed To Time Certain
___ Other ___ Tabled

Approved at the City Commission
Regular Meeting
Held on 12/1/15
Voted: 5-0 Initial: KB

CITY COMMISSION AGENDA ITEM
City of Fernandina Beach

SUBJECT: Resolution 2017-65
Authorizing the City Attorney to Defend the City in Certain Litigation

ITEM TYPE: Resolution

REQUESTED ACTION: Adopt Resolution 2017-65

SYNOPSIS: Section 31 of the City Charter requires that the prosecution and defense of litigation involving the City, by the City Attorney, be authorized by the City Commission. This Resolution authorizes the City Attorney to work with City claims administrator, PGCS, appear on behalf of if necessary, and defend the City in the matter of Dennis T. Hutto v. City of Fernandina Beach, Case No.:2017-CA-17, in the Fourth Judicial Circuit Court in and for Nassau County, Florida.

Mr. Hutto was arrested by FBPD fleeing the scene of a hit and run (objects involved no persons). Mr. Hutto claims that since FBPD arrested him in the unincorporated county, near Nottingham and 14th Street that FBPD violated the Mutual Aid agreement with the Sheriff. In addition, Mr. Hutto claims that the City processed a forfeiture action to get the title to Mr. Hutto's truck. Mr. Hutto's truck was actually sold by the tow operator who towed his truck from the scene of the arrest. The City denies all of these claims and has given the lawsuit to its claims administrator, PGCS, for handling. PGCS assigned defense counsel in Jacksonville at the Quintairos, Prieto et al. law firm.

The City was served the Complaint on or about March 31, 2017, and this case will most likely be moved to Federal Court since Mr. Hutto is making civil rights claims. Defense counsel will work closely with the City Attorney to defend this lawsuit.

FISCAL IMPACT: The City carries law enforcement liability insurance and will pay a $10,000 deductible to have the insurance company (PGIT) provide defense for the City. The $10,000 deductible will be paid from the Deposit Account for Property Casualty Premiums Account # 631 22631.

CITY ATTORNEY COMMENTS: See synopsis.

CITY MANAGER RECOMMENDATION(S): I recommend that the City Commission adopt proposed Resolution 2017-65.

Dale Martin, City Manager
Tammi Bach, City Attorney
Patti Clifford, Comptroller Date:04/11/2017

COMMISSION ACTION: Adopt

RESOLUTION 2017-65

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF FERNANDINA BEACH, FLORIDA, AUTHORIZING THE CITY ATTORNEY TO DEFEND THE CITY IN CERTAIN LITIGATION; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, Section 31 of the City Charter requires that the prosecution and defense of litigation involving the City, by the City Attorney, be first authorized by the City Commission; and

WHEREAS, certain issues now face the City of Fernandina Beach, Florida, which require resolution in the Courts or administrative agencies of this State.

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

SECTION 1. The City Commission hereby authorizes the City Attorney to work with City claims administrator, PGCS, appear on behalf of if necessary, and defend the City of Fernandina Beach in the matter of Dennis T. Hutto v. City of Fernandina Beach, Case No.: 2017-CA-17 in the Fourth Judicial Circuit Court in and for Nassau County, Florida.

SECTION 2. This Resolution shall take effect immediately upon passage.

ADOPTED this 18th day of April, 2017.

CITY OF FERNANDINA BEACH

_____

Robin C. Lentz
Commissioner - Mayor

ATTEST:

_____

Caroline Best
City Clerk

APPROVED AS TO FORM AND LEGALITY:

_____

Tammi E. Bach
City Attorney

CITY COMMISSION AGENDA ITEM
City of Fernandina Beach

SUBJECT: Resolution 2017-66
Contract Approval - Rollins Snelling, LLC
Budget Amendment

ITEM TYPE: Resolution

REQUESTED ACTION: Adopt Resolution 2017-66

SYNOPSIS:

Nassau County (BOCC) approved a contract for beach cleaning services (Leave No Trace) earlier this year with Rollins Snelling. The City of Fernandina Beach can piggyback on this Nassau County contract and the Amelia Island Tourist Development Council (Amelia Island Convention and Visitors Bureau) will pay all of the costs to enforce the City's "Leave No Trace" (LNT) Ordinance regarding personal property left unattended on City beaches.

The Nassau County contract with Rollins Snelling was signed on December 28, 2016. The Fernandina Beach Ordinance mirroring LNT (2016–18) was approved on December 20, 2016. The result is the BOCC contract only reflects implementing LNT on the unincorporated areas of the beach. The intent has always been for full funding of LNT on Amelia Island to be provided by the Tourist Development Council (AITDC). That commitment still stands.

The City of Fernandina Beach will piggyback on the Nassau County contract with Rollins Snelling in the amount of $36,348 per year. Terms will be the same as listed in Exhibit "A", Page 12, Item 8 of the Nassau County contract. Prior to entering into the contract, the City will send a request to AITDC Chairman Danny Leeper seeking reimbursement of this expenditure. The AITDC will then present the request to the Board of County Commissioners for action. Upon receipt of invoices, the AITDC will reimburse the City up to the $36,348 for payments made to Rollins Snelling to enforce the LNT ordinance.

The Scope of Work for regular beach cleaning remains the same as in past years - from the southern boundary of Fort Clinch to the northern boundary of Amelia Island State Park. All associated costs are paid for by the AITDC/BOCC.

FISCAL IMPACT: Staff recommends a budget amendment of $15,200 to increase the new TDC Revenue Account 001 36997 and increase the Parks Contractual Account 0017210 53400, increasing the Total City Budget from $115,320,156 to $115,335,356.

CITY ATTORNEY COMMENTS: No additional comments.

CITY MANAGER RECOMMENDATION(S): I recommend that the City Commission adopt proposed Resolution 2017-66.

Dale Martin, City Manager
Tammi Bach, City Attorney
Vee Sellers, Paralegal Date:04/11/2017

COMMISSION ACTION: Adopt

RESOLUTION 2017-66

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF FERNANDINA BEACH, FLORIDA, APPROVING A CONTRACT FOR BEACH CLEANING SERVICES BASED UPON THE NASSAU COUNTY CONTRACT WITH ROLLINS SNELLING, LLC TO ENFORCE THE CITY'S "LEAVE NO TRACE" ORDINANCE FOR UNATTENDED ITEMS LEFT ON CITY BEACHES; APPROVING AN AMENDMENT TO THE BUDGET FOR FISCAL YEAR 2016/2017; AUTHORIZING EXECUTION; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the Board of County Commissioners of Nassau County adopted its "Leave No Trace" ordinance and entered into a beach cleaning contract with Rollins Snelling, LLC in January 2017; and

WHEREAS, the City adopted its "Leave No Trace" ordinance for unattended personal property left on City beaches on December 20, 2016; and

WHEREAS, the City desires to piggyback on Nassau County's contract with Rollins Snelling, LLC in the annual amount of $36,348 which is the same amount that Nassau County will pay for cleaning of unincorporated beaches on Amelia Island; and

WHEREAS, staff recommends a budget amendment of $15,200 to increase the new TDC Revenue Account 001 36997 and increase the Parks Contractual Account 0017210 53400, **increasing the Total City Budget from $115,320,156 to $115,335,356.**

WHEREAS, the Amelia Island Convention and Visitors Bureau (TDC) will reimburse the City 100% of the invoiced amounts upon the City's submission of invoices to the Board of County Commissioners of Nassau County.

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

SECTION 1. The City Commission hereby approves the contract for beach cleaning services by Rollins Snelling, LLC to enforce the City's "Leave No Trace" ordinance.

SECTION 2. The City Manager and City Clerk are hereby authorized to execute all documentation pertaining to this purchase, upon the review and approval of the City Attorney.

SECTION 3. The City Commission hereby approves the budget amendment of $15,200 to increase the new TDC Revenue Account 001 36997 and increase the Parks Contractual Account 0017210 53400, **increasing the Total City Budget from $115,320,156 to $115,335,356.**

SECTION 4. This Resolution shall become effective immediately upon passage.

ADOPTED this 18th day of April, 2017.

CITY OF FERNANDINA BEACH

_____
Robin C. Lentz
Commissioner - Mayor

ATTEST:

_____
Caroline Best
City Clerk

APPROVED AS TO FORM AND LEGALITY:

_____
Tammi E. Bach
City Attorney

BOCC AGENDA ITEM

Item Title: Beach and Park Cleaning Services - Recommendation of Award

Date: 1/18/2017

Department: Office of Management & Budget/Contracts Management

Background:

Background: On Tuesday, November 29, 2016, Five (5) bids were received in response to the Invitation to Bid for the Beach and Park Cleaning Services, Bid No. NC16-032 (see Bid Opening Minutes - Tab A).

Upon evaluation of the bids received, it is recommended that Rollins Snelling Beach Services, LLC be awarded the bid based on the following summary:
Also, see bid tabulation and summary – Tab B.

Bid Summary:

Rollins Snelling Beach Services, LLC	$143,928.00
FL&L Environmental, Inc.	NON-Responsive
AllPro	$164,400.00
Dunmar Group, Inc.	NON-Responsive
Contractor Enterprises, Inc.	NON-Responsive

Attachments:
Tab A - Bid Opening Minutes
Tab B - Bid Tabulation/Comparison; Bid Summary
Tab C - Contract

All other documentation, i.e. bid submittals, minutes of the bid opening, etc. are available for review upon request to Contract Management.

Request:

Award Bid No. NC16-032 to Rollins Snelling Beach Services, LLC, in the amount of $143,928 for Beach and Parking Cleaning Services; and authorize the Chairman to sign Contract No. CM2398. Funding Source(s): 37525539-534102 and 01075572-534014.

Financial/Economic Impact to Future Years Budgeting Process or Effect on Citizens:

Included in FY 16/17 Budget

Action Requested and Recommendation:

Award Bid No. NC16-032 to Rollins Snelling Beach Services, LLC, in the amount of $143,928 for Beach and Parking Cleaning Services; and authorize the Chairman to sign Contract No. CM2398.

Is this action consistent with the Nassau County Comprehensive Land Use Plan?

NA

Funding Source:

37525539-534102: Daily pick-up of litter from beaches and public walkovers and removal and disposal of personal items left on the beach. $114,168

01075572-534014: Restroom Cleaning. $29,760

Additional Information Needed for Contracts/Agreements (If Applicable)

thru 1-31-18
C5-16-116

Contract Number CM2398
Bid Number NC16-032

CONTRACT FOR BEACH AND PARK CLEANING SERVICES

THIS CONTRACT entered into this 18th day of January, 2017, by and between the **BOARD OF COUNTY COMMISSIONERS OF NASSAU COUNTY, FLORIDA, a political subdivision of the State of Florida,** hereinafter referred to as "County", and **ROLLINS SNELLING BEACH SERVICES, LLC,** 9 Water Oak, Fernandina Beach, Florida 32034, hereinafter referred to as "Vendor".

WHEREAS, the Board of County Commissioners of Nassau County, Florida received sealed bids for Beach and Park Cleaning Services, Bid No. NC16-032, on November 29, 2016 at 4:00 p.m.; and

WHEREAS, the Contract Management Department determined that Rollins Snelling Beach Services, LLC was the most responsive and responsible bidder for the bid items as set forth in Attachment "B"; and

WHEREAS, Vendor, by submission of the bid, represents that Vendor has the ability to perform this contract as set forth herein and has reviewed and understands Ordinance No. 2016-06 (Attachment C); and

NOW, THEREFORE, in consideration of the terms and conditions herein set forth, the County and the Vendor agree as follows:

SECTION 1. Description of Services to be Provided

The County does hereby retain the Vendor for the scope of work as further described in the Scope of Services attached hereto as Exhibit "A" and made a part hereof.

SECTION 2. Receiving/Payment/Invoicing

The County shall pay the vendor within forty-five (45) calendar days of receipt of invoice, pursuant to and in accordance with the promulgations set forth by the State of Florida's Prompt Payment Act. (Florida Statutes Section 218.70). Payment shall not be made until services have been received, inspected and accepted by the County as set forth in section 3. Payment will be accomplished by submission of an invoice, with the contract number referenced thereon and mailed to Facilities Maintenance, 45195 Musselwhite Road, Callahan, FL, 32011. Payment in advance of receipt of services by Nassau County cannot be made.

The invoice submitted shall be in sufficient detail as to services performed for the County to verify compliance with the awarded bid.

Initials RS DK

SECTION 3. Acceptance of Goods/Services

Receipt of an invoice shall not constitute acceptance. Final acceptance and authorization of payment shall be given only after a thorough review indicates that the performance meets bid specifications and conditions as determined by the County Manager or his designee. Should the County Manager or his designee agree to accept the performance on condition that the Vendor will correct his performance within a stipulated time period, then payment will be withheld until the services are performed as specified.

SECTION 4. Fund Availability

This Contract is deemed effective only to the extent that appropriations are available. Pursuant to Florida Statutes all appropriations lapse at the end of the Fiscal Year. Multi-year awards shall be adequately funded but the County reserves the right not to appropriate for an ongoing procurement if it is deemed in its best interest.

SECTION 5. Permits/Licenses/Fees

Any permits, licenses or fees required for this service will be the responsibility of the Vendor unless otherwise stated.

SECTION 6. Taxes

The County is tax exempt. As such, the County will not pay any Federal Excise or State of Florida Sales Tax. The Vendor will refrain from including taxes in any billing.

SECTION 7. Laws Governing this Contract

This Contract shall be consistent with, and be governed by, the Ordinances of Nassau County, the laws of the State of Florida, and applicable federal statutes, rules and regulations. Any and all litigation arising under this Contract shall be brought in Nassau County, Florida.

SECTION 8. Changes

The County reserves the right to order, in writing, changes in the work within the scope of the contract.

SECTION 9. Modifications

In addition to modifications made under the changes clause, this Contract may be modified within the scope of the contract upon the written and mutual consent of both parties, and approval by appropriate legal bodies in the County.

SECTION 10. Assignment & Subcontracting

The Vendor will not be permitted to assign its contract with the County, or to subcontract any of the work requirements to be performed without obtaining prior written approval by the County Manager.

SECTION 11. Severability

If any section, subsection, sentence, clause, phrase, or portion of this Contract is, for any reason, held invalid, unconstitutional, or unenforceable by any Court of Competent Jurisdiction, such portion shall be deemed as a separate, distinct, and independent provision, and such holding shall not affect the validity of the remaining portions thereof.

SECTION 12. Termination for Performance

The performance of the Contract may be terminated by the County in accordance with this clause, in whole or in part, in writing, whenever the County shall determine that the Vendor has failed to meet performance requirement(s) of the Contract and is in default.

SECTION 13. Termination for Convenience

The County reserves the right to terminate the Contract in whole or part, said determination shall be in writing for convenience, by giving the vendor written notice at least thirty (30) days prior to the effective date of the termination. The written termination should be signed by the County Manager or his designee. Upon receipt of termination from the County, the Vendor shall only provide those services specifically approved or directed by the County. All other rights and duties of the parties under the Contract shall continue during such notice period, and the County shall continue to be responsible to the vendor for the payment of any obligations, if the performance meets the specifications and conditions as determined by the County, to the extent such responsibility has not been excused by breach or default of the Vendor.

SECTION 14. Force Majeure

Neither party of this Contract shall be liable to the other for any cost or damages if the failure to perform the Contract arises out of causes beyond the control and without the fault or negligence of the parties. Such causes may include, but are not restricted to, acts of nature, fires, quarantine restriction, strikes and freight embargoes. In all cases, the failure to perform must be totally beyond the control and without any fault or negligence of the party.

Initials RS DBL

SECTION 15. Access and Audits

The Vendor shall maintain adequate records to support any and all invoices incurred for work performed and billed for at least three (3) years after completion of this Contract. The County and the Clerk of Courts shall have access to such books, records, and documents as required in this Section for the purpose of inspection or audit during normal business hours, at the County's or the clerk's cost, upon five (5) days' written notice.

SECTION 16. Vendor Responsibilities

The Vendor will provide the services agreed upon in a timely and professional manner in accordance with specifications.

SECTION 17. Public Emergencies

The Vendor shall agree before, during, and after a public emergency, disaster, hurricane, tornado, flood, or other acts of nature that the County shall require a "First Priority" for goods and services. It is vital and imperative that the majority of citizens are protected from any emergency situation that threatens public health and safety, as determined by the County.

SECTION 18. Period of Contract/Option to Extend or Renew

This Contract shall begin on February 1, 2017 and terminate January 31, 2018 subject to all sections of this contract. The Contract may be extended upon mutual written Contract between the vendor and the County with no change in terms or conditions. Any extension of the Contract under this provision shall be in one (1) year increments. Total contract length and individual one (1) year extensions shall not exceed five (5) years in length. Any Contract or amendment to the Contract shall be subject to fund availability and mutual written agreement between the County and the Vendor.

SECTION 19. Exercise of Option

If the County desires to enter into an option period, the County shall request, in writing, from the Vendor their written statement of intent to enter into an extension of the performance period. The County may provide written request for extension a minimum of thirty (30) days prior to the expiration date.

SECTION 20. Probationary Period

The first ninety (90) days of this Contract are to be considered a "probationary" period. At the County's election, this Contract may be terminated by the County Manager or his designee, based on the performance of the Vendor as determined by the County Manager.

SECTION 21. Supervision

The Vendor shall act as an independent contractor and not as an employee of the County. The County shall not exercise any supervision or control over the Vendor's performing services under this Contract. The Vendor and any employees shall be accountable not to the County, but solely to the Vendor, who in turn is responsible to the County.

SECTION 22. Indemnification and Insurance

The Vendor shall indemnify and hold harmless the County and its agents and employees from and against all claims, damages, losses and expenses, including attorney's fees, arising out of or resulting from the performance of this contract, provided that any such claims, damage, loss or expense is attributable to bodily injury, sickness, disease or death, or to loss to or destruction of tangible property, including loss of use resulting therefrom; and is caused in whole or in part by any negligent or willful act or omission of the Vendor and/or Subcontractor, anyone directly or indirectly employed by any of them or anyone for whose acts any of them may be liable.

In any and all claims against the County or any of its agents or employees, by any employee of the Vendor, any Subcontractor, anyone directly or indirectly employed by any of them or anyone for whose acts any of them may be liable, the indemnification obligation shall not be limited in any way by any limitation on the amount or type of damages, compensation, or benefits payable by or for the Vendor or any Subcontractor under Workers' Compensation acts, disability benefit acts, or other employee benefits act.

The vendor shall, on a primary basis, and at its sole expense, agree to maintain in full force and effect at all times during the life of this contract, insurance coverage's, limits, including endorsements, as described herein. The requirements contained herein, as well as the County's review or acceptance of insurance maintained by the Vendor is not intended to and shall not in any manner limit or qualify the liabilities and obligations assumed by the Vendor under the Contract.

Workers' Compensation: The Vendor shall agree to maintain Workers' Compensation Insurance and Employers Liability in accordance with Florida Statute Chapter 440. Coverage must include Employers Liability with a minimum limit of $100,000 for bodily injury caused by an accident, each accident; $100,000 for bodily injury caused by a disease, each employee; $500,000 for bodily injury caused by a disease, policy limit. Vendor shall provide written confirmation from the State of Florida quarterly that his Workers' Compensation Insurance and

Employers Liability is in accordance with Florida Statutes Chapter 440 and that all employees are covered. If the State of Florida determines that Vendor is not in compliance, in that the County has a financial obligation as a result of non-compliance, the Vendor shall within thirty (30) days reimburse the County.

Business Auto Policy: The Vendor shall agree to maintain Business Automobile Liability at a limit of liability not less than $1,000,000 each occurrence for all owned, non-owned and hired automobiles. In the event the Vendor does not own any automobiles, the Business Auto Liability requirement shall be amended allowing the Vendor to agree to maintain only Hired and Non-Owned Auto Liability. This amended requirement may be satisfied by way of endorsement to the Commercial General Liability, or separate business auto coverage form.

Commercial General Liability: Commercial General Liability for public liability during the lifetime of this Contract shall have minimum limits of $1,000,000 each occurrence, $2,000,000 General Aggregate; and $2,000,000 Products-Completed Operations Aggregate. Coverage shall include Premises and/or Operations, Independent Contractors, Products and/or Complete Operations, Personal and Advertising Liability, Contractual Liability and Broad Form Property Damage Endorsements. Coverage shall not contain an exclusion or limitation endorsement for Contractual Liability or Cross Liability. Coverage for the hazards of explosion, collapse and underground property damage (XCU) must also be included when applicable to the work to be performed. All insurance policies shall be issued from a company or companies duly licensed by the State of Florida. All policies shall be on an occurrence basis; the County shall not accept claims-made policies. Specific endorsements will be requested depending upon the type and scope of work to be performed.

Additional Insured Requirements: Certificates showing proof of the above required insurance shall be provided to the County prior to start of this contract and shall be attached hereto as Attachment "D". Except as to Workers' Compensation and Employers' Liability, said Certificate(s) shall clearly state that coverage required by the Contract has been endorsed to include Nassau County, a political subdivision of the State of Florida, its officers, agents and employees as Additional Insured with a CG 2026-Designated Person or Organization endorsement, or similar endorsement, to its Commercial General Liability. General Liability, Auto Liability and Workers Compensation policies must contain a Waiver of Subrogation clause in favor of Nassau County Board of County Commissioners. The name for the Additional

Insured endorsement issued by the insurer shall read "Nassau County, a political subdivision of the State of Florida, its officers, employees and agents". Above stated insurance policies will be endorsed to unequivocally provide thirty (30) days written notice to the County prior to any adverse changes, cancellation, or non-renewal of coverage thereunder. A copy of the policy endorsements must be included with the Certificate of Insurance. Said liability insurance must be acceptable by and approved by the County as to form and types of coverage. In the event that the statutory liability of the County is amended during the term of this Contract to exceed the above limits, the contractor shall be required, upon thirty (30) days written notice by the County, to provide coverage at least equal to the amended statutory limit of liability of the County.

SECTION 23. Disputes

Any dispute arising under this Contract may be addressed by the County Manager or his designee and the Vendor. Any initial meeting shall take place no more than thirty (30) days from the written notification of the dispute addressed to the County Manager.

The County Manager may notify the County Attorney. The County Attorney and the County Manager may meet with the Vendor.

SECTION 24. PUBLIC RECORDS

The County is a public agency subject to Chapter 119, Florida Statutes. IF THE CONTRACTOR HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE CONTRACTOR'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS CONTRACT, CONTACT THE CUSTODIAN OF PUBLIC RECORDS AT (904) 530-6250, DMOODY@NASSAUCOUNTYFL.COM, 96161 NASSAU PLACE, YULEE, FLORIDA 32097. Under this agreement, to the extent that the contractor/vendor/consultant is providing services to the County, and pursuant to section 119.0701, Florida Statutes, the contractor/vendor/consultant shall:

a. Keep and maintain public records required by the public agency to perform the service.
b. Upon request from the public agency's custodian of public records, provide the public agency with a copy of the requested records or allow the records to be inspected or copied within a reasonable time at a cost that does not exceed the cost provided in this chapter or as otherwise provided by law.
c. Ensure that public records that are exempt or confidential and exempt from public

records disclosure requirements are not disclosed except as authorized by law for the duration of the contract term and following completion of the contract if the contractor does not transfer the records to the public agency.

d. Upon completion of the contract, transfer, at no cost, to the public agency all public records in possession of the contractor or keep and maintain public records required by the public agency to perform the service. If the contractor transfers all public records to the public agency upon completion of the contract, the contractor shall destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. If the contractor keeps and maintains public records upon completion of the contract, the contractor shall meet all applicable requirements for retaining public records. All records stored electronically must be provided to the public agency, upon request from the public agency's custodian of public records, in a format that is compatible with the information technology systems of the public agency.

If a contractor/vendor/consultant does not comply with a public records request, the County shall enforce the contract provisions in accordance with the contract.

SECTION 25. Entire Agreement

The written terms and provisions of this contract shall supersede all prior verbal statements of any official or other representative of the County. Such statements shall not be effective or be construed as entering into, or forming a part of, or altering in any manner whatsoever, this Contract or contract documents.

[SIGNATURES BEGIN ON NEXT PAGE]

IN WITNESS WHEREOF, the parties have executed this contract, in two (2) copies, each of which shall be deemed an original on this day and year first above written.

BOARD OF COUNTY COMMISSIONERS
NASSAU COUNTY, FLORIDA

DANIEL B. LEEPER
Its: Chairman

Attest as to authenticity of the
Chair's signature:

JOHN A. CRAWFORD
Its: Ex-Officio Clerk

MES
01.19.17

Approved as to form and legality by the
Nassau County Attorney

MICHAEL S. MULLIN

Initials RS DBL

Contract Number CM2398
Bid Number NC16-032

ROLLINS SNELLING BEACH SERVICES, LLC

By: Rollins Snelling
Its: President

STATE OF Florida
COUNTY OF Nassau

Before me personally appeared, Rollins Snelling, who is personally known ____ or produced Drivers License as identification, known to be the person described in and who executed the foregoing instrument, and acknowledged to and before me that he/she executed said instrument for the purposes therein expressed.

WITNESS my hand and official seal, this 28th day of December, 2016.

Octavia Nacole Pollard
Notary Signature

Notary-Public-State of Florida at large
My Commission expires:

OCTAVIA NACOLE POLLARD
MY COMMISSION # GG004228
EXPIRES June 21, 2020
(407) 398-0153 FloridaNotaryService.com

Initials RS DBL

EXHIBIT "A" - TECHNICAL SPECIFICATIONS/SCOPE OF WORK

NASSAU COUNTY BID NUMBER NC16-032

BEACH AND PARK CLEANING SERVICES
SCOPE OF WORK AND TECHNICAL SPECIFICATIONS

1. Vendor shall perform all work and furnish all necessary labor, equipment, material, and transportation in providing beach and park cleaning services.

2. Vendor shall perform beach and park cleaning services as described herein seven (7) days a week.

3. Schedule shall be established as follows:

   On-season = March 15 – September 15
   Off-season = September 16 – March 14

4. Areas: South-end Walkover, Burney Park, Peter's Point Park, Scott Road Beach Access, Dee Dee Bartels – North End Boat Ramp Nature Center and Fishing Pier, Main Beach Park, Seaside Park and North Beach Park. The Atlantic Ocean beach area from the southern boundary of the Fort Clinch State Park south to the northern boundary of the State Park on south end of Amelia Island.

5. **Beach Cleaning:**

   a) Manual clean seven (7) days a week.
   b) Vendor shall clean the Atlantic Ocean beach area in Nassau County beaches from the southern boundary of the city limits south to the northern boundary of the State Park and clean City of Fernandina Beach beaches from the southern boundary of the city limits north to the southern boundary of the state park.
   c) Manual cleaning means cleaning of the beaches by manual picking up litter and debris. This includes anything that is foreign to the beaches and shall include the area on the beaches from the water to the top of the dune facing the beach and at all beach parks, including Peter's Point, Burney Park, South-end Walkover, Dee Dee Bartels – North End Boat Ramp Nature Center and Fishing Pier, Main Beach Park, Seaside Park and North Beach Park, along with all public walkovers to the beach. This includes the walkovers on and below plus the parking areas. The removal of unsightly and/or dangerous materials, raking the seaweed as needed (all natural debris can be used to prevent erosion) and raking the more heavily used areas weekly.
   d) Vendor shall bury all sea turtles, after they have been marked and any dead birds and large fish left on the beach.
   e) This contract does not include the following:
      1. Major fish kills
      2. Red tide
      3. Unusual excessive weather, such as a hurricane, etc.
      4. Oil spills
      5. Removal of beached whales or large sea creatures

Initials RS DBL

6. **Restrooms:**

   a) Clean restrooms at Burney Park, Peter's Point and Dee Dee Bartels – North End Boat Ramp Nature Center and Fishing Pier.
   b) Clean restrooms seven (7) days a week
   c) Clean twice (2) daily on holiday weekends; before 7:00 AM and between 12:00 PM and 2:00 PM; Memorial Day weekend (Saturday, Sunday, and Monday); July 4th (if part of a weekend, include Saturday and Sunday); Labor Day (Saturday, Sunday, and Monday).
   d) Vendor will provide all cleaning products, disinfectants, paper products and cleaning materials, including garbage can liners. Disinfectants shall be other than chlorine bleach and requires County approval prior to use.

7. **Garbage Containers:**

   a) Vendor shall empty all garbage containers located on the beach, and all garbage containers located at the beach parks, and all garbage containers located at all beach walkovers (beach side and road side parking areas) a minimum of three times a week on Monday, Wednesday, and Friday plus all holidays. The containers that are used or filled more often shall be emptied more frequently.
   b) There are currently 194 garbage containers including 12 in the restrooms. Nassau County and the City of Fernandina Beach reserve the right to add or delete garbage containers to accommodate the areas as beach patron numbers fluctuate. This will not be an increase to the contract amount.
   c) Vendor shall be responsible for all dumping fees. Debris deposited from the dumping of the garbage containers on the beach and all garbage containers located at the beach parks shall be deposited at a properly licensed landfill.
   d) Vendor shall work with the County Facilities Maintenance Director in placing and replacing garbage cans as needed on the County beaches and parks and the City Parks and Recreation Director for City beaches and parks.
   e) Vendor shall provide can liners/trash bags.

8. **Remove and Dispose of Personal Items (in the unincorporated beach areas of the County)**

   a) Removal and disposal of personal items left unattended on the beach located in the unincorporated areas of the County beach as set forth in Ordinance No. 2016-16.
   b) The removal of personal items, considered a nuisance and unlawful, shall be removed daily from 8:00 p.m. until 6:00 a.m., except as otherwise permitted by Ordinance No. 2016-16.
   c) Disposal of personal items removed in accordance with these services are the sole responsibility of the Vendor.

9. **Vehicles on Beaches and in Parks**

   The Vendor will need to receive prior permission from the County to have any vehicles on the beaches. The contractor will furnish information as to any vehicles they will need to perform the work. The information shall be submitted to the County Manager's office on a form prepared by the County Manager's office.

10. Vendor shall notify the County Parks and Recreation Department or the City Parks and Recreation Department of any problems or maintenance items the next working day by 9:00 AM. In case of an emergency, the Vendor will notify the maintenance technician on call for the period.

11. Vendor shall provide contact information and be subject to respond on an emergency basis, 24 hours a day, seven (7) days per week.

12. Invoices will show amounts separately by restrooms, manual beach cleaning, and cost for personal items removed and disposed of.

(End of Technical Specifications/Scope of Work)

Contract Number CM2398
Bid Number NC16-032

ATTACHMENT "B" – BID PRICE SHEET

NASSAU COUNTY
BEACH AND PARK CLEANING ANNUAL CONTRACT
BID NUMBER NC16-032

Section 1: DAILY PICK-UP OF LITTER FROM BEACHES AND ALL PUBLIC WALKOVERS		
1.1 March 15 to September 15	$ 7040 –	per month
1.2 September 16 to March 14	$ 5930 –	per month
SUBTOTAL PER YEAR (includes can liners/bags)	$ 79,820.00	per year
Section 2: RESTROOM CLEANING		
2.1 Burney Park (March 15 to September 15)	$ 1240 –	per month
2.2 Burney Park (September 16 to March 14)	$ 760 –	per month
2.3 Dee Dee Bartels –NEBR (March 15 to September 15)	$ 590 –	per month
2.4 Dee Dee Bartels-NEBR (September 16 to March 14)	$ 370 –	per month
2.5 Peters Point Park (March 15 to September 15)	$ 1240 –	per month
2.6 Peters Point Park (September 16 to March 14)	$ 760 –	per month
SUBTOTAL PER YEAR (includes all cleaning and paper supplies and double cleaning on holidays and holiday weekends)	$ 29,760.00	per year
Section 3: REMOVE AND DISPOSE OF PERSONAL ITEMS FROM NASSAU COUNTY BEACHES. (In Violation of Ordinance No. 2016-06)		
3.1 March 15 to September 15	$ 3968 –	per month
3.2 September 16 to March 14	$ 2100 –	per month
SUBTOTAL PER YEAR	$ 36,348	per year
TOTAL ANNUAL BID	$ 143,928.00	per year

COMPANY NAME: ROLLINS SNELLING BEACH SERVICE LLC

ADDRESS: 9 WATER OAK
FERNANDINA BEACH, FL. 32034

PHONE NUMBER: 904-415-3550 FAX NUMBER: 904-261-7711

EMAIL ADDRESS: RADO10@AOL.COM

SIGNATURE: Rollins Snelling DATE: 11-28-2016

PRINTED NAME: ROLLINS SNELLING

TITLE: PRESIDENT-OWNER-MANAGER

REMINDER: THIS FORM IS TO BE INCLUDED WITH BID.
FAILURE TO SUBMIT ALONG WITH BID MAY BE CAUSE FOR DISQUALIFICATION.

Contract Number CM2398
Bid Number NC16-032

ATTACHMENT "C"

ORDINANCE NO. 2016-06

AN ORDINANCE OF THE BOARD OF COUNTY COMMISSIONERS OF NASSAU COUNTY, FLORIDA, PROHIBITING AND REGULATING PERSONAL PROPERTY UNATTENDED ON ATLANTIC OCEAN BEACHES WITHIN THE UNINCORPORATED AREAS OF AMELIA ISLAND; PROVIDING FOR PENALTY; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, pursuant to Section 125.01, Florida Statutes, the County has the authority to adopt rules and regulations which are not inconsistent with general or special law; and

WHEREAS, the Board of County Commissioners of Nassau County, Florida, has been made aware by concerned citizens and organizations of concerns and issues regarding the Atlantic Ocean beaches; and

WHEREAS, the beach issues and concerns include, but are not limited to, safety issues, litter, potential degradation of the beach, health and welfare of beach users, and adverse effects to sea turtles and shore birds; and

WHEREAS, items left on the beach unattended after certain hours are obstacles for maintenance crews and official use vehicles and the general public; and

WHEREAS, the Board of County Commissioners seeks to insure that regulations address the health, safety and welfare of all the citizens that utilize the beach and protects the physical nature of the beach and turtles and shore birds; and

WHEREAS, the Florida Fish and Wildlife Conservation Commission has published guidelines to reduce impacts to sea turtles from beach furniture; and

WHEREAS, the Board of County Commissioners has determined that items left unattended on portions of the beach interfere with the public's use and are a safety hazard and adversely affect the physical nature of the beach and the general public's safe use of the beach and adversely affect sea turtles and other protected species and affect the general use of the beach; and

KS

WHEREAS, the Board of County Commissioners directed specific individuals to: conduct fact finding and receive citizen input, state input, review other county and city ordinances, receive property owners' input and association input; and

WHEREAS, the Board of County Commissioners has conducted public hearings; and

WHEREAS, the Board of County Commissioners has received recommendations from individual citizens and groups as well as homeowners association representatives; and

WHEREAS. In order to protect and maintain the beach for all the citizens that use the beach and the protected species, the Board finds that unattended items left on certain portions of the Atlantic Ocean beaches are injurious to beach goers, official use vehicles and protected species and are a public nuisance; and

WHEREAS, the Board finds that Personal Property left unattended, as described herein, on the Atlantic Ocean beaches in violation of this ordinance is neither "lost property" or "abandoned property" as the terms are used in Section 705.101, Florida Statutes; and

WHEREAS, Personal Property left unattended as described herein during a time that is prohibited shall be deemed abandoned and are a public nuisance.

NOW, THEREFORE, BE IT ORDAINED by the Board of County Commissioners of Nassau County, Florida, as follows:

SECTION 1. PURPOSE

The purpose of this Ordinance is to promote public safety, protect the beach, protect beach users, preserve the natural resources and protect species that inhabit the sand areas.

SECTION 2. DEFINITIONS

(1) *Beach* means the zone of unconsolidated material that extends landward from the mean low-water line to the place where there is marked change in material or physiographic form, or to the line of permanent vegetation, usually the effective limit of storm waves.

(2) *Personal Property*: includes but is not limited to: tents (including tent frames), cabanas, umbrellas and other shading devises, beach chairs and other furniture, picnic tables, tiki huts,

KS

volleyball nets, hammocks, floats, sailboards, surfboards, kites, jet skis, sailboats, water cycles and other watercraft, beach toys, grills, nets, coolers, canoes, kayaks and general items for beach recreation, or similar items.

(3) *Dune* means a mound, bluff or ridge of loose sediment, usually sand-sized sediment, lying upland of the beach and deposited by any natural or artificial mechanism, which may be bare or covered with vegetation, and is subject to fluctuations in configuration and location. In the absence of a discernible dune, the seaward boundary of a dune will be deemed to be the line of native vegetation.

(4) *Person* means any natural person, firm, partnership, association, corporation and any other legal entity.

SECTION 3. DECLARATION OF PUBLIC NUISANCE

Personal items referenced in Section 2(2) that are left unattended in violation of this ordinance are hereby declared to be a public nuisance. No person shall allow the existence of such public nuisance except as set forth herein.

SECTION 4. PERSONAL PROPERTY PROHIBITED

(1) Personal items left unattended on the beach located in the unincorporated area of the County beach from 8:00 p.m. until 6:00 a.m. daily except as otherwise permitted in this article, shall be considered a nuisance and unlawful.

(2) Any Personal Property left unattended during the hours stated in section (1) shall be deemed to be discarded and the County shall dispose of them except as provided in paragraph 3.

(3) From 8:00 p.m. until 6:00 a.m. daily, items of Personal Property that are relocated, with the upland owner's permission, as close to the farthest point landward of the frontal dune or line of permanent vegetation or where there are no dunes or native vegetation, are relocated as close as practicable to an existing permanent structure or the line of buildings will not be considered a nuisance, unlawful and discarded or a violation of this ordinance provided:

(a) Such items are not placed on the dune or on native vegetation or under or adjacent to dune walkovers.

(b) Such items should be stacked. Stacked furniture shall have the shortest edge facing the ocean.

(c) Such items do not interfere with access to the beach from a public access nor obstruct access to the public beach nor impact native vegetation and are not within ten feet from any turtle nest or other protected species.

(4) Items left in violation of this Ordinance are declared a public nuisance and shall be removed from the beach by County employees or contract individuals.

(5) Those who store personal items overnight, as set forth herein, do so at their own risk. The County and the beach maintenance contractor do not assume any liability for items left after 8:00 p.m.

(6) The County may request written consent from any property owner where there are items placed as set forth in paragraph 3 above. Failure of the owner of record to provide written consent shall cause the items to be removed by the County or its authorized contractor(s) or employees.

SECTION 5. PERMITS

(1) Permits may be issued by the County Manager or designee for activities otherwise prohibited that are found to be necessary for:

(a) Reasonable accommodations for persons with disabilities.

(b) The permit application shall be on a form, approved by the County Manager, and shall include the information set forth in paragraph 2(a), (b), (c), and (d).

(c) The application shall be submitted at least forty-eight (48) hours prior to the issuance of the permit.

(d) The application shall contain the name of the individual and the address.

(e) The application shall include information provided by the State of Florida indicating the issuance to the applicant of an ADA approved permit.

85

(2) There shall be no fee for obtaining the permit. Such permit shall include the following:

(a) Name and contact information of the owner or person in possession and contact of the owner.

(b) Description of the item.

(c) Location of the item.

(d) Duration of time the item will remain in such location.

SECTION 6. NOTIFICATION

(1) The County shall provide notice of this ordinance by posting a permanent sign at the entry of every beach access point. The Amelia Island Tourist Development Council (TDC) shall notify all owners that are required to remit monies pursuant to the TDC ordinance and the owners/agents shall be required to post notices of this ordinance on properties and notify renters. The owners/agents shall provide copies of the notification to the County Manager's Office and to the TDC as well.

(2) Beach vendors that rent Personal Property for beach use shall remove the Personal Property from the area of the beach addressed herein each day no later than 8:00 p.m.

(3) The TDC shall prepare a public information statement that provides a summary of the ordinance and publish same in the manner deemed appropriate by the Tourist Development Council. The Tourist Development Council shall provide a summary to all businesses that lease vacation rental properties and condominium associations that remit monies pursuant to the TDC ordinance and all resorts that sets forth the provisions of the ordinance.

(4) The TDC may also provide public information materials to other businesses as may be appropriate that sell tents and/or Personal Property items that are defined in Section 2(2).

DS

Contract Number CM2398
Bid Number NC16-032

SECTION 7. CONFLICT AND SEVERABILITY

If any section, sentence, clause or phrase of this Ordinance is held to be invalid or unconstitutional by any court of competent jurisdiction, then said holding shall in no way affect the validity of the remaining portions of this ordinance.

SECTION 8. ENFORCEMENT

Nassau County is authorized to enforce this ordinance and may follow the established procedures by the Sheriff's Department, County Code Enforcement Officers and through any civil complaint.

SECTION 9. PENALTY

Any violation of any provision of this code may be the issuance of a citation by a Sheriff's deputy or Code Enforcement Officer as may be adopted by Resolution of the Board of County Commissioners.

SECTION 10. EFFECTIVE DATE

This Ordinance shall become effective May 30, 2016.

DULY ADOPTED this 25th day of April, 2016.

BOARD OF COUNTY COMMISSIONERS
NASSAU COUNTY, FLORIDA

WALTER J. BOATRIGHT
Its: Chairman

ATTEST AS TO CHAIRMAN'S SIGNATURE:

JOHN A. CRAWFORD

Approved as to form by the Nassau County Attorney:

MICHAEL S. MULLIN

AS

CITY OF FERNANDINA BEACH
BEACH CLEANING SERVICES
TECHNICAL SPECIFICATIONS AND SCOPE OF WORK

1. Vendor shall perform all work and furnish all necessary labor, equipment, material, and transportation in providing beach and park cleaning services.

2. Vendor shall perform beach and park cleaning services as described herein seven (7) days a week.

3. Schedule shall be established as follows:

On-season = March 15 – September 15
Off-season = September 16 – March 14

4. Areas: South-end Walkover, Burney Park, Peter's Point Park, Scott Road Beach Access, Dee Dee Bartels-North End Boat Ramp Nature Center and Fishing Pier, Main Beach Park, Seaside Park and North Beach Park. The Atlantic Ocean beach area from the southern boundary of the Fort Clinch State Park south to the northern boundary of the State Park on south end of Amelia Island.

5. **<u>Beach Cleaning:</u>**

a) Manual clean seven (7) days a week.
b) Vendor shall clean the Atlantic Ocean beach area in Nassau County beaches from the southern boundary of the city limits south to the northern boundary of the State Park and clean City of Fernandina Beach beaches from the southern boundary of the city limits north to the southern boundary of the state park.
c) Manual cleaning means cleaning of the beaches by manual picking up litter and debris. This includes anything that is foreign to the beaches and shall include the area on the beaches from the water to the top of the dune facing the beach and at all beach parks, including Peter's Point, Burney Park, South-end Walkover, Dee Dee Bartels-North End Boat Ramp Nature Center and Fishing Pier, Main Beach Park, Seaside Park and North Beach Park, along with all public walkovers to the beach. This includes the walkovers on and below plus the parking areas. The removal of unsightly and/or dangerous materials, raking the seaweed as needed (all natural debris can be used to prevent erosion) and raking the more heavily used areas weekly.
d) Vendor shall bury all sea turtles, after they have been marked and any dead birds and large fish left on the beach.
e) This contract does not include the following:
1. Major fish kills
2. Red tide
3. Unusual excessive weather, such as a hurricane, etc.
4. Oil spills
5. Removal of beached whales or large sea creatures

7. **Garbage Containers:**

a) Vendor shall empty all garbage containers located on the beach, and all garbage containers located at the beach parks, and all garbage containers located at all beach walkovers (beach side and road side parking areas) a minimum of three times a week on Monday, Wednesday, and Friday plus all holidays. The containers that are used or filled more often shall be emptied more frequently.

b) There are currently 194 garbage containers including 12 in the restrooms. Nassau County and the City of Fernandina Beach reserve the right to add or delete garbage containers to accommodate the areas as beach patron numbers fluctuate. This will not be an increase to the contract amount.

c) Vendor shall be responsible for all dumping fees. Debris deposited from the dumping of the garbage containers on the beach and all garbage containers located at the beach parks shall be deposited at a properly licensed landfill.

d) Vendor shall work with the County Facilities Maintenance Director in placing and replacing garbage cans as needed on the County beaches and parks and the City Parks and Recreation Director for City beaches and parks.

e) Vendor shall provide can liners/trash bags.

8. **Remove and Dispose of Personal Items (in the City)**

a) Removal and disposal of personal items left unattended on the beach located in the City as set forth in Ordinance No. 2016-18.

b) The removal of personal items, considered a nuisance and unlawful, shall be removed daily from 8:00p.m. until6:00 a.m., except as otherwise permitted by Ordinance No. 2016-18.

c) Disposal of personal items removed in accordance with these services are the sole responsibility of the Vendor.

9. **Vehicles on Beaches and in Parks**

The Vendor will need to receive prior permission from the City to have any vehicles on the beaches. The contractor will furnish information as to any vehicles they will need to perform the work. The information shall be submitted to the City Manager's office on a form prepared by the City Manager's office.

10. Vendor shall notify the County Parks and Recreation Department or the City Parks and Recreation Department of any problems or maintenance items the next working day by 9:00AM. In case of an emergency, the Vendor will notify the maintenance technician on call for the period.

11. Vendor shall provide contact information and be subject to respond on an emergency basis, 24 hours a day, seven (7) days per week.

12. Invoices will show amounts separately by restrooms, manual beach cleaning, and cost for personal items removed and disposed of.

13. All items removed from the City beaches must be disposed of in a landfill or at a recycling center.

(End of Technical Specifications/Scope of Work)

ACORD®

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY): 3/17/2017

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER
Brightway Insurance
P.O. Box 5700
Jacksonville FL 32247

CONTACT NAME: David Miller
PHONE (A/C, No, Ext): (904) 764-9554
FAX (A/C, No): (904) 482-0739
E-MAIL ADDRESS:

INSURER(S) AFFORDING COVERAGE	NAIC #
INSURER A : Cypress Property & Casualty	10953
INSURER B :	
INSURER C :	
INSURER D :	
INSURER E :	
INSURER F :	

INSURED
Rollins Snelling Beach Service
9 Water Oak
Fernandina Beach FL 32034-5061

COVERAGES CERTIFICATE NUMBER: CL1731732388 REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	X COMMERCIAL GENERAL LIABILITY CLAIMS-MADE X OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: X POLICY PRO-JECT LOC OTHER:	X		GFL 1005045 07	3/5/2017	3/5/2018	EACH OCCURRENCE	$ 1,000,000
							DAMAGE TO RENTED PREMISES (Ea occurrence)	$ 100,000
							MED EXP (Any one person)	$ 5,000
							PERSONAL & ADV INJURY	$ 1,000,000
							GENERAL AGGREGATE	$ 2,000,000
							PRODUCTS - COMP/OP AGG	$
							Premises/Operations	$ 31,700
	AUTOMOBILE LIABILITY ANY AUTO ALL OWNED AUTOS SCHEDULED AUTOS HIRED AUTOS NON-OWNED AUTOS						COMBINED SINGLE LIMIT (Ea accident)	$
							BODILY INJURY (Per person)	$
							BODILY INJURY (Per accident)	$
							PROPERTY DAMAGE (Per accident)	$
								$
	UMBRELLA LIAB OCCUR EXCESS LIAB CLAIMS-MADE DED RETENTION $						EACH OCCURRENCE	$
							AGGREGATE	$
								$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? Y / N (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	N / A					PER STATUTE OTH-ER	
							E.L. EACH ACCIDENT	$
							E.L. DISEASE - EA EMPLOYEE	$
							E.L. DISEASE - POLICY LIMIT	$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
City of Fernandina Beach is listed as additional insured in regards to General Liability

CERTIFICATE HOLDER

City of Fernandina Beach
203 Ash St
Fernandina Beach, FL 32034

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE
Pedro Fred/ELALOC

© 1988-2014 ACORD CORPORATION. All rights reserved.

The ACORD name and logo are registered marks of ACORD

JEFF ATWATER
CHIEF FINANICAL OFFICER

STATE OF FLORIDA
DEPARTMENT OF FINANCIAL SERVICES
DIVISION OF WORKERS' COMPENSATION

*** * CERTIFICATE OF ELECTION TO BE EXEMPT FROM FLORIDA WORKERS' COMPENSATION LAW * ***

NON-CONSTRUCTION INDUSTRY EXEMPTION

This certifies that the individual listed below has elected to be exempt from Florida Workers' Compensation law.

EFFECTIVE DATE: 7/14/2015 **EXPIRATION DATE:** 7/13/2017

PERSON: DRAKUS BRANDON

FEIN: 262060459

BUSINESS NAME AND ADDRESS:

ROLLINS SNELLING BEACH SERVICES LLC

9 WATER OAK

FERNANDINA BEACH FL 32034

SCOPE OF BUSINESS OR TRADE:

Janitorial Services By Contractors-No Window Cleaning Above Ground Level & Drivers

Garbage, Ashes or Refuse Collection & Drivers

IMPORTANT: Pursuant to Chapter 440.05(14), F.S., an officer of a corporation who elects exemption from this chapter by filing a certificate of election under this section may not recover benefits or compensation under this chapter. Pursuant to Chapter 440.05(12), F.S., Certificates of election to be exempt... apply only within the scope of the business or trade listed on the notice of election to be exempt. Pursuant to Chapter 440.05(13), F.S., Notices of election to be exempt and certificates of election to be exempt shall be subject to revocation if, at any time after the filing of the notice or the issuance of the certificate, the person named on the notice or certificate no longer meets the requirements of this section for issuance of a certificate. The department shall revoke a certificate at any time for failure of the person named on the certificate to meet the requirements of this section.

JEFF ATWATER
CHIEF FINANICAL OFFICER

STATE OF FLORIDA
DEPARTMENT OF FINANCIAL SERVICES
DIVISION OF WORKERS' COMPENSATION

*** * CERTIFICATE OF ELECTION TO BE EXEMPT FROM FLORIDA WORKERS' COMPENSATION LAW * ***

NON-CONSTRUCTION INDUSTRY EXEMPTION

This certifies that the individual listed below has elected to be exempt from Florida Workers' Compensation law.

EFFECTIVE DATE: 7/13/2015 **EXPIRATION DATE:** 7/12/2017

PERSON: SNELLING ROLLINS C

FEIN: 262060459

BUSINESS NAME AND ADDRESS:

ROLLINS SNELLING BEACH SERVICES LLC

9 WATER OAK

FERNANDINA BEACH FL 32034

SCOPE OF BUSINESS OR TRADE:

Janitorial Services By Contractors-No Window Cleaning Above Ground Level & Drivers

---

IMPORTANT: Pursuant to Chapter 440.05(14), F.S., an officer of a corporation who elects exemption from this chapter by filing a certificate of election under this section may not recover benefits or compensation under this chapter. Pursuant to Chapter 440.05(12), F.S., Certificates of election to be exempt... apply only within the scope of the business or trade listed on the notice of election to be exempt. Pursuant to Chapter 440.05(13), F.S., Notices of election to be exempt and certificates of election to be exempt shall be subject to revocation if, at any time after the filing of the notice or the issuance of the certificate, the person named on the notice or certificate no longer meets the requirements of this section for issuance of a certificate. The department shall revoke a certificate at any time for failure of the person named on the certificate to meet the requirements of this section.

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

ADDITIONAL INSURED – OWNERS, LESSEES OR CONTRACTORS – SCHEDULED PERSON OR ORGANIZATION

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART

SCHEDULE

Name Of Additional Insured Person(s) Or Organization(s):	Location(s) Of Covered Operations
CITY OF FERNANDINA BEACH 204 ASH ST FERNANDINA BEACH FL 32034	ALL

Information required to complete this Schedule, if not shown above, will be shown in the Declarations.

A. **Section II - Who Is An Insured** is amended to include as an additional insured the person(s) or organization(s) shown in the Schedule, but only with respect to liability for "bodily injury", "property damage" or "personal and advertising injury" caused, in whole or in part, by:

1. Your acts or omissions; or
2. The acts or omissions of those acting on your behalf;

in the performance of your ongoing operations for the additional insured(s) at the location(s) designated above.

B. With respect to the insurance afforded to these additional insureds, the following additional exclusions apply:

This insurance does not apply to "bodily injury" or "property damage" occurring after:

1. All work, including materials, parts or equipment furnished in connection with such work, on the project (other than service, maintenance or repairs) to be performed by or on behalf of the additional insured(s) at the location of the covered operations has been completed; or
2. That portion of "your work" out of which the injury or damage arises has been put to its intended use by any person or organization other than another contractor or subcontractor engaged in performing operations for a principal as a part of the same project.

Copyright, ISO Properties, Inc., 2004

FULL RELEASE AND INDEMNIFICATION
OF CITY OF FERNANDINA BEACH

I, ROLLINS SNELLING, President and managing member of ROLLINS SNELLING BEACH SERVICE, LLC, a Florida limited liability company, do hereby consent to, understand, acknowledge and agree to assume all risks and hazards incidental to my removing and disposing of personal items left unattended on the beaches within the City limits of the City of Fernandina Beach in accordance with City Ordinance 2016-18.

I do individually and on behalf of ROLLINS SNELLING BEACH SERVICE, LLC do further promise and hereby further agree to waive, release, absolve, and covenant not to sue the City of Fernandina Beach, its mayor, commissioners, employees, officers, volunteers, representatives, attorneys and agents, for any and all claims, including claims for equitable or injunctive relief, damages, loss or injury of any kind resulting from or in any way arising directly or indirectly out of the removal and disposal of personal items left unattended on the beaches within the City limits of the City of Fernandina Beach in accordance with City Ordinance 2016-18. **THIS RELEASE INCLUDES A RELEASE FOR ANY AND ALL LOSSES OR INJURIES ARISING OUT OF ANY AND ALL NEGLIGENT OR WRONGFUL ACTS OR OMISSIONS OF THE CITY OF FERNANDINA BEACH, ITS MAYOR, COMMISSIONERS, EMPLOYEES, OFFICERS, VOLUNTEERS, REPRESENTATIVES, ATTORNEYS AND AGENTS.**

I do individually and on behalf of ROLLINS SNELLING BEACH SERVICE, LLC do further promise and agree to indemnify, defend and hold harmless the City of Fernandina Beach, its mayor, commissioners, employees, representatives, officers, volunteers, attorneys and agents from and against all liability, claims and expense, including reasonable attorneys' fees and costs, in connection with any and all claims whatsoever for personal or bodily injury or death, including loss of use, or property damage of any kind and character in connection with and arising directly or indirectly out of the removal and disposal of personal items left unattended on the beaches within the City limits of the City of Fernandina Beach in accordance with City Ordinance 2016-18. This indemnity agreement encompasses all damages and claims, including claims for equitable or injunctive relief, arising out of the removal and disposal of personal items left unattended on the beaches within the City limits of the City of Fernandina Beach in accordance with City Ordinance 2016-18.

THIS RELEASE IS GIVEN AND SIGNED OF MY OWN FREE ACT AND WILL.

ROLLINS SNELLING BEACH SERVICE, LLC

Rollins Snelling

Signature
Print Name: Rollins Snelling

3/17/17
Date

AND FOR MYSELF INDIVIDUALLY:

ROLLINS SNELLING

Signature
Print Name: Rollins Snelling

WITNESS:
Patricia W. Snelling

Signature
Print Name: Patricia W. Snelling

3/17/17
Date

FULL RELEASE AND INDEMNIFICATION
OF CITY OF FERNANDINA BEACH

I, BRANDON DRAKUS, an authorized member of ROLLINS SNELLING BEACH SERVICE, LLC, a Florida limited liability company, do hereby consent to, understand, acknowledge and agree to assume all risks and hazards incidental to my removing and disposing of personal items left unattended on the beaches within the City limits of the City of Fernandina Beach in accordance with City Ordinance 2016-18.

I do individually and on behalf of ROLLINS SNELLING BEACH SERVICE, LLC do further promise and hereby further agree to waive, release, absolve, and covenant not to sue the City of Fernandina Beach, its mayor, commissioners, employees, officers, volunteers, representatives, attorneys and agents, for any and all claims, including claims for equitable or injunctive relief, damages, loss or injury of any kind resulting from or in any way arising directly or indirectly out of the removal and disposal of personal items left unattended on the beaches within the City limits of the City of Fernandina Beach in accordance with City Ordinance 2016-18. **THIS RELEASE INCLUDES A RELEASE FOR ANY AND ALL LOSSES OR INJURIES ARISING OUT OF ANY AND ALL NEGLIGENT OR WRONGFUL ACTS OR OMISSIONS OF THE CITY OF FERNANDINA BEACH, ITS MAYOR, COMMISSIONERS, EMPLOYEES, OFFICERS, VOLUNTEERS, REPRESENTATIVES, ATTORNEYS AND AGENTS.**

I do individually and on behalf of ROLLINS SNELLING BEACH SERVICE, LLC do further promise and agree to indemnify, defend and hold harmless the City of Fernandina Beach, its mayor, commissioners, employees, representatives, officers, volunteers, attorneys and agents from and against all liability, claims and expense, including reasonable attorneys' fees and costs, in connection with any and all claims whatsoever for personal or bodily injury or death, including loss of use, or property damage of any kind and character in connection with and arising directly or indirectly out of the removal and disposal of personal items left unattended on the beaches within the City limits of the City of Fernandina Beach in accordance with City Ordinance 2016-18. This indemnity agreement encompasses all damages and claims, including claims for equitable or injunctive relief, arising out of the removal and disposal of personal items left unattended on the beaches within the City limits of the City of Fernandina Beach in accordance with City Ordinance 2016-18.

THIS RELEASE IS GIVEN AND SIGNED OF MY OWN FREE ACT AND WILL.

ROLLINS SNELLING BEACH SERVICE, LLC

Brandon Drakus
Signature
Print Name: Brandon Drakus

3-17-2017
Date

AND FOR MYSELF INDIVIDUALLY:

Brandon A Drakus
Signature
Print Name: Brandon Drakus

WITNESS:
Patricia N Snelling
Signature
Print Name: Patricia N Snelling

3/17/2017
Date

CITY COMMISSION AGENDA ITEM
City of Fernandina Beach

SUBJECT: Ordinance 2017-09
Code Amendment - Disposal of Garbage and Trash

ITEM TYPE: Ordinances

REQUESTED ACTION: Approve Ordinance 2017-09 at First Reading.

SYNOPSIS: Code Enforcement has received complaints of residents allowing dumping of yard waste from other properties on their property within the City (likely from lawn care businesses). The City Code does not contain a clear prohibition against this. The proposed Code amendment makes it clear that property owners who know or should have known that yard waste, trash or rubbish from other property(s) is being dumped on their property will be in violation of the City Code and subject to penalties.

FISCAL IMPACT: Any revenue collected related to this Ordinance would be credited to the Sanitation Fund.

CITY ATTORNEY COMMENTS: See synopsis.

CITY MANAGER RECOMMENDATION(S): I recommend that the City Commission approve proposed Ordinance 2017-09 at First Reading.

Dale Martin, City Manager
Tammi Bach, City Attorney
Vee Sellers, Paralegal Date:04/11/2017

COMMISSION ACTION: Approve

ORDINANCE 2017-09

AN ORDINANCE OF THE CITY COMMISSION OF THE CITY OF FERNANDINA BEACH, AMENDING SECTION 66-41, DISPOSAL OF GARBAGE AND TRASH, BY PROHIBITING PLACEMENT OF YARD WASTE, TRASH OR RUBBISH ON PROPERTY OTHER THE PROPERTY WHERE ORIGINATED; REPEALING ALL ORDINANCES IN CONFLICT HEREWITH; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE.

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

SECTION 1. It is hereby proposed that Section 66-41 of the Code of Ordinances, City of Fernandina Beach, Florida is hereby amended to read as follows:

Sec. 66-41. - Disposal of garbage and trash.

(a) *Disposal of garbage.* All garbage cans and containers shall be emptied and disposition made of the contents thereof as many times weekly as shall be designated by the city. No garbage shall be buried within the corporate limits of the city.

(b) *Disposition of trash.* All trash or dry garbage shall be placed on the parkway in an orderly manner at a convenient place for pickup, but no piling shall be done in the street or gutters, nor so that water may wash it into other locations. Tree and shrubbery trimmings need not be placed in containers, but shall be placed not more than ten feet from the street pavement line in one pile for each property. No person shall place or pile rubbish, refuse or trash in a manner that it may be carried or deposited by the elements upon any street, sidewalk, alley, parkway, or other public place or onto the premises of any other person. Scheduled pickups will be determined and announced by the city.

(c) *Disposition of Yard Waste and Trash Originating From Other Properties.* All yard waste, including but not limited to tree, shrubbery and grass trimmings, shall only be placed for pickup on the property from which it originated. Yard waste, trash and rubbish shall not be placed for pickup on any property other than the property where the yard waste, trash or rubbish originated. Property owners within the city limits who know or should have known that yard waste, trash or rubbish placed on their property for pickup originated on another property shall be liable for violation of this section and subject to penalties.

SECTION 2. All Ordinances or parts of Ordinances and all Resolutions in conflict herewith be and the same are hereby repealed.

SECTION 3. SEVERABILITY. If any provision or portion of the Ordinance is declared by any court of competent jurisdiction to be void, unconstitutional, or unenforceable, then all remaining provisions and portions of the Ordinance shall remain in full force and effect.

SECTION 4. EFFECTIVE DATE. This Ordinance shall take effect immediately upon its final adoption.

ADOPTED this _____ day of May, 2017.

ATTEST:

_____
Caroline Best
City Clerk

CITY OF FERNANDINA BEACH

_____
Robin C. Lentz
Commissioner-Mayor

APPROVED AS TO FORM &
LEGALITY:

_____
Tammi E. Bach
City Attorney

CITY COMMISSION AGENDA ITEM
City of Fernandina Beach

SUBJECT: Ordinance 2017-10
Code Amendment – Bosque Bello Cemetery

ITEM TYPE: Ordinances

REQUESTED ACTION: Approve Ordinance 2017-10 at First Reading.

SYNOPSIS:

This Ordinance proposes amendments to Chapter 30 of the Code of Ordinances which regulates the use and operations of Bosque Bello Cemetery. The proposed changes hereby repeal or amend provisions of the existing City Code of Ordinances that requires clarification. The amended sections are: definition clarifications; bulk cemetery lot purchase; transfer of ownership; perpetual care services and memorial; vault installations; and interment.

FISCAL IMPACT: None

CITY ATTORNEY COMMENTS: See synopsis.

CITY MANAGER RECOMMENDATION(S): I recommend that the City Commission approve proposed Ordinance 2017-10 at First Reading.

Dale Martin, City Manager
Tammi Bach, City Attorney
Vee Sellers, Paralegal Date:04/11/2017

COMMISSION ACTION: Approve

ORDINANCE 2017-10

AN ORDINANCE OF THE CITY COMMISSION OF THE CITY OF FERNANDINA BEACH, AMENDING CHAPTER 30, CEMETERY, ARTICLES I-IV, OF THE CODE OF ORDINANCES; BY AMENDING SECTION 30-1 PROVIDING FOR DEFINITIONS; AMENDING SECTION 30-39 BULK PURCHASES; AMENDING SECTION 30-43 TRANSFER OF OWNERSHIP; AMENDING SECTION 30-57 PERPETUAL CARE SERVICES AND FEES; AMENDING SECTION 30-109 MEMORIAL AND VAULT INSTALLATIONS; REPEALING ALL ORDINANCES IN CONFLICT HEREWITH; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the City of Fernandina Beach owns and operates the Bosque Bello Cemetery; and

WHEREAS, Chapter 30 of the City Code of Ordinances regulates the use and operation of said Cemetery; and

WHEREAS, certain revisions are necessary to update the Code of Ordinances regarding use and operation of the Bosque Bello Cemetery.

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

SECTION 1. It is hereby proposed that Section 30-1 of the Code of Ordinances, City of Fernandina Beach, Florida is hereby amended to read as follows:

Sec. 30-1. Definitions.

The following words, terms, and phrases, when used in this chapter, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:

Full-time employment the City defines full-time employment as employment that is not in temporary status and requires regularly working a full-time schedule. Full-time employees are generally eligible for the City's benefits package.

Immediate Family the City defines immediate family as the employee's parent or step-parent, spouse or child (to include foster children).

SECTION 2. It is hereby proposed that Section 30-39 of the Code of Ordinances, City of Fernandina Beach, Florida is hereby amended to read as follows:

Sec. 30-39. Charges; bulk purchases.

(a) The price for the purchase of grave space shall be according to the following schedule:

(1) All grave spaces located in Bosque Bello Cemetery, shall be sold for a sum to be set by Resolution of the City Commission.

(2) All City of Fernandina Beach retirees or employees with a minimum of 15 years of consecutive full-time employment shall receive 50% off the City resident purchase price of a single lot with a maximum of two lots to be purchased at the discounted price.

(3) Eligible retirees and employees that have purchased at least two discounted lots are not eligible to purchase additional lots at a discounted rate. Lots purchased at a discount shall be used for immediate family only.

(4) The City will provide a grave space for an indigent who is a City resident. Proof of residency and indigency shall be provided by signed affidavits provided by the funeral home. The grave space will be determined by the Parks & Recreation Department.

(5) The City will provide a Cemetery lot, at no cost, for any sworn police officer or certified firefighter and any United States Uniformed Services member to include, Army, Navy/Marine Corp, Air Force, and Coast Guard whose residence at the time of death is within the City limits, who has been killed in the line of duty. Official documentation verifying the service position and cause of death shall be required prior to interment.

(b) Any cemetery lot purchase in excess of ten lots requires written justification by the applicant and approval by the City Manager, prior to the sale.

SECTION 3. It is hereby proposed that Section 30-43 of the Code of Ordinances, City of Fernandina Beach, Florida is hereby amended to read as follows:

Sec. 30-43. Transfer of ownership.

(a) No lot owner shall allow interment in his or her lot for remuneration, nor shall any transfer of interest in the lot be valid except by written consent of the City. Such transfer or assignment shall be recorded in the records of the Cemetery. No transfer for consideration shall be authorized. Any attempted transfer of a lot or interest in a lot to one not authorized to own the lot shall be invalid and of no force and effect. The City shall not be obligated to honor the transfer. Transfer of ownership requires a copy of the existing deed and owner verification by affidavit (sworn statement) or other means as determined by the City.

(b) The City may refuse to consent a transfer or an assignment as long as there is any indebtedness due the City from the lot owner for interment rights in the lot involved.

(c) In every case where a lot owner wishes to dispose of vacant lot, the City shall have the option to repurchase the lot at a price agreed upon between the lot owner and the official representative of the City. The price shall not exceed $1,000.00.

SECTION 4. It is hereby proposed that Section 30-57 of the Code of Ordinances, City of Fernandina Beach, Florida is hereby amended to read as follows:

Sec. 30-57. Perpetual care services: fees.

(a) Perpetual care service shall consist of cutting grass, tree and hedge trimming, weeding, and debris removal from grounds. Any additional care desired will be the responsibility of the owner. All owners of grave spaces for which perpetual care has not been previously included shall purchase perpetual care prior to the opening and closing of a grave and shall pay the City a sum to be set by Resolution of the City Commission.

(b) Perpetual care service fee must be paid prior to interment in the original section ("Old Section") of Bosque Bello.

(c) Upon the payment of the perpetual care fee, the Parks & Recreation Department or designee is authorized to deliver to the purchaser a certificate evidencing the purchase, signed by him or her on behalf of the City. Full perpetual care payment for a lot must be paid prior to interment.

SECTION 5. It is hereby proposed that Section 30-109 of the Code of Ordinances, City of Fernandina Beach, Florida is hereby amended to read as follows:

Sec. 30-109. Memorial, vault installations, and interment.

(a) All memorial work shall be done between dawn and dusk.
(b) Persons in charge of memorial work within the Cemetery must provide a business license and proof of insurance. A permit is required prior to all installations.
(c) Granite, slate, marble, and bronze are the only approved materials for all monument work, coping or benches.
(d) Vaults are required for all full burials but not for cremains.
(e) Any structure not permitted by the Parks & Recreation Department will be removed.
(f) All interments and vault installations must be carried out by a professional licensed pursuant to Chapter 497, Florida Statutes (funeral director).
(g) All vases must be permanently attached to the monument or it may be removed.
(h) All items, such as statues, shell, wreaths, rocks and other momentous items are not permitted and may be removed.

SECTION 6. All Ordinances or parts of Ordinances and all Resolutions in conflict herewith be and the same are hereby repealed.

SECTION 7. SEVERABILITY. If any provision or portion of the Ordinance is declared by any court of competent jurisdiction to be void, unconstitutional, or unenforceable, then all remaining provisions and portions of the Ordinance shall remain in full force and effect.

SECTION 8. EFFECTIVE DATE. This Ordinance shall take effect immediately upon its final adoption.

ADOPTED this _____ day of May, 2017.

ATTEST:

_____
Caroline Best
City Clerk

CITY OF FERNANDINA BEACH

_____
Robin C. Lentz
Commissioner-Mayor

APPROVED AS TO FORM &
LEGALITY:

_____
Tammi E. Bach
City Attorney

ORDINANCE 2017-10

AN ORDINANCE OF THE CITY COMMISSION OF THE CITY OF FERNANDINA BEACH, AMENDING CHAPTER 30, CEMETERY, ARTICLES I-IV, OF THE CODE OF ORDINANCES; BY AMENDING SECTION 30-1 PROVIDING FOR DEFINITIONS; AMENDING SECTION 30-39 BULK PURCHASES; AMENDING SECTION 30-43 TRANSFER OF OWNERSHIP; AMENDING SECTION 30-57 PERPETUAL CARE SERVICES AND FEES; AMENDING SECTION 30-109 MEMORIAL AND VAULT INSTALLATIONS; REPEALING ALL ORDINANCES IN CONFLICT HEREWITH; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the City of Fernandina Beach owns and operates the Bosque Bello Cemetery; and

WHEREAS, Chapter 30 of the City Code of Ordinances regulates the use and operation of said Cemetery; and

WHEREAS, certain revisions are necessary to update the Code of Ordinances regarding use and operation of the Bosque Bello Cemetery.

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

SECTION 1. It is hereby proposed that Section 30-1 of the Code of Ordinances, City of Fernandina Beach, Florida is hereby amended to read as follows:

Sec. 30-1. Definitions.

The following words, terms, and phrases, when used in this chapter, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:

Full-time employment the City defines full-time employment as employment that is not in temporary status and requires regularly working a full-time schedule. Full-time employees are generally eligible for the City's benefits package.

Immediate Family the City defines immediate family as the employee's parent or step-parent, spouse or child (to include foster children).

SECTION 2. It is hereby proposed that Section 30-39 of the Code of Ordinances, City of Fernandina Beach, Florida is hereby amended to read as follows:

Sec. 30-39. Charges; bulk purchases.

(a) The price for the purchase of grave space shall be according to the following schedule:

(1) All grave spaces located in Bosque Bello Cemetery, shall be sold for a sum to be set by Resolution of the City Commission.

(2) All City of Fernandina Beach retirees or employees with a minimum of 15 years of consecutive full-time ~~service~~ employment shall receive 50% off the City resident purchase price of a single lot with a maximum of ~~four~~ two lots to be purchased at the discounted price.

(3) Eligible retirees and employees that have purchased at least two (2) discounted lots are not eligible to purchase additional lots at a discounted rate. Lots purchased at a discount shall be used for immediate family only.

(~~3~~4) The City will provide a grave space for an indigent who is a City resident. Proof of residency and indigency shall be provided by signed affidavits provided by the funeral home. The grave space will be determined by the Parks & Recreation Department.

(5) The City will provide a Cemetery lot, at no cost, for any sworn police officer or certified firefighter and any United States Uniformed Services member to include, Army, Navy/Marine Corp, Air Force, and Coast Guard whose residence at the time of death is within the City limits, who has been killed in the line of duty. Official documentation verifying the service position and cause of death shall be required prior to interment.

(b) Any cemetery lot purchase in excess of ten (10) lots requires written justification by the applicant and approval by the City Manager, prior to the sale.

SECTION 3. It is hereby proposed that Section 30-43 of the Code of Ordinances, City of Fernandina Beach, Florida is hereby amended to read as follows:

Sec. 30-43. Transfer of ownership.

(a) No lot owner shall allow interment in his or her lot for remuneration, nor shall any transfer of interest in the lot be valid except by written consent of the City. Such transfer or assignment shall be recorded in the records of the Cemetery. No transfer for consideration shall be authorized. Any attempted transfer of a lot or interest in a lot to one not authorized to own the lot shall be invalid and of no force and effect. The City shall not be obligated to honor the transfer. Transfer of ownership requires a copy of the existing deed and owner verification by affidavit (sworn statement) or other means as determined by the City.

(b) The City may refuse to consent a transfer or an assignment as long as there is any indebtedness due the City from the lot owner for interment rights in the lot involved.

(c) In every case where a lot owner wishes to dispose of vacant lot, the City shall have the option to repurchase the lot at a price agreed upon between the lot owner and the

official representative of the City. The price shall not exceed one thousand dollars ($1,000.00).

SECTION 4. It is hereby proposed that Section 30-57 of the Code of Ordinances, City of Fernandina Beach, Florida is hereby amended to read as follows:

Sec. 30-57. Perpetual care services: fees.

(a) Perpetual care service shall consist of cutting grass, tree and hedge trimming, weeding, and debris removal from grounds. Any additional care desired will be the responsibility of the owner. All owners of grave spaces for which perpetual care has not been previously included shall purchase perpetual care prior to the opening and closing of a grave and shall pay the City a sum to be set by Resolution of the City Commission.

(b) Perpetual care service fee must be paid prior to interment in the original section ("Old Section") of Bosque Bello.

(~~b~~ c) Upon the payment of the perpetual care fee, the Parks & Recreation Department or designee is authorized to deliver to the purchaser a certificate evidencing the purchase, signed by him or her on behalf of the City. Full perpetual care payment for a ~~grave space or~~ lot must be paid prior to interment.

SECTION 5. It is hereby proposed that Section 30-109 of the Code of Ordinances, City of Fernandina Beach, Florida is hereby amended to read as follows:

Sec. 30-109. Memorial, ~~and~~ vault installations, and interment.

(a) All memorial work shall be done between dawn and dusk.
(b) Persons in charge of memorial work within the Cemetery must provide a business license and proof of insurance. A permit is required prior to all installations.
(c) Granite, slate, marble, and bronze are the only approved materials for all monument work, coping or benches.
(d) Vaults are required for all full burials but not for cremains.
(e) Any structure not permitted by the Parks & Recreation Department will be removed.
(f) All interments and vault installations must be carried out by a professional licensed pursuant to Chapter 497, Florida Statutes (funeral director).
(g) All vases must be permanently attached to the monument or it may be removed.
(h) All items, such as statues, shell, wreaths, rocks and other momentous items are not permitted and may be removed.

SECTION 5. All ordinances or parts of ordinances and all resolutions in conflict herewith be and the same are hereby repealed.

SECTION 6. SEVERABILITY. If any provision or portion of the Ordinance is declared by any court of competent jurisdiction to be void, unconstitutional, or unenforceable, then all remaining provisions and portions of the Ordinance shall remain in full force and effect.

SECTION 7. EFFECTIVE DATE. This Ordinance shall take effect immediately upon its final adoption.

ADOPTED this _____ day of May, 2017.

ATTEST:

_____
Caroline Best
City Clerk

CITY OF FERNANDINA BEACH

_____
Robin C. Lentz
Commissioner-Mayor

APPROVED AS TO FORM &
LEGALITY:

_____
Tammi E. Bach
City Attorney

CITY COMMISSION AGENDA ITEM
City of Fernandina Beach

SUBJECT: Ordinance 2017-02
Comprehensive Plan Amendment - Increase Downtown Density

ITEM TYPE: Ordinances

REQUESTED ACTION: Enact Ordinance 2017-02 at Second Reading.

SYNOPSIS:

In keeping with the City Commission established goals for 2016/2017, planning staff has prepared amendments to address increased density downtown. The changes involve both a Comprehensive Plan text amendment to remove the Community Redevelopment Agency (CRA) Density Bonus Program and elevate the Central Business District Future Land Use Category from 8 dwelling units per acre to 34 dwelling units per acre and associated LDC Text amendments. Data and analysis in support of the amendments have been provided as back up materials in the form of a staff report. This proposal supports the City's ability to obtain residential dwelling units in its existing historic structures. It provides an opportunity to create dwelling units on vacant or underutilized sites which serve to support long term residential living downtown. It is a product which the City's urban core is currently unable to deliver under the existing base density. Increasing the number of residential units within the CBD serves to support existing businesses downtown by providing affordable housing options through smaller unit sizes for retail, office, and restaurant employees. It also increases the number of people likely to walk, dine, and shop weekly or even daily at their businesses. This adds vibrancy to the City's downtown core and supports previous long term visioning efforts. Staff fully supports the City Commission's request to increase net density downtown as directed by its 2016 priority action item.

The Planning Advisory Board considered the request at its regular meeting on December 14, 2016, and issued an unanimous recommendation of approval. The Plan Amendments were transmitted to all state reviewing agencies and the City received no comments.

The PAB discussed residential parking for the Central Business District at its regular meeting on January 11, 2017. The board determined that any future parking amendments should be addressed following a parking study to provide more details about the current parking scenario. Staff will prepare the implementing LDC sections of the Comprehensive Plan for First Reading at an upcoming City Commission meeting.

FISCAL IMPACT: N/A

CITY ATTORNEY COMMENTS: No additional comments.

CITY MANAGER RECOMMENDATION(S): I recommend that the City Commission enact proposed Ordinance 2017-02 at Second Reading.

Dale Martin, City Manager
Tammi Bach, City Attorney
Vee Sellers, Paralegal Date:04/11/2017

COMMISSION ACTION: Enact

ORDINANCE 2017-02

AN ORDINANCE OF THE CITY COMMISSION OF THE CITY OF FERNANDINA BEACH, FLORIDA, AMENDING THE COMPREHENSIVE PLAN BY STRIKING POLICY 1.04.05 COMMUNITY REDEVELOPMENT AREA DENSITY BONUS INCENTIVE PROGRAM AND AMENDING POLICY 1.07.09 TO INCREASE THE BASE DENSITY WITHIN THE CENTRAL BUSINESS DISTRICT; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the City Commission adopted a unified Land Development Code on September 5, 2006 which became effective on October 1, 2006; and

WHEREAS, the City's adopted 2030 Comprehensive Plan directs changes to the Land Development Code for consistency with State Laws and current planning methods for growth and economic development; and

WHEREAS, in January 2016, the City Commission identified increasing downtown density as a priority goal; and

WHEREAS, planning staff worked in concert with the Fernandina Beach Main Street Program to analyze density within the downtown; and

WHEREAS, staff proposes an increased base density within the Central Business District (CBD) of thirty-four units per acre within that future land use map category; and

WHEREAS, the Planning Advisory Board (PAB), acting as the City's Local Planning Agency, considered the application at its Regular Meeting on Wednesday, December 14, 2016, and unanimously recommended approval with the comment that staff prepare Code based text amendments to address residential parking needs; and

WHEREAS, notice of public hearing on such amendments was published in the News Leader, a newspaper of general circulation in Fernandina Beach, Nassau County, Florida, on November 30, 2016.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COMMISSION OF THE CITY OF FERNANDINA BEACH AS FOLLOWS:

SECTION 1. PURPOSE AND INTENT. The City Commission finds that the amendments, attached hereto as Exhibit "A," striking policy 1.04.05 and amending policy 1.07.09 for density within the Central Business District (CBD) future land use category.

SECTION 2. TRANSMITTAL OF PROPOSED AMENDMENTS. The City Commission hereby endorses the proposed Comprehensive Plan amendments for transmittal to the State Land Planning Agency for the purpose of an Expedited State Review in accordance with Section 163.3191, Florida Statutes.

SECTION 3. SEVERABILITY. If any section, sentence, clause or phrase of this Ordinance is held to be invalid or unconstitutional by any Court of competent jurisdiction, the holding shall in no way affect the validity of the remaining portions of this Ordinance.

SECTION 4. COMPLIANCE. The proposed plan amendments adopted by this Ordinance are not effective until a final order is issued by the State Land Planning Agency finding the amendments to be "in compliance" in accordance with Section 163.3184, Florida Statutes. If the Agency issues a final order finding the amendments not "in compliance," the amendments may nonetheless be made effective by adoption of a Resolution at a public hearing affirming the effective status of the amendments. No development orders or development permits dependent upon these amendments may be issued, and no development dependent upon these amendments may be undertaken, before the amendments become effective.

SECTION 5. This Ordinance shall become effective immediately upon adoption.

ADOPTED this 18th day of April, 2017.

CITY OF FERNANDINA BEACH

_____
ROBIN C. LENTZ
Mayor - Commissioner

ATTEST:

APPROVED AS TO FORM AND LEGALITY:

_____
CAROLINE BEST
City Clerk

_____
TAMMI E. BACH
City Attorney

Date of First Reading Advertisement (PAB):	November 30, 2016
Date of First Reading and Public Hearing:	January 3, 2017
Date of transmittal proposed amendments to State Land Planning Agency:	February 1, 2017
Date of Compliance Report Received from State Land Planning Agency:	March 5, 2017
Date of Second Reading Advertisement:	April 5, 2017
Date of Second Reading and Public Hearing:	April 18, 2017
Date of transmittal adopted amendments to State Land Planning Agency:	

ORDINANCE 2017-02
EXHIBIT "A"

~~**Policy 1.04.05.**~~

~~The City shall implement a Density Bonus Incentive Program to encourage redevelopment within its Community Redevelopment Area (CRA). The CRA boundary is delineated on the City's Future Land Use Map and cannot be amended without a Comprehensive Plan amendment. The Density Bonus Incentive Program shall be available only to those properties within the CRA which carry or acquire the Central Business District (CBD) future land use designation and are not within the Coastal High Hazard Area (CHHA).~~

~~The Density Bonus Incentive Program shall utilize a scoring system as formalized within the Land Development Code by which redeveloping, eligible properties may choose to address categories of Housing Type Mix, Mixed Use, Community Amenities, Green Building Certification and Sustainable Site Development Practices to earn points toward a density increase.~~

~~Each category has a maximum number of points *(illustrated in Table 1.03.01)*. Points may be obtained in any combination of the categories with the total number of points not to exceed 100 points.~~

~~**Table 1.04.01.Density Bonus Incentive Program Maximum Points**~~

~~CATEGORY~~	~~MAXIMUM POINTS~~
~~HOUSING TYPE MIX~~	~~35~~
~~MIXED USE~~	~~10~~
~~COMMUNITY AMENITIES~~	~~35~~
~~GREEN BUILDING CERTIFICATION~~	~~5~~
~~SUSTAINABLE SITE DEVELOPMENT PRACTICES~~	~~15~~
~~TOTAL~~	~~100~~

~~Density bonuses may be earned on a site specific basis based on the following minimum thresholds in the scoring system:~~

~~a. Minimum of 40% of the potential points to achieve 1.5 times the allowable base density;~~
~~b. Minimum of 55% of the potential points to achieve 2.0 times the allowable base density;~~
~~c. Minimum of 70% of the potential points to achieve 2.5 times the allowable base density; or~~
~~d. Minimum of 85% of the potential points to achieve 3.0 times the allowable base density.~~

Policy 1.07.09.

Central Business District (CBD)

a. The FLUM designation of central business district is applied to the City's downtown, as the center for residential, financial, commercial, governmental, professional, cultural, and related activities.
b. The Central Business District category is designed to accommodate single-family or duplex residential uses, either "stand alone" or in mixed residential and business use structures; offices; commercial retail; personal services establishments; restaurants; transient accommodations; commercial parking facilities; civic uses; and cultural uses.
c. Additional uses may be permissible subject to additional standards: indoor recreation facilities, multi-family dwellings, marinas, day-care centers, and educational facilities.
d. The density of residential development in the Central Business District land use category shall not exceed ~~eight (8)~~ thirty-four (34) units per acre.
e. The intensity of non-residential development shall not exceed a FAR of 2.0.
f. A proposed amendment to the FLUM to increase the land area within the Central Business District; land use category shall demonstrate the suitability of the proposed site based on:
    1. The need for additional land area within the Central Business District; land use category;
    2. Consistency of the land area with the characteristics of the Central Business District; and;
    3. Consistency of the land area with the characteristics of the downtown.

SCANNED KB

April 5, 2017
Newsheader Edition

NOTICE OF PUBLIC HEARING
CITY COMMISSION
CITY OF FERNANDINA BEACH

NOTICE IS HEREBY GIVEN that a Public Hearing is scheduled for **Tuesday, April 18 2017, at 6:00 PM** in the City Commission Chambers, 204 Ash Street Fernandina Beach, Florida to consider the following application:

ORDINANCE 2017-02.

AN ORDINANCE OF THE CITY COMMISSION OF THE CITY OF FERNANDINA BEACH, FLORIDA, AMENDING THE COMPREHENSIVE PLAN BY STRIKING POLICY 1.04.05 COMMUNITY REDEVELOPMENT AREA DENSITY BONUS INCENTIVE PROGRAM AND AMENDING POLICY 1.07.09 TO INCREASE THE BASE DENSITY WITHIN THE CENTRAL BUSINESS DISTRICT; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE.

Interested parties may appear at said hearing and be heard as to the advisability of any action, which may be considered. Any persons with disabilities requiring accommodations in order to participate in this program or activity should contact 310-3115, TTY/TDD 711 or through the Florida Relay Service at 1-800-955-8771 at least 24 hours in advance to request such accommodation.

IF ANY PERSON DECIDES TO APPEAL ANY DECISION MADE BY THE BOARD/COMMISSION WITH RESPECT TO ANY MATTER CONSIDERED AT SUCH HEARING, S/HE WILL NEED TO ENSURE THAT A VERBATIM RECORD OF THE PROCEEDINGS IS MADE, WHICH RECORD INCLUDES THE TESTIMONY AND EVIDENCE UPON WHICH THE APPEAL IS TO BE BASED.

For information, please contact the Staff of the City Clerk's Office, 204 Ash Street, between the hours of 8:00 AM – 5:00 PM, Monday through Friday, (904) 310-3115.

TABLE OF CONTENTS

1. Cover Letter
2. *Proposed* Comprehensive Plan Text Amendments
3. Data & Analysis: Staff Report
4. Ordinances 2017-02: 1st Reading on January 3, 2017 for Transmittal
5. Meeting Minutes for public hearings
6. Proof of Advertising

City of Fernandina Beach

PLANNING DEPARTMENT

February 1, 2017

Department of Economic Opportunity (DEO)
Attn: Ray Eubanks, Plan Processing Administrator
State Land Planning Agency
Caldwell Building
107 East Madison- MSC160
Tallahassee, FL 32399

RE: *Proposed* – Comprehensive Plan Text Amendment Central Business District (CBD) Density Increase
"EXPEDITED STATE REVIEW PROCESS"

Dear Mr. Eubanks:

The enclosed transmittal package contains a *proposed* Comprehensive Plan text amendment to the City of Fernandina Beach Comprehensive Plan. The *proposed* amendment is subject to the "Expedited State Review Process" per Florida Statute 163.3184(3). The Local Planning Agency (LPA) considered and issued its final recommendation of the amendments in a public hearing on December 14, 2016. The City Commission conducted a public hearing to transmit the *proposed* amendments on January 3, 2017. The *proposed* amendments are not applicable to an area of critical state concern.

This package contains 3 copies (1 paper and 2 on CD ROM in PDF format) of the following documents:

- A copy of the proposed text amendments;
- Application materials for the *proposed* amendments;
- Staff Report (Data and Analysis);
- Ordinance 2017-02 with the proposed amendments approved for transmittal at 1st Reading on January 3, 2017; and
- Proof of publication.

A copy of the complete *proposed* amendment package has been provided in PDF format on a CD and sent by U.S. mail on February 1, 2017 to the appropriate review agencies (as listed below). Such action is compliant with Florida Statutes, 163.3184(3), fulfilling requirements of the "Expedited State Review Process."

Should you have any questions or comments, please feel free to contact me at 904-310-3142 or dmccrary@fbfl.org. These documents have been made available for public review at City Hall with the Community Development Department located at 204 Ash Street, Fernandina Beach, FL 32034. Please advise us regarding the completeness of the *proposed* Comprehensive Plan amendment transmittal package for review under the "Expedited State Review Process."

Respectfully,

Marshall McCrary
CDD Director

CC: Northeast Florida Regional Council, SJR Water Management District, Department of Transportation, Department of Environmental Protection, Department of State, Nassau County, Florida Fish and Wildlife Conservation Commission, Department of Education

2. *Proposed* Comprehensive Plan Text Amendments

COMP PLAN AMENDMENT

Policy 1.07.09.

Central Business District (CBD)

a. The FLUM designation of central business district is applied to the City's downtown, as the center for residential, financial, commercial, governmental, professional, cultural, and related activities.
b. The Central Business District category is designed to accommodate single-family or duplex residential uses, either "stand alone" or in mixed residential and business use structures; offices; commercial retail; personal services establishments; restaurants; transient accommodations; commercial parking facilities; civic uses; and cultural uses.
c. Additional uses may be permissible subject to additional standards: indoor recreation facilities, multi-family dwellings, marinas, day-care centers, and educational facilities.
d. The density of residential development in the Central Business District land use category shall not exceed ~~eight (8)~~ thirty-four (34) units per acre.
e. The intensity of non-residential development shall not exceed a FAR of 2.0.
f. A proposed amendment to the FLUM to increase the land area within the Central Business District; land use category shall demonstrate the suitability of the proposed site based on:
    1. The need for additional land area within the Central Business District; land use category;
    2. Consistency of the land area with the characteristics of the Central Business District; and;
    3. Consistency of the land area with the characteristics of the downtown.

~~Policy 1.04.05.~~

~~The City shall implement a Density Bonus Incentive Program to encourage redevelopment within its Community Redevelopment Area (CRA). The CRA boundary is delineated on the City's Future Land Use Map and cannot be amended without a Comprehensive Plan amendment. The Density Bonus Incentive Program shall be available only to those properties within the CRA which carry or acquire the Central Business District (CBD) future land use designation and are not within the Coastal High Hazard Area (CHHA).~~

~~The Density Bonus Incentive Program shall utilize a scoring system as formalized within the Land Development Code by which redeveloping, eligible properties may choose to address categories of Housing Type Mix, Mixed Use, Community Amenities, Green Building Certification and Sustainable Site Development Practices to earn points toward a density increase.~~

~~Each category has a maximum number of points *(illustrated in Table 1.03.01).* Points may be obtained in any combination of the categories with the total number of points not to exceed 100 points.~~

~~Table 1.04.01. Density Bonus Incentive Program Maximum Points~~

~~CATEGORY~~	~~MAXIMUM POINTS~~
~~HOUSING TYPE MIX~~	~~35~~
~~MIXED USE~~	~~10~~
~~COMMUNITY AMENITIES~~	~~35~~
~~GREEN BUILDING CERTIFICATION~~	~~5~~
~~SUSTAINABLE SITE DEVELOPMENT PRACTICES~~	~~15~~
~~TOTAL~~	~~100~~

~~Density bonuses may be earned on a site specific basis based on the following minimum thresholds in the scoring system:~~

~~a. Minimum of 40% of the potential points to achieve 1.5 times the allowable base density;~~
~~b. Minimum of 55% of the potential points to achieve 2.0 times the allowable base density;~~
~~c. Minimum of 70% of the potential points to achieve 2.5 times the allowable base density; or~~
~~d. Minimum of 85% of the potential points to achieve 3.0 times the allowable base density.~~

3. Data & Analysis: Staff Report

DATA & ANALYSIS
PAB 2016-27: CP + LDC Text Amendments – CBD Density
Planning Advisory Board Hearing
December 14, 2016

COMPREHENSIVE PLAN & LDC TEXT AMENDMENTS- CBD DENSITY

APPLICATION & SURROUNDING AREA INFORMATION:

OWNER/APPLICANT:	City of Fernandina Beach/ City Commission as 2016 Priority Action Item
AGENT:	Dale L. Martin, City Manager → Community Development Department Planning Staff
REQUESTED ACTION:	Amending Comprehensive Plan Policies 1.04.05 and 1.07.09 and LDC Sections 4.01.01 and 4.01.02 to remove the density bonus provisions for the CRA and increasing net density within the Central Business District land use/ C-3 zoned properties
LOCATION:	All Central Business District (CBD) FLUMED and C-3 Zoned Properties totaling approximately 47.50 acres of land

**** All required application materials have been received. All fees have been paid. All required notices have been made. All copies of required materials are part of the official record and have been made available on the City's website, the City Clerk's Office and at the Community Development Department Office. ****

SUMMARY OF REQUEST AND BACKGROUND INFORMATION:

In 2016, the City Commission established a priority goal objective of increasing density in the City's downtown. This topic is not unfamiliar to the City and its residents. For over a decade, the issue of increased density in the urban core has been discussed at various boards and committees and even stems from the initial efforts of the City's waterfront visioning exercises in 2004-2005. The Waterfronts Florida Partnership provided an excellent starting point for the City to consider its long term planning as it relates to the riverfront area as well as downtown. The visioning which took place and subsequent follow up meetings pointed to the need to increase the City's capacity to provide additional downtown residential housing opportunities and support its local merchants. Initial efforts were completed to increase downtown density, prior Planning staff considered an Urban Core type land use category in which density could be higher than the CBD. Unfortunately, in 2004 the entire City was considered within a Coastal High Hazard Area, which virtually froze all existing residential densities city-wide. The discussion ceased and efforts were considered in other areas to support downtown. In 2006, the state changed its definition of Coastal High Hazard Area (CHHA) and updated maps were issued. Today, only the western most edges of waterfront property are impacted by the CHHA.

In the years that followed, the City established a Community Redevelopment Area (CRA) along its waterfront properties and immediately adjoining the westernmost portion of the Central Business District. In late 2010, the City created a density bonus system for CRA properties containing the CBD land use designation as a means to address concerns raised by the development community that there was insufficient density in place to create marketable residential structures. However, efforts were too late as the nationwide recession was in full effect and the housing market crashed. The density bonus program and Land Development Code (LDC) based "score card" has never been used.

Although, ten years have passed since the prior discussions, much remains the same. The development community continues to face obstacles in their ability to deliver marketable housing on underutilized and vacant lands located downtown. An additional challenge is the ability to residentially occupy the second and third floors of historic structures due to the financial burden involved with meeting accessibility, fire separation, and Florida building code requirements. Creating these units may be possible, but the rate of return on potential rents makes it difficult to justify the cost of improvements.

Today, the majority of second and third floor units remain vacant as most retail and offices want to be located on the first floor.

The Central Business District (CBD) Future Land Use category is comprised of approximately 47.50 acres. Its current maximum density is at 8 dwelling units per acre, except where a previously platted lot of record exists. Under Comprehensive Plan policy 1.05.04, existing platted lots of record located in the CBD (*and other districts*) are permitted one (1) residential unit.

The City's 1901 plat created lots of record at a scale of 25ft x100ft for properties extending from east of Front Street to 4th Street. Lots gradually become larger as they continue east with 50 ft x 100 ft lots on the 5th and 6th Street blocks and 100 ft. x 100 ft. lots extending east to Central Park.

Exhibits A – C depict the City's CBD land use with 1901 plat lines, current parcel configuration and location of the Downtown Historic District and Community redevelopment area.

Staff has evaluated the entire district from a land use perspective and found that when 8 dwelling units per acre is calculated the City is capable of achieving 380 dwelling units within the Central Business District. That same area contains 383 existing platted lots of record in total, each honored under Policy 1.05.04. From a broad brush approach, the base density is achieved district wide. Staff proposes elevating the base density to 34 dwelling units per acre, which would accommodate a potential maximum build-out of the district at 1,615 residential dwelling units. This quadrupling of density sounds alarming, however, the feasibility of fully achieving it must be considered.

Portion of 1901 Plat of Downtown Fernandina Beach

FEASIBILITY OF A MAXIMUM BUILD-OUT:

Properties located within the City's historic district are regulated by the Historic District Council for any exterior improvements or consideration of demolition. Structures which are "contributing" to the district face additional scrutiny prior to the allowance of demolition. Established procedures are in place to protect the City's historic resources. The proposed density increase is an effort to allow for residential dwellings to occupy existing vacant spaces within the 2nd and 3rd levels of these resources, not to encourage demolition.

The City has in place a forty-five (45) foot height limit for all CBD/C-3 zoned structures, which limits buildings to a maximum of four (4) stories tall. Lots located within the Central Business District are limited to a lot width of no less than 25 feet and each lot is required to have access from an adjoining public right-of-way. The City's LDC directs that 10% of the site be dedicated for landscaping improvements. Additionally, newly developed mixed use and apartment structures require on-site storm water management with permitting through the St. Johns River Water Management District. Due to the high value of the land within this area, staff presumes that new development would rely on subterranean vaults to meet the demands of their storm water impacts.

Within the CBD/C-3 zoning district, the City absorbs parking impacts tied to any commercial operation, so there is NO PARKING required for any commercial use downtown. However, the City does not extend this exemption to on-site parking for residential dwellings. With most of the downtown historic structures, especially those located on Centre Street, achieving parking on site will not be possible. This requirement may force additional changes to the LDC or variance requests to deviate from minimum parking standards.

Collectively, these requirements, along with standards contained in the Florida Building Code and Fire Code erode the ability to fully build out to the maximum build out and create a marketable residential unit.

Strategies for handling parking:

Parking as a topic was not originally addressed in the current staff proposal. This is not something that needs to be addressed immediately for the proposal to continue its progress, but is something that needs to be considered moving forward. It's also a topic that the PAB may wish to provide comment and offer a recommendation to the City Commission.

The City does extend a provision for properties located in the Community Redevelopment Area (CRA) to reduce minimum residential parking standards, dependent on the square footage of each dwelling unit. (LDC Section 7.01.04 (A) - Parking Space Requirements Table, Footnote 2). It may be appropriate to adjust the standard to apply to all C-3 zoned properties and consider if additional adjustments need to be made.

Alternatively, the City could consider allowing a payment in lieu of providing parking for residential for its historic structures. This mechanism is currently in place for non-residential uses within the CRA. A strategy like this would allow property owner to satisfy their parking requirement by paying a set fee for the City to provide parking.

Finally, the City could consider waiving parking requirements for redeveloping historic structures to accommodate residential uses and allow overnight parking within existing City Parking lots. With the latter approaches, staff suggests that a residential overnight parking permit program be established to monitor the number of vehicles that have been legally allowed to park overnight and to ensure compliance with the parking strategy chosen.

DENSITY (EXISTING AND PROPOSED):

The first three examples provide a quick summary of how the proposed change would impact the ability to provide residential units on a given piece of property. It depicts a maximum build out scenario and does not account for compliance with the technical standards of the City's LDC for adherence with historic district guidelines, providing parking, minimum landscape or stormwater requirements as may be necessary under a redevelopment scenario. It's simply for purposes of providing a graphical representation of the calculation and what could be possible.

A previously platted 25 x 100ft lot of record is permitted to construct a single dwelling unit downtown. In this example, like many this is a historic structure constructed in 1900. Creating a residential unit and satisfying code requirements involves a substantial financial burden and the owner is left with a 2,500 square foot apartment, an area that is in keeping with most suburban residential standards, not that of a downtown urban core. Under the proposed change, this property would have sufficient density to establish up to (2) two residential units.

Example Density Calculation:

25 X 100 ft Lot of Record	2,500 ft²
Add Half of Adjoining ROW (on Centre Street)	+1000 ft²
	3,500 ft²

With Policy 1.04.05 (honors platted lots of record)	1 unit
Existing CBD Density (8 du/ acre or 5,445 ft²)	0 units
Proposed CBD Density (34 du/ acre or 1,281 ft²)	2 units

A 50 x 100 ft lot is also permitted to construct a single dwelling unit under both policy 1.04.05 and it also satisfies minimum existing density requirements when calculating ½ of the adjoining right-of- way (ROW). Under the proposed change the lot would be able to construct five (5) residential dwelling units.

Example Density Calculation:

50 X 100ft Lot of Record	5,000 ft²
Add Half of Adjoining ROW (on Side Numbered Streets = 60 ft)	+1500 ft²
	6,500 ft²

With Policy 1.04.05 (honors platted lots of record)	1 unit
Existing CBD Density (8 du/ acre or 5,445 ft²)	1 unit
Proposed CBD Density (34 du/ acre or 1,281 ft²)	5 units

The 1901 platted 100 x 100 ft. lots will go from being able to construct three (3) dwelling units to a maximum of twelve (12) dwelling units.

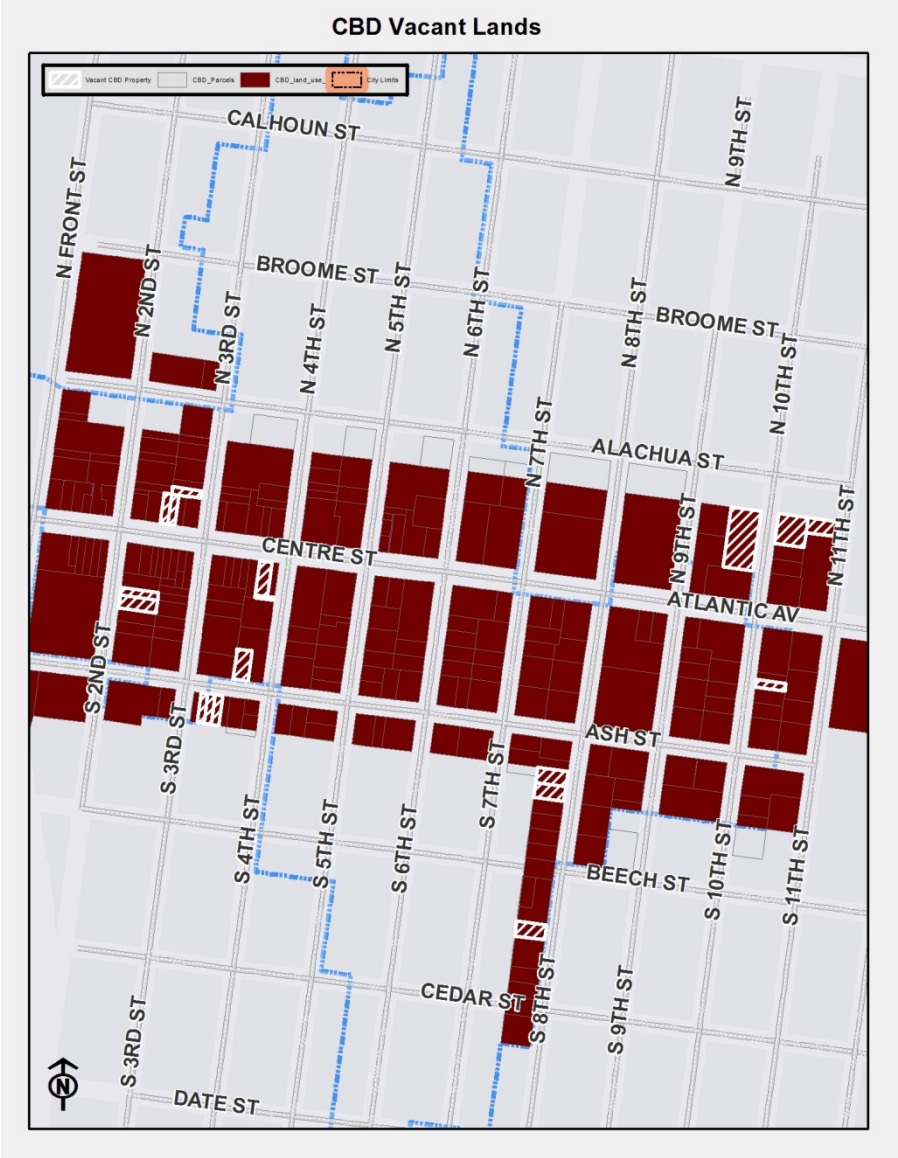
Example Density Calculation:

100 X 100ft Lot of Record	10,000 ft²
Add Half of Adjoining ROW (on Side Numbered Streets = 60 ft)	+ 6,000 ft²
	16,000 ft²

With Policy 1.04.05 (honors platted lots of record)	1 unit
Existing CBD Density (8 du/ acre or 5,445 ft²)	2 units
Proposed CBD Density (34 du/ acre or 1,281 ft²)	12 units

VACANT OR UNDERUTILIZED SITES AND DENSITY IMPACTS

Within the Central Business District/ C-3 zoning district remains a total of 18 "vacant" properties. These properties are scattered throughout the downtown area and contain a variety of lot configurations. This map depicts the location of remaining vacant lands.



Staff has provided a brief analysis of three (3) potential redevelopment sites. They were chosen because they are either currently vacant or underutilized properties with a high potential for future redevelopment. Calculations are reflective of a maximum build-out scenario and do not account for what may be a marketable residential unit when factoring requirements for adherence with the LDC standards for a 45 foot maximum building height, 10% landscape standard, parking requirements, or stormwater management. Requirements for compliance with the Florida Building Code and Florida Fire Code may also impact the total number of units achievable on a given site.

This 125x100 ft. parcel is a property which is likely to redevelop in the future and may take advantage of the potential for residential density through its redevelopment scheme. Under the proposed change the property would be able to construct up to 15 residential dwelling units.

Example Density Calculation:

125 X 100ft Lot with 5 Platted Lots	12,500 ft²
Add Half of Adjoining ROW (Approximately = 60 ft)	+ 6,750 ft²
	19,250 ft²

With Policy 1.04.05 (honors platted lots of record)	5 units
Existing CBD Density (8 du/ acre or 5,445 sq ft)	3 units
Proposed CBD Density (34 du/ acre or 1,281 sq ft)	15 units

Although, the property is currently being redeveloped in keeping with its prior use as a retail store, this 400 x 400 ft. parcel is a property which has the potential to redevelop in the future. Under the proposed change the property would be able to construct up to 45 residential dwelling units.

Example Density Calculation:

200 X 200ft Lot with 5 Platted Lots	40,000 ft²
Add Half of Adjoining ROW (Approximately = 60 ft)	+ 18,000 ft²
	58,000 ft²

With Policy 1.04.05 (honors platted lots of record)	4 units
Existing CBD Density (8 du/ acre or 5,445 sq ft)	10 units
Proposed CBD Density (34 du/ acre or 1,281 sq ft)	45 units

This property is located within the City's CRA and previously considered a redevelopment scenario that involved mixed use office/retail and apartments prior to the 2009 housing market crash. The site remains vacant and the existing Standard Marine Building is boarded up. Under the proposed density increase, the property has the potential for redevelopment of up to 99 dwelling units.

Example Density Calculation:

2.06 Acres – Full City Block on Front Street	89,733 ft²
Add Half of Adjoining ROW (on Side Numbered Streets = 60 ft)	+ 37,500 ft²
	127,233 ft²

With Policy 1.04.05 (honors platted lots of record)	34 units
Existing CBD Density (8 du/ acre or 5,445 sq ft)	23 units
Proposed CBD Density (34 du/ acre or 1,281 sq ft)	99 units

MAIN STREET FERNANDINA SURVEY ANALYSIS

With the support of Main Street Fernandina, the City devised and launched a survey in mid-September 2016. A total of 199 responses were obtained from the survey effort which closed on December 8, 2016. With exception of a few, those who responded to the survey indicated an interest in living downtown, if they were able to secure housing to meet their desired needs. An overwhelmingly (92%) stated that if they lived downtown they would drive less often. 60% of respondents stated they would be willing to park their cars a maximum of two-blocks from their place of residency and would rely on public transportation more frequently.

When it comes to desired housing preferences, most respondents are looking to secure 1,000 to 2,000 square feet of living area with 2-3 bedrooms and 1.5 -3 bathrooms. They would also like to have two (2) available parking spaces either within their place of residency or as a mix of secured parking and on-street parking. One-third (1/3) of respondents indicate a desire to live in a mixed-use building, however, nearly 50% would like either a detached single-family home or townhouse. Although, most respondents are desirous of buying their place downtown, of those willing to rent a 2-bedroom apartment 45% are looking for $1,000 or less in rent costs each month.

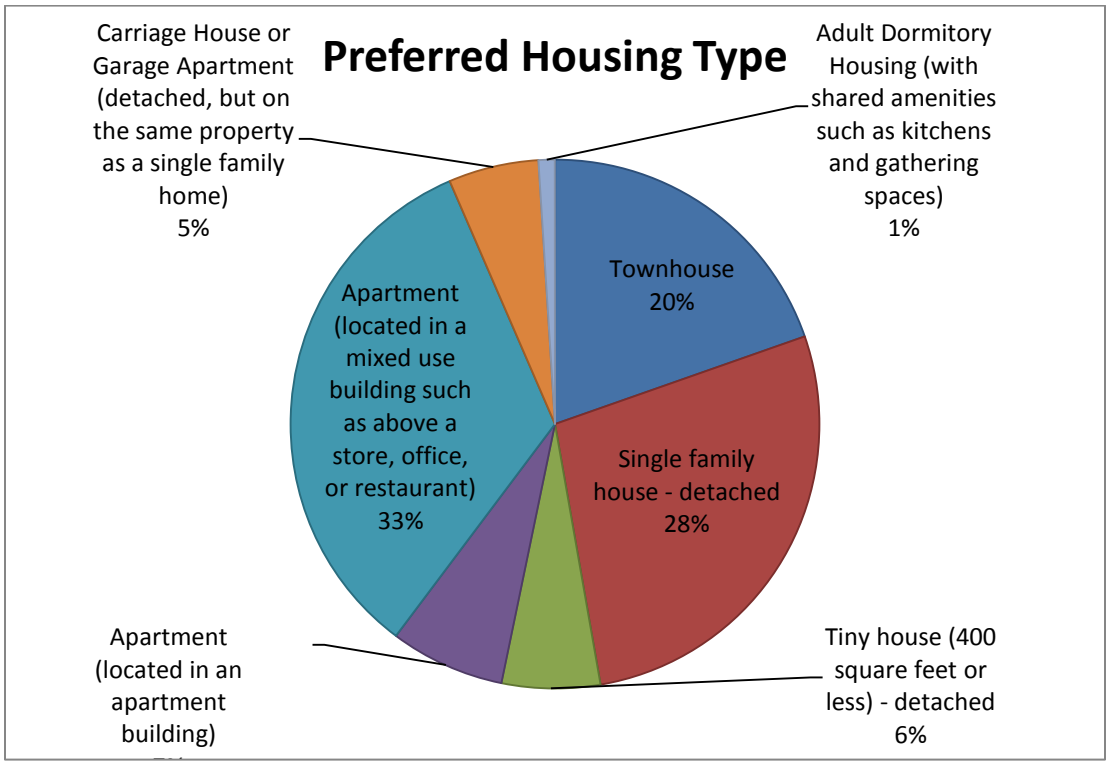
Here is a brief summary of the general demographics of survey respondents:

- 25% of respondents are employed in downtown Fernandina Beach.
- 61% of the respondents live on Amelia Island.
- Almost 70% are looking to buy or rent-to-buy a place downtown.
- Nearly 80% have 2+ people currently living in their household.
- Roughly 50% of respondents were aged 55+, with almost 23% of respondents under the age of 40.

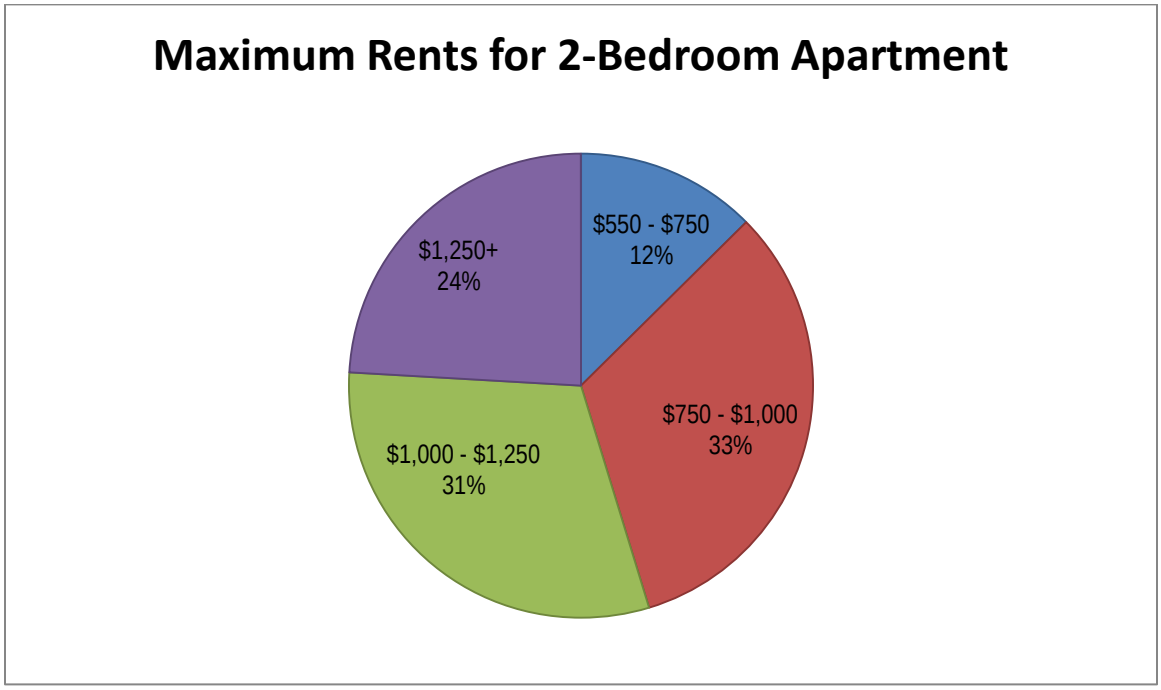
These top three items were tremendously supported as a primary factor to their decision to live in downtown Fernandina Beach

1. Dining, Nightlife, and Entertainment
2. Public Amenities such as the Marina, Library, Post Office, City Hall, Community Theater, Museum, etc.
3. Safe Walking and Biking.

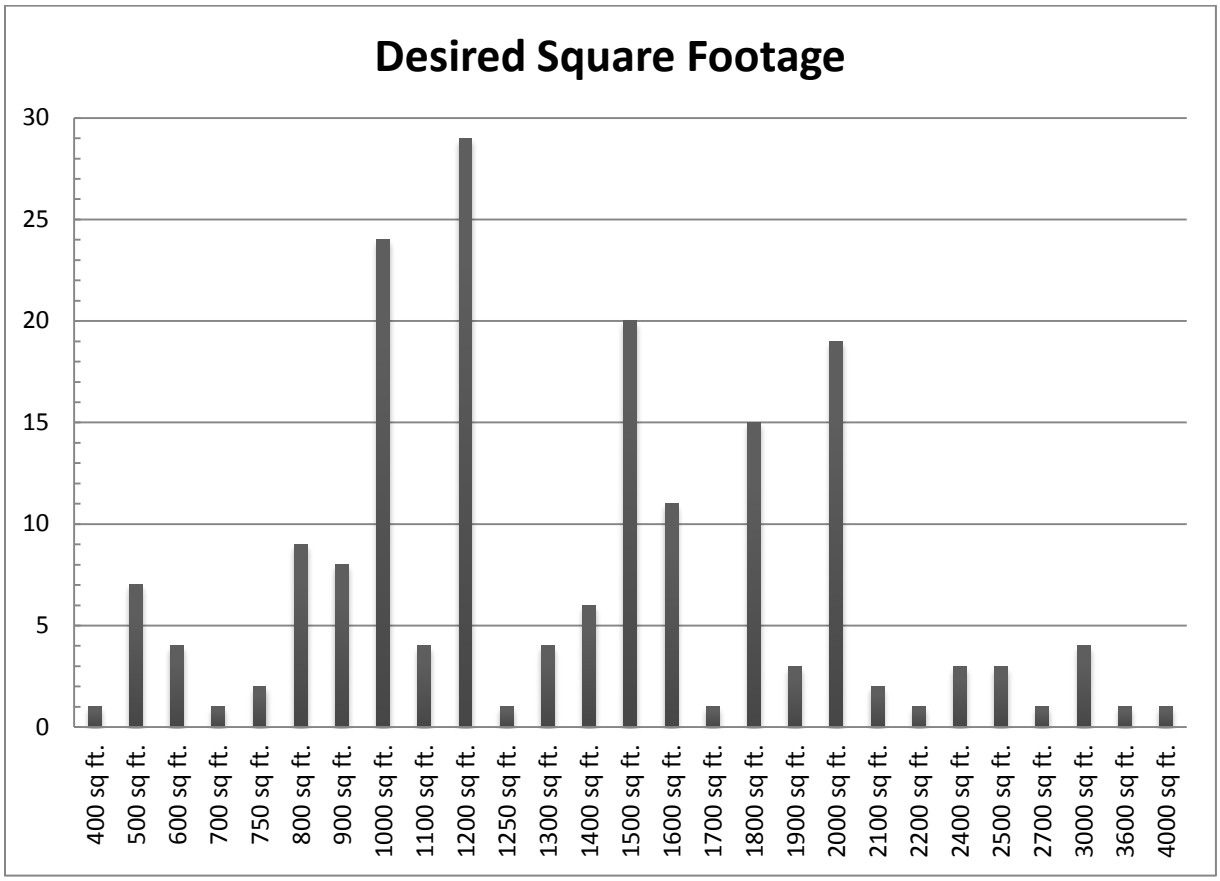
When asked "Why do you want to live downtown?" The primary responses were "Convenience, Walkable, Close to Everything, and Historic Charm." Responses are summarized in the word cloud, HERE →.

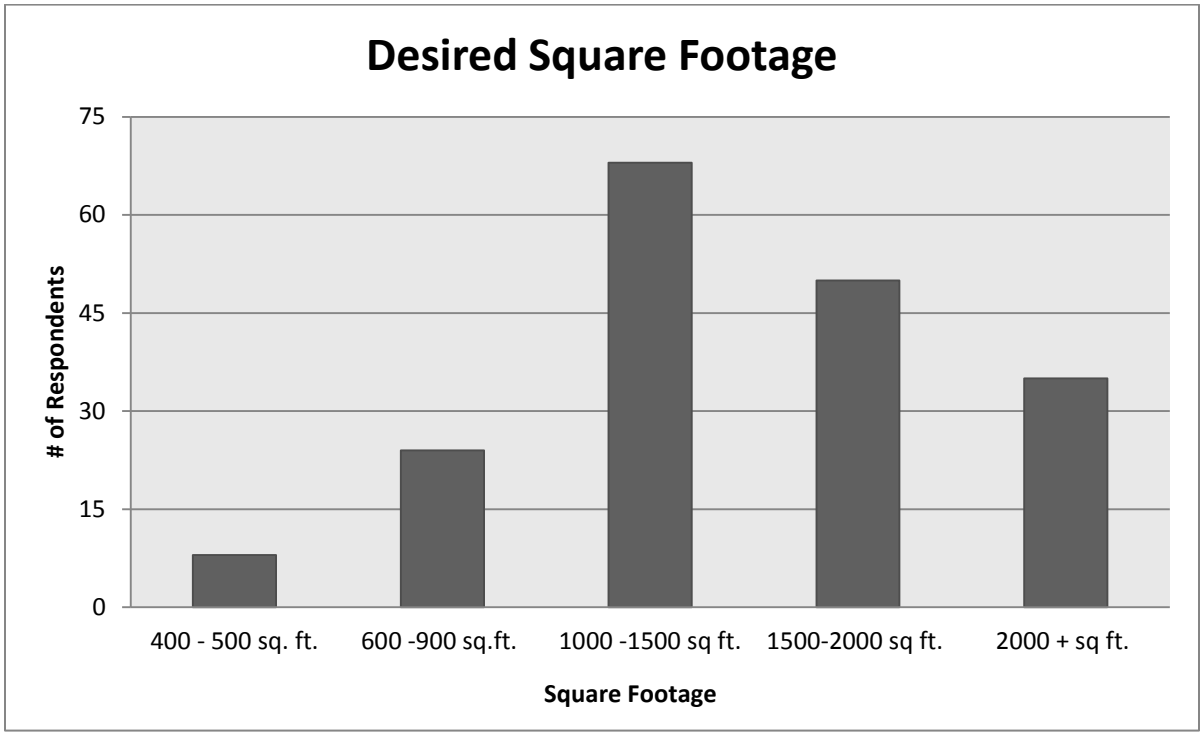


There is a fairly even split of survey respondents looking for either Single family detached homes, townhouses, or mixed –use living downtown .

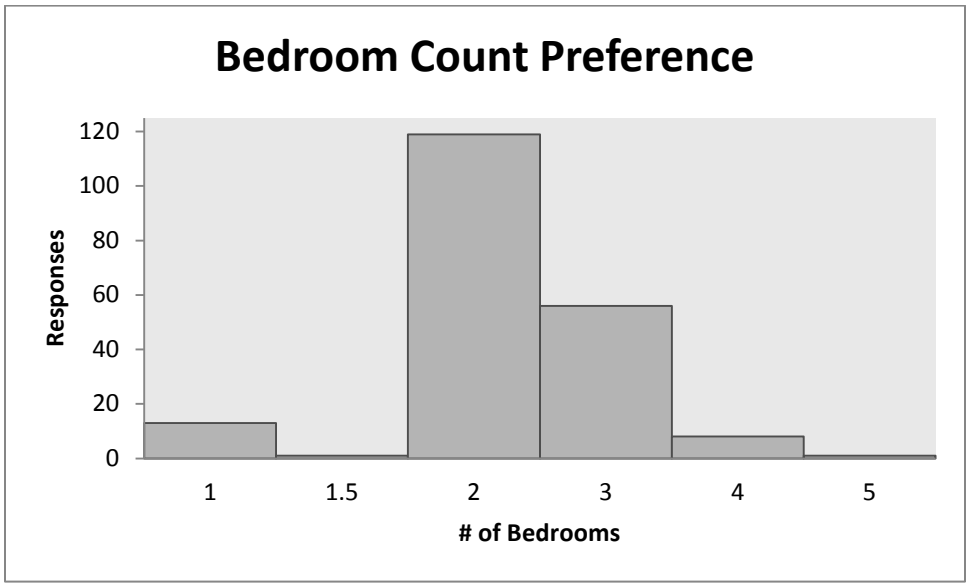


Roughly two-thirds of the respondents are willing to pay up to $1,250 for a two- bedroom apartment downtown. However, 45% of the respondents are looking to pay $1,000 or less.

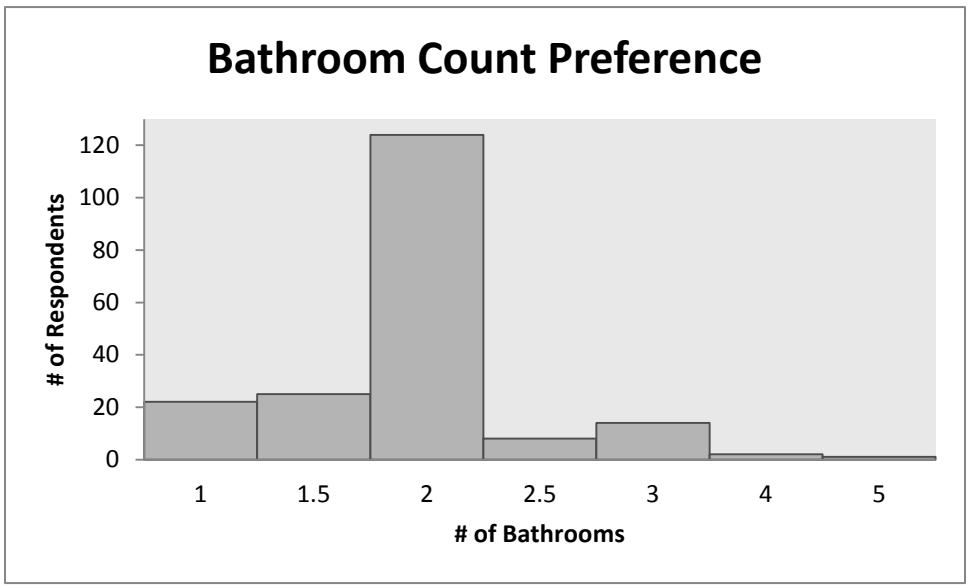




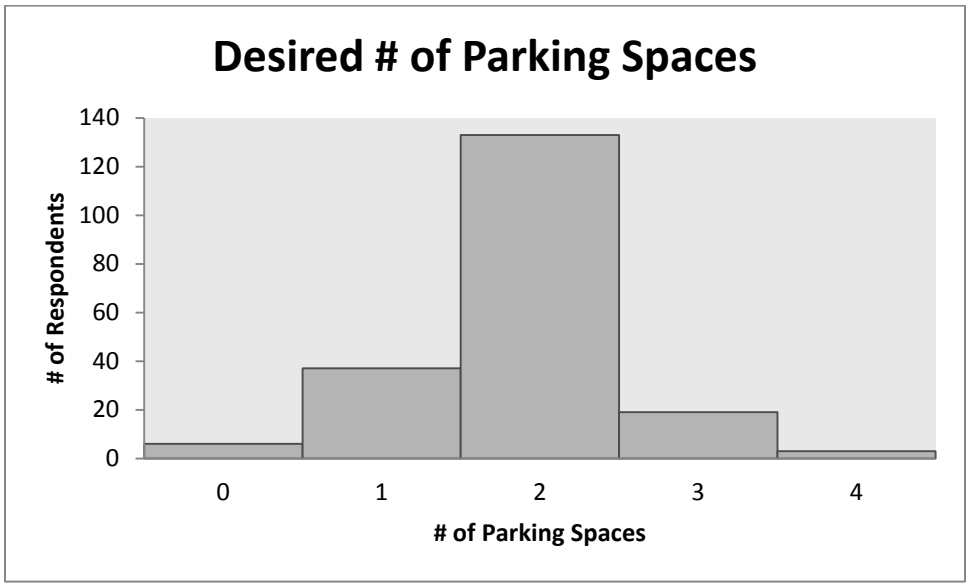
The majority of respondents desire between 1,000 – 2,000 square feet.



88% of respondents are looking for 2-3 bedrooms.



86% of respondents are looking for between 1.5 and 3 bathrooms with the majority requesting two (2) bathrooms.



67% of Respondents desire two (2) parking spaces with just over 20% stating that they would require either zero or one (1) space.

CONCLUSION:

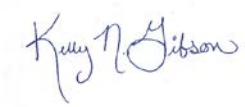
The analysis contained within this report provides information to support a net density increase within the Central Business District (CBD)/ C-3 zoning district from 8 dwelling units per acre to 34 dwelling units per acre. This figure supports the City's ability to obtain residential dwelling units in its existing historic structures. It provides an opportunity to create dwelling units on vacant or underutilized sites which serve to support long term residential living downtown, whether those units support work force housing needs, senior co-housing, tiny houses, or an opportunity for an affordable 2nd home in downtown Fernandina Beach. It is a product which the City's urban core is currently unable to deliver under the existing base density. Increasing the number of residential units within the CBD serves to support existing business merchant's downtown by providing affordable housing options through smaller unit sizes for retail, office, and restaurant employees. It also increases the number of people likely to walk, dine, and shop weekly or even daily at their businesses. This adds vibrancy to the City's downtown core and supports previous long term visioning efforts. Staff fully supports the City Commission's request to increase net density downtown as directed by its 2016 priority action item.

Details regarding parking cannot be ignored, particularly as it will relate to established historic structures. At the present time, there are parking flexibility standards within the LDC which may help those property owners looking to meet minimum parking requirements through off-site parking agreements. A variance opportunity exists for these owners as well. Amendments regarding parking as contained in Chapter 7 of the LDC may be considered by PAB recommendations or addressed as a staff proposal under a separate application.

MOTION(S) TO CONSIDER:

I move to recommend (approval or denial) of PAB case number 2016-27 to the City Commission requesting amendments to Comprehensive Plan Policies 1.04.05 and 1.07.09 and LDC Sections 4.01.01 and 4.01.02 as described and that PAB case 2016-27, as presented, (is or is not) sufficiently compliant with applicable sections of the Comprehensive Plan and Land Development Code to be approved at this time.

Submitted by:



Kelly N. Gibson, AICP
Senior Planner

EXHIBIT A

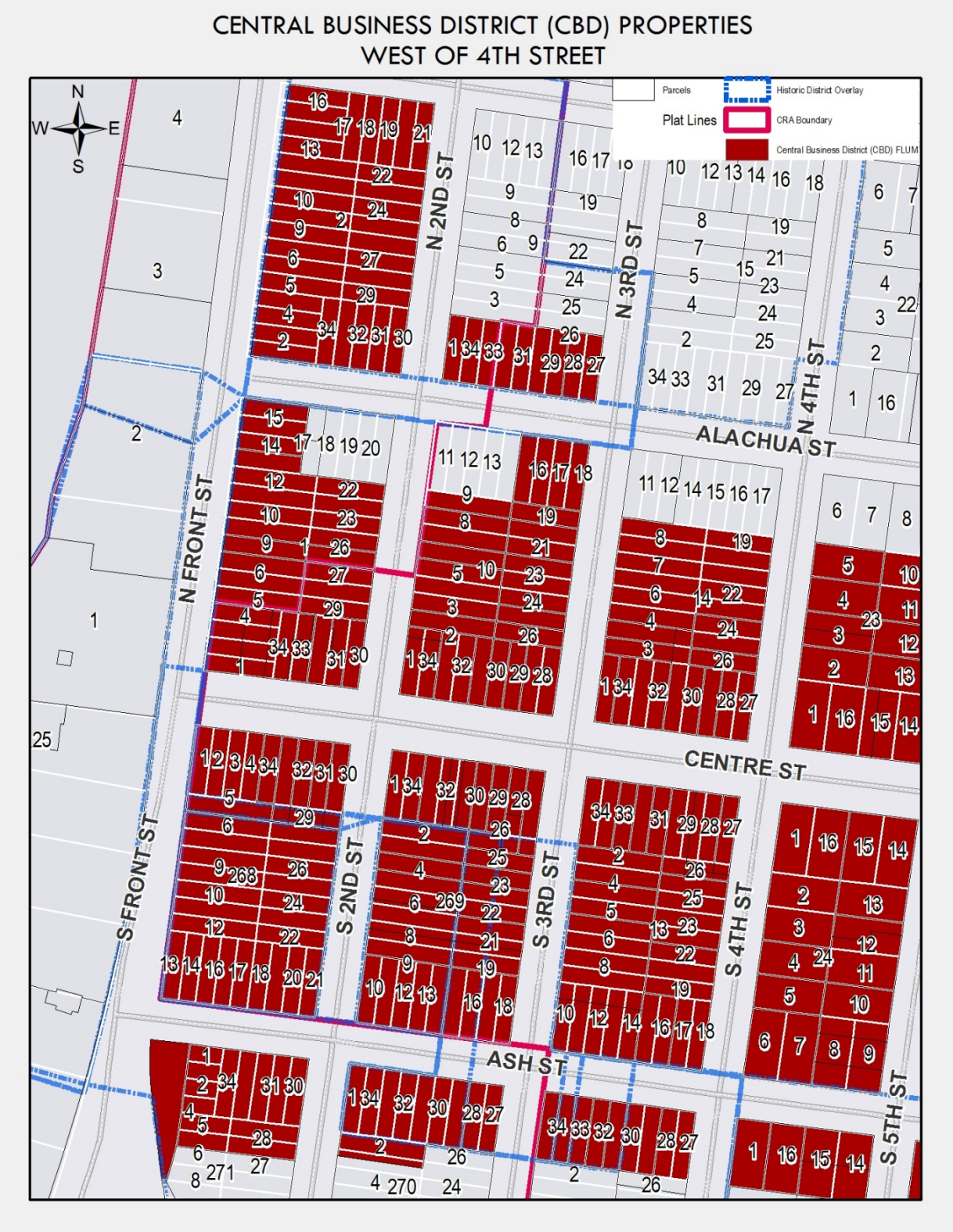

CENTRAL BUSINESS DISTRICT (CBD) PROPERTIES
WEST OF 4TH STREET
N
W
E
S
Parcels
Plat Lines
Historic District Overlay
CRA Boundary
Central Business District (CBD) FLUM
N 2ND ST
N 3RD ST
N 4TH ST
ALACHUA ST
N FRONT ST
CENTRE ST
S FRONT ST
S 2ND ST
S 3RD ST
S 4TH ST
ASH ST
S 5TH ST

EXHIBIT B

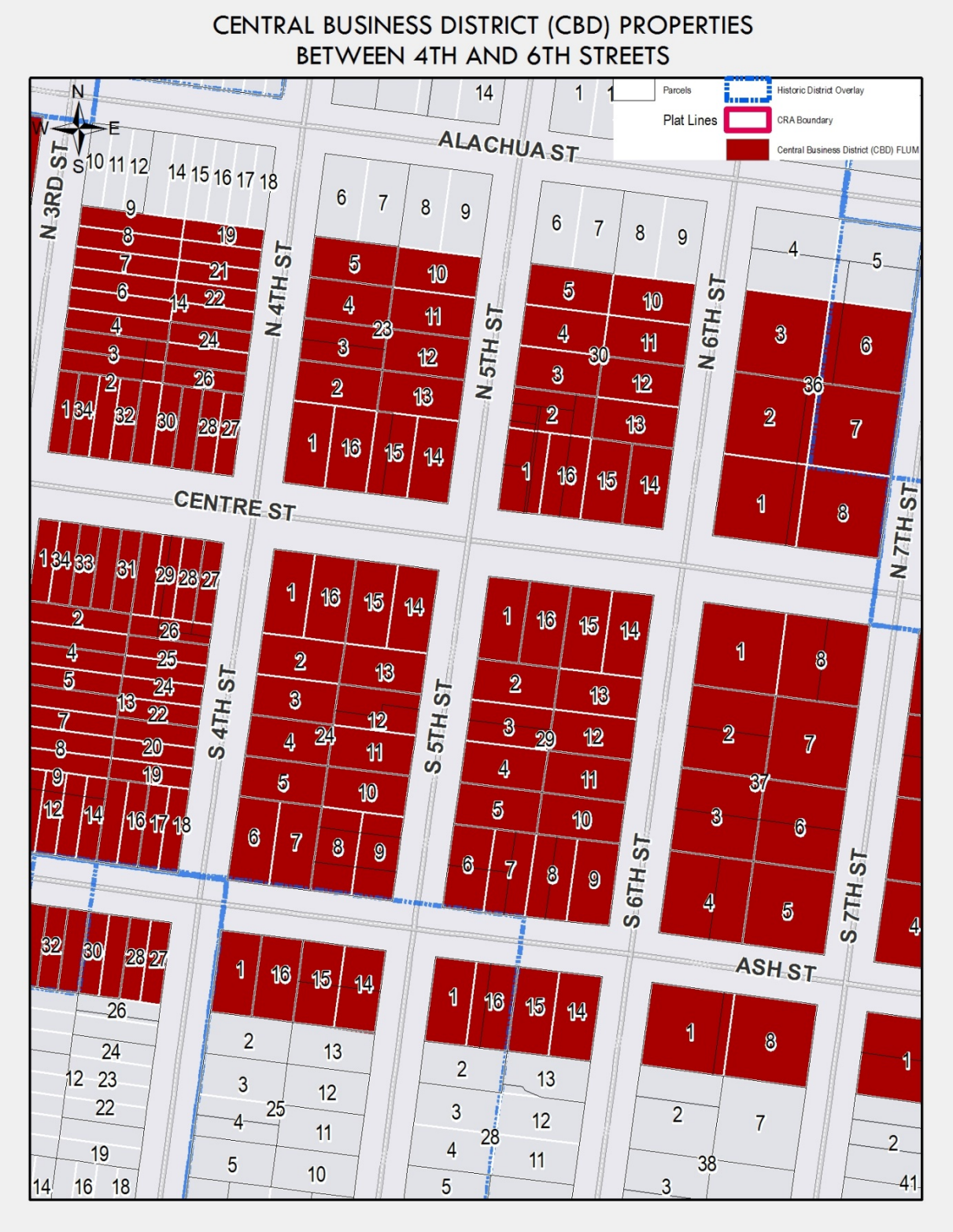
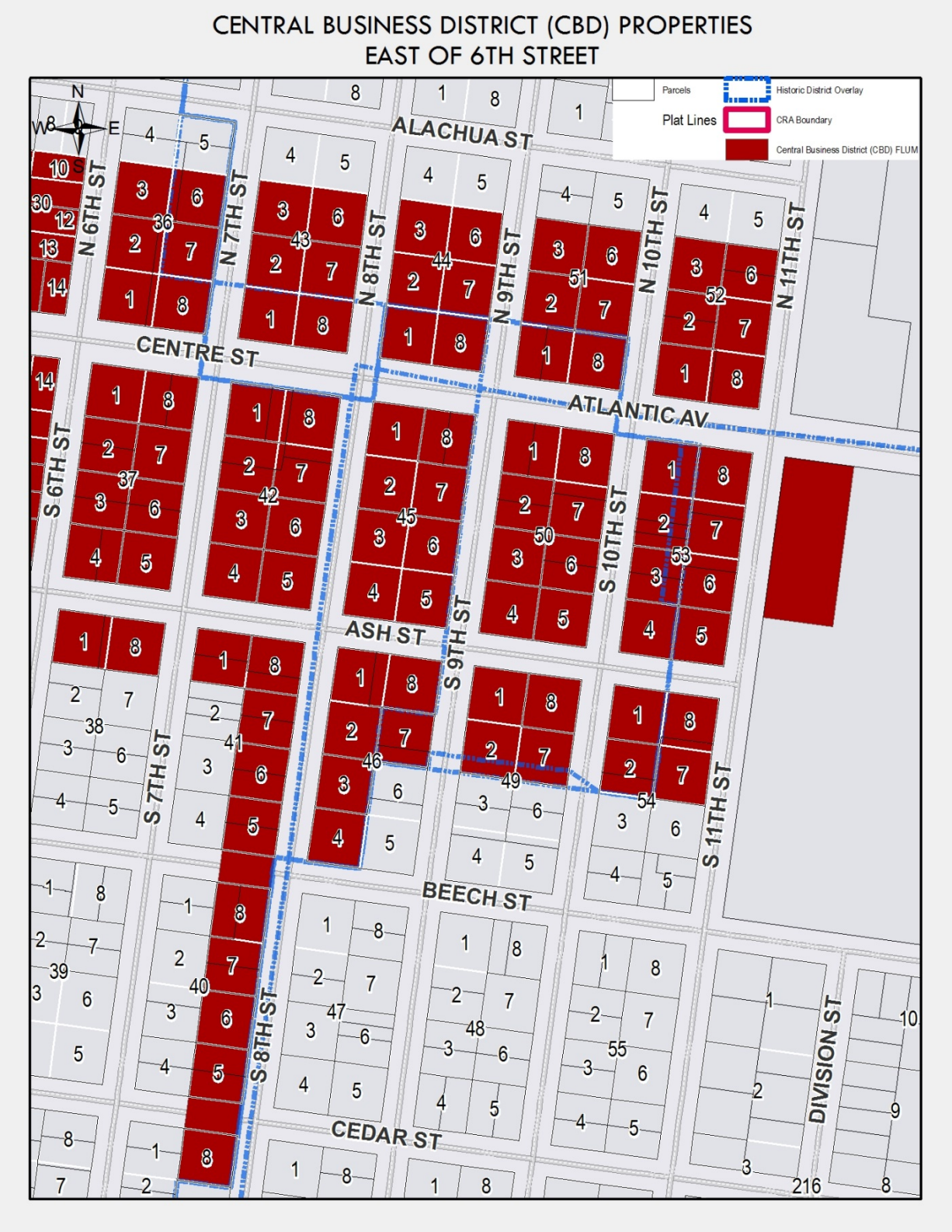

CENTRAL BUSINESS DISTRICT (CBD) PROPERTIES
BETWEEN 4TH AND 6TH STREETS
Parcels
Plat Lines
Historic District Overlay
CRA Boundary
Central Business District (CBD) FLUM
N
W
E
S
ALACHUA ST
CENTRE ST
ASH ST
N 3RD ST
N 4TH ST
N 5TH ST
N 6TH ST
N 7TH ST
S 4TH ST
S 5TH ST
S 6TH ST
S 7TH ST

EXHIBIT C


CENTRAL BUSINESS DISTRICT (CBD) PROPERTIES
EAST OF 6TH STREET
Parcels
Plat Lines
Historic District Overlay
CRA Boundary
Central Business District (CBD) FLUM
N
W
E
S
ALACHUA ST
CENTRE ST
ATLANTIC AV
ASH ST
BEECH ST
CEDAR ST
N 6TH ST
N 7TH ST
N 8TH ST
N 9TH ST
N 10TH ST
N 11TH ST
S 6TH ST
S 7TH ST
S 8TH ST
S 9TH ST
S 10TH ST
S 11TH ST
DIVISION ST

OFFICE USE ONLY

REC'D: _____ BY: _____

PAYMENT: $ — TYPE: —

APPLICATION #: 2016-0001722

CASE #: 2016-27

BOARD MEETING DATE: DEC 14, 2016

PLANNING ADVISORY BOARD APPLICATION

- ☐ ZONING MAP AMENDMENT (≤ 10 acres $850 / > 10acres $1,600)
- ☐ LAND USE MAP AMENDMENT (≤ 10 acres $850 / > 10acres $1,600)
- ☒ LDC TEXT AMENDMENT ($850)
- ☒ COMP PLAN AMENDMENT ($850)
- ☐ SUBDIVISION PLAT – PRELIM ($750)
- ☐ SUBDIVISION PLAT – FINAL ($850)
- ☐ VACATION OF R.O.W. ($850)
- ☐ VOLUNTARY ANNEXATION ($1050)

APPLICANT INFORMATION

Owner Name: CITY OF FERNANDINA BEACH

Mailing Address: 204 ASH STREET FERNANDINA BEACH, FL 32034

Telephone: 904-310-3135 Fax: _____

Email: DMARTIN@FBFL.ORG

Agent Name: _____

Mailing Address: _____

Telephone: _____ Fax: _____

Email: _____

PROPERTY INFORMATION

Street Address: _____

Parcel Identification Number(s): _____

Lot Number: _____ Block Number: _____ Subdivision: _____

Section: _____ Township: _____ Range: _____

PROJECT INFORMATION

Total Number of Lots/Parcels: _____

Less than One (1) acre Sq. Footage: _____ One (1) Acre or Greater: _____

Existing Zoning Classification: _____

Existing Future Land Use Classification: _____

Previous Planning/Zoning Approvals: _____

Description of Request:

SEE ATTACHED- COMPREHENSIVE PLAN TEXT AMENDMENT AND LDC CHANGES

SIGNATURE/NOTARY

The undersigned states the above information is true and correct as (s)he is informed and believes.

11/29/16 — Date

Signature of Applicant

STATE OF FLORIDA
COUNTY OF NASSAU } ss

NICOLE BEDNAR
MY COMMISSION # FF929607
EXPIRES February 02, 2020
(407) 398-0153 FloridaNotaryService.com

Subscribed and sworn to before me this 29th day of November, 2016.

Notary Public: Signature

Nicole Bednar
Printed Name

Feb. 2, 2020
My Commission Expires

Personally Known X OR Produced Identification _____ ID Produced: _____

COMP PLAN AMENDMENT

Policy 1.07.09.

Central Business District (CBD)

a. The FLUM designation of central business district is applied to the City's downtown, as the center for residential, financial, commercial, governmental, professional, cultural, and related activities.
b. The Central Business District category is designed to accommodate single-family or duplex residential uses, either "stand alone" or in mixed residential and business use structures; offices; commercial retail; personal services establishments; restaurants; transient accommodations; commercial parking facilities; civic uses; and cultural uses.
c. Additional uses may be permissible subject to additional standards: indoor recreation facilities, multi-family dwellings, marinas, day-care centers, and educational facilities.
d. The density of residential development in the Central Business District land use category shall not exceed ~~eight (8)~~ thirty-four (34) units per acre.
e. The intensity of non-residential development shall not exceed a FAR of 2.0.
f. A proposed amendment to the FLUM to increase the land area within the Central Business District; land use category shall demonstrate the suitability of the proposed site based on:
    1. The need for additional land area within the Central Business District; land use category;
    2. Consistency of the land area with the characteristics of the Central Business District; and;
    3. Consistency of the land area with the characteristics of the downtown.

~~**Policy 1.04.05.**~~

~~The City shall implement a Density Bonus Incentive Program to encourage redevelopment within its Community Redevelopment Area (CRA). The CRA boundary is delineated on the City's Future Land Use Map and cannot be amended without a Comprehensive Plan amendment. The Density Bonus Incentive Program shall be available only to those properties within the CRA which carry or acquire the Central Business District (CBD) future land use designation and are not within the Coastal High Hazard Area (CHHA).~~

~~The Density Bonus Incentive Program shall utilize a scoring system as formalized within the Land Development Code by which redeveloping, eligible properties may choose to address categories of Housing Type Mix, Mixed Use, Community Amenities, Green Building Certification and Sustainable Site Development Practices to earn points toward a density increase.~~

~~Each category has a maximum number of points *(illustrated in Table 1.03.01)*. Points may be obtained in any combination of the categories with the total number of points not to exceed 100 points.~~

~~**Table 1.04.01. Density Bonus Incentive Program Maximum Points**~~

~~CATEGORY~~	~~MAXIMUM POINTS~~
~~HOUSING TYPE MIX~~	~~35~~
~~MIXED USE~~	~~10~~
~~COMMUNITY AMENITIES~~	~~35~~
~~GREEN BUILDING CERTIFICATION~~	~~5~~
~~SUSTAINABLE SITE DEVELOPMENT PRACTICES~~	~~15~~
~~TOTAL~~	~~100~~

~~Density bonuses may be earned on a site specific basis based on the following minimum thresholds in the scoring system:~~

~~a. Minimum of 40% of the potential points to achieve 1.5 times the allowable base density;~~
~~b. Minimum of 55% of the potential points to achieve 2.0 times the allowable base density;~~
~~c. Minimum of 70% of the potential points to achieve 2.5 times the allowable base density; or~~
~~d. Minimum of 85% of the potential points to achieve 3.0 times the allowable base density.~~

LAND DEVELOPMENT CODE CHANGES

4.01.01 Density and Housing Types

Table 4.01.01. Density and Housing Types in Base Zoning Districts.

Zoning District	Maximum Gross Density (dwelling units per acre)	Permissible Housing Types
RE	1.0	Single-family detached
R1-G	4.0	Single-family detached
R-1	4.0	Single-family detached
RLM	6.0	Single-family detached
R-2	8.0	Single-family detached Duplex structures Triplex structures Townhouses
R-3	10.0	Single-family detached Duplex structures Triplex structures Townhouses Multi-family structures with 4 or more units
OT-1	10.0	Single-family detached
OT-2	10.0	Single-family detached
MU-1	8.0	Single-family detached Duplex structures Triplex structures Townhouses Mixed Use
MU-8	18.0	Single-family detached Duplex structures Triplex structures Townhouses Multi-family Structures with 4 or more units Mixed Use
C-1	Prohibited	
C-2	Prohibited	
C-3	34.0 ~~8.0~~	Single-family detached Duplex structures Triplex structures

		<u>Townhouses</u> Multi-family structures or mixed use
I-1	Not permitted as a principal use[1]	
I-A	Not permitted as a principal use[1]	
I-W	Not permitted as a principal use[1]	
W-1	2.0 with bonus potential to 4.0	Single-family within mixed use
PI-1	Not permitted as a principal use[1]	
CON	Not permitted as a principal use[1]	
REC	Prohibited	

[1]An accessory dwelling unit is permissible for caretakers or security personnel. See Section 5.01.04.

~~4.01.02 Density Bonus Provisions~~

~~Fernandina Beach Community Redevelopment Area (CRA) Density Bonus Incentive Program~~

~~The CRA Density Bonus Incentive Program is only available to those properties within the Fernandina Beach CRA, as adopted by Resolution 2006-28, which carry the Central Business District (CBD) future land use designation/ C-3 zoning and are not within the Coastal High Hazard Area (CHHA). This program has been developed as a mechanism to encourage additional residential density within the CRA and is not a development requirement. Property owners and developers wishing to take advantage of the potential additional density provided by the bonus program are required to demonstrate full compliance with its requirements through the site design review process. Further, the completed scorecard shall be approved as part of the local development order and recorded with the Nassau County Clerk of Courts in the form of a deed restriction. All committed improvements shall be inspected prior to issuance of a certificate of occupancy. Property dedications are subject to the City's acceptance of the land.~~

~~The Density Bonus Scorecard (Table 4.01.02(A)) is a tool created to evaluate a developments' ability to obtain a density bonus. It is composed of five (5) categories: Housing Type Mix, Mixed Use, Community Amenities, Green Building Certification and Sustainable Site Development Practices. Each category contains a maximum number of points within the overall category. Projects that obtain additional points within the category are not permitted to transfer those points to any other category. The total number of points in all five (5) categories combined equals 100 points. The density bonus multiplier is applied to the project's underlying lots of record. Projects are able to obtain a density bonus multiplier if they achieve the required total number of points as follows:~~

- ~~Eligibility for 1.5 multiplier dwelling units per lot of record bonus requires 40% of the Potential Points~~
- ~~Eligibility for 2.0 multiplier dwelling units per lot of record bonus requires 55% of the Potential Points~~
- ~~Eligibility for 2.5 multiplier dwelling units per lot of record bonus requires 70% of the Potential Points~~
- ~~Eligibility for 3.0 multiplier dwelling units per lot of record bonus requires 85% of the Potential Points~~

~~Each of the categories in the Density Bonus Incentive Program are intended to address a community identified need or goal. The Housing Type Mix category encourages a mixture of smaller dwelling units within the overall development scheme which provides an opportunity to achieve more affordable units and workforce housing within the CRA. The Mixed Use category seeks to obtain a development pattern compatible with the existing Central Business District whereby there is a mix of retail, restaurants and professional offices with residential units. A category for Community Amenities is included in order to realize several of the goals of the CRA such as retention of historic structures, maintenance of views, pedestrian corridors and providing for infrastructure improvements. The Green Building Certification category awards points to project that have taken the necessary steps to obtain a nationally recognized green building certification. Points for Sustainable Site Development Practices provide points for achieving certain measurable sustainable building techniques.~~

~~Table 4.01.02(A) - CRA DENSITY BONUS SCORECARD~~		
~~CATEGORY~~	~~MEASURE~~	~~POINTS~~
~~HOUSING TYPE MIX~~	~~20% and above of total units- 750 sq ft or under~~	~~20~~
	~~20% through 80% of total units- 751 - 1000 sq ft~~	~~20~~
	~~20% through 60% of total units- 1,001-1,250 sq ft~~	~~10~~
	~~**Housing Type Mix Maximum Points**~~	~~**35**~~
~~MIXED USE~~	~~Minimum 8% of gross floor area contains non-residential use (not including parking)~~	~~10~~
	~~**Mixed Use Maximum Points**~~	~~**10**~~
~~COMMUNITY AMENITIES~~	~~Project Reuses & Restores Existing Contributing or Non-Contributing Historic Structures On-Site~~	~~5~~
	~~Interconnected Public Spaces:~~ ~~Interconnected public spaces and pedestrian ways internal to the project site- *Partial Block* **OR***~~	~~5~~
	~~Interconnected public spaces and pedestrian ways internal to the project site- *Full Block*~~	~~10~~
	~~Project Contains Publicly Accessible Rooftop Amenities (Minimum of 400 sq. ft.)~~	~~8~~
	~~Project Contains Publicly Accessible Rooftop Green Open space (50% of rooftop)~~	~~8~~
	~~Implementing Streetscape Improvements in Accordance with Approved CRA Streetscape (Within Project ROW)~~	~~10~~
	~~Dedication of Land:~~ ~~City acquisition of 5% of the project site (minimum 2,500 sq. ft) to the public of land for Stormwater Management, Parking, Parks or Community Gardens within the CRA (fee simple acquisition) **OR***~~	~~5~~
	~~City acquisition of 10% of the project site to the public of land for Stormwater Management, Parking, Parks or Community Gardens within the CRA (fee simple acquisition)~~	~~10~~
	~~Public Outdoor Open Space:~~ ~~2% of conditioned square footage provided for useable public outdoor open space on ground level or raised terrace **OR***~~	~~8~~
	~~4% of conditioned square footage provided for useable public outdoor open space on ground level or raised terrace **OR***~~	~~12~~
	~~6% of conditioned square footage provided for useable public outdoor open space on ground level or raised terrace~~	~~16~~
	~~Contribution of monies towards CRA infrastructure improvements above and beyond the costs of development impacts ($25,000 / point up to a maximum of 35 points)~~	~~35~~
	~~**Community Amenities Maximum Points**~~	~~**35**~~

~~Table 4.01.02(A) – CRA DENSITY BONUS SCORECARD (continued)~~		
~~CATEGORY~~	~~MEASURE~~	~~POINTS~~
~~GREEN BUILDING CERTIFICATION~~	~~Nationally Recognized Sustainable Rating System (LEED, Green Globes, Earth Craft, etc.)~~	~~5~~
	~~Green Building Certification Maximum Points~~	~~5~~
~~SUSTAINABLE SITE DEVELOPMENT PRACTICES~~	~~HERS Rating OR Other Energy Conservation~~	
	~~HERS Rating of 70-61 OR~~	~~5~~
	~~HERS Rating of 60-51 OR~~	~~7~~
	~~HERS Rating of 50-16 OR~~	~~10~~
	~~HERS Rating of 15 or below~~	~~15~~
	~~OR~~	
	~~Project Uses Solar Water Heaters for all Commercial and Residential Units~~	~~1~~
	~~Project Contains On-site Renewable Energy~~	~~1~~
	~~Project Contains/ Requires All Energy Star Rated Appliances and Fixtures~~	~~1~~
	~~ADDITIONAL CREDITS~~	
	~~Project Uses Water Efficient Landscaping (Xeriscape & Rain Gardens)- Minimum of 75% of required landscaped area~~	~~1~~
	~~Florida Water Star Certified Project~~	~~2~~
	~~Project Exceeds Minimum (30%) Landscaping Requirements using Native Plant Materials for Parking Areas~~	~~1~~
	~~Project Exceeds Minimum (30%) Landscaping Requirements using Native Plant Materials for Tree Planting~~	~~1~~
	~~Project Diverts a Minimum of 50% of all Construction Waste Away from Landfills (re-use on-site or recycle hauler)~~	~~3~~
	~~Project Contains On-site Use of Collected Stormwater~~	~~2~~
	~~Reduced Non-Roof Heat Island Effect to a Minimum of 40% of Hardscape~~	~~2~~
	~~Reduced Roof Heat Island Effect (Green Roof or Reflective Roof)~~	~~3~~
	~~Project Provides a Central Storage Facility internal to the Project for the Collection of Recyclable Waste~~	~~2~~
	~~Sustainable Site Development Practices Maximum Points~~	~~15~~
	~~TOTAL MAXIMUM POINTS~~	~~100~~

4. Ordinance 2017-02: *as approved to transmit for ESR on January 3, 2017*

ORDINANCE 2017-02

AN ORDINANCE OF THE CITY COMMISSION OF THE CITY OF FERNANDINA BEACH, FLORIDA, AMENDING THE COMPREHENSIVE PLAN BY STRIKING POLICY 1.04.05 COMMUNITY REDEVELOPMENT AREA DENSITY BONUS INCENTIVE PROGRAM AND AMENDING POLICY 1.07.09 TO INCREASE THE BASE DENSITY WITHIN THE CENTRAL BUSINESS DISTRICT; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the City Commission adopted a unified Land Development Code on September 5, 2006 which became effective on October 1, 2006; and

WHEREAS, the City's adopted 2030 Comprehensive Plan directs changes to the Land Development Code for consistency with State Laws and current planning methods for growth and economic development; and

WHEREAS, in January 2016, the City Commission identified increasing downtown density as a priority goal; and

WHEREAS, planning staff worked in concert with the Fernandina Beach Main Street Program to analyze density within the downtown; and

WHEREAS, staff proposes an increased base density within the Central Business District (CBD) of thirty-four units per acre within that future land use map category; and

WHEREAS, the Planning Advisory Board (PAB), acting as the City's Local Planning Agency, considered the application at its Regular Meeting on Wednesday, December 14, 2016, and unanimously recommended approval with the comment that staff prepare Code based text amendments to address residential parking needs; and

WHEREAS, notice of public hearing on such amendments was published in the News Leader, a newspaper of general circulation in Fernandina Beach, Nassau County, Florida, on November 30, 2016.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COMMISSION OF THE CITY OF FERNANDINA BEACH AS FOLLOWS:

SECTION 1. PURPOSE AND INTENT. The City Commission finds that the amendments, attached hereto as Exhibit "A," striking policy 1.04.05 and amending policy 1.07.09 for density within the Central Business District (CBD) future land use category.

SECTION 2. TRANSMITTAL OF PROPOSED AMENDMENTS. The City Commission hereby endorses the proposed Comprehensive Plan amendments for transmittal to the State Land Planning Agency for the purpose of an Expedited State Review in accordance with Section 163.3191, Florida Statutes.

SECTION 3. SEVERABILITY. If any section, sentence, clause or phrase of this Ordinance is held to be invalid or unconstitutional by any Court of competent jurisdiction, the holding shall in no way affect the validity of the remaining portions of this Ordinance.

SECTION 4. COMPLIANCE. The proposed plan amendments adopted by this Ordinance are not effective until a final order is issued by the State Land Planning Agency finding the amendments to be "in compliance" in accordance with Section 163.3184, Florida Statutes. If the Agency issues a final order finding the amendments not "in compliance," the amendments may nonetheless be made effective by adoption of a Resolution at a public hearing affirming the effective status of the amendments. No development orders or development permits dependent upon these amendments may be issued, and no development dependent upon these amendments may be undertaken, before the amendments become effective.

SECTION 5. This Ordinance shall become effective immediately upon adoption.

ADOPTED this _____ day of _____, 2017.

CITY OF FERNANDINA BEACH

_____
ROBIN C. LENTZ
Mayor - Commissioner

ATTEST:

_____
CAROLINE BEST
City Clerk

APPROVED AS TO FORM AND LEGALITY:

_____
TAMMI E. BACH
City Attorney

Date of First Reading Advertisement (PAB): November 30, 2016
Date of First Reading and Public Hearing: January 3, 2017
Date of transmittal proposed amendments to State Land Planning Agency:
Date of Compliance Report Received from State Land Planning Agency:
Date of Second Reading Advertisement:
Date of Second Reading and Public Hearing:
Date of transmittal adopted amendments to State Land Planning Agency:

ORDINANCE 2017-02
EXHIBIT "A"

~~**Policy 1.04.05.**~~

~~The City shall implement a Density Bonus Incentive Program to encourage redevelopment within its Community Redevelopment Area (CRA). The CRA boundary is delineated on the City's Future Land Use Map and cannot be amended without a Comprehensive Plan amendment. The Density Bonus Incentive Program shall be available only to those properties within the CRA which carry or acquire the Central Business District (CBD) future land use designation and are not within the Coastal High Hazard Area (CHHA).~~

~~The Density Bonus Incentive Program shall utilize a scoring system as formalized within the Land Development Code by which redeveloping, eligible properties may choose to address categories of Housing Type Mix, Mixed Use, Community Amenities, Green Building Certification and Sustainable Site Development Practices to earn points toward a density increase.~~

~~Each category has a maximum number of points *(illustrated in Table 1.03.01).* Points may be obtained in any combination of the categories with the total number of points not to exceed 100 points.~~

~~**Table 1.04.01.Density Bonus Incentive Program Maximum Points**~~

~~CATEGORY~~	~~MAXIMUM POINTS~~
~~HOUSING TYPE MIX~~	~~35~~
~~MIXED USE~~	~~10~~
~~COMMUNITY AMENITIES~~	~~35~~
~~GREEN BUILDING CERTIFICATION~~	~~5~~
~~SUSTAINABLE SITE DEVELOPMENT PRACTICES~~	~~15~~
~~TOTAL~~	~~100~~

~~Density bonuses may be earned on a site specific basis based on the following minimum thresholds in the scoring system:~~

~~a. Minimum of 40% of the potential points to achieve 1.5 times the allowable base density;~~

~~b. Minimum of 55% of the potential points to achieve 2.0 times the allowable base density;~~

~~c. Minimum of 70% of the potential points to achieve 2.5 times the allowable base density; or~~

~~d. Minimum of 85% of the potential points to achieve 3.0 times the allowable base density.~~

Policy 1.07.09.

Central Business District (CBD)

a. The FLUM designation of central business district is applied to the City's downtown, as the center for residential, financial, commercial, governmental, professional, cultural, and related activities.
b. The Central Business District category is designed to accommodate single-family or duplex residential uses, either "stand alone" or in mixed residential and business use structures; offices; commercial retail; personal services establishments; restaurants; transient accommodations; commercial parking facilities; civic uses; and cultural uses.
c. Additional uses may be permissible subject to additional standards: indoor recreation facilities, multi-family dwellings, marinas, day-care centers, and educational facilities.
d. The density of residential development in the Central Business District land use category shall not exceed ~~eight (8)~~ thirty-four (34) units per acre.
e. The intensity of non-residential development shall not exceed a FAR of 2.0.
f. A proposed amendment to the FLUM to increase the land area within the Central Business District; land use category shall demonstrate the suitability of the proposed site based on:
    1. The need for additional land area within the Central Business District; land use category;
    2. Consistency of the land area with the characteristics of the Central Business District; and;
    3. Consistency of the land area with the characteristics of the downtown.

CITY COMMISSION AGENDA ITEM
City of Fernandina Beach

SUBJECT: **Ordinance 2017- 02**
Comprehensive Plan Amendment - Increase Downtown Density

ITEM TYPE: ☒ Ordinance ☐ Resolution ☐ Other ☐ Proclamation ☐ Presentation

REQUESTED ACTION: **Approve Ordinance 2017- 02 at First Reading.**

SYNOPSIS: In keeping with the City Commission established goals for FY 2016/2017, planning staff has prepared amendments to address increased density downtown. The changes involve both a Comprehensive Plan text amendment to remove the Community Redevelopment Area (CRA) Density Bonus Program and elevate the Central Business District (CBD) Future Land Use Category from 8 dwelling units per acre to 34 dwelling units per acre and associated Land Development Code (LDC) Text amendments. Data and analysis in support of the amendments have been provided as back-up materials in the form of a staff report. This proposal supports the City's ability to obtain residential dwelling units in its existing historic structures. It provides an opportunity to create dwelling units on vacant or underutilized sites which serve to support long term residential living downtown. It is a product which the City's urban core is currently unable to deliver under the existing base density. Increasing the number of residential units within the CBD serves to support existing businesses downtown by providing affordable housing options through smaller unit sizes for retail, office, and restaurant employees. It also increases the number of people likely to walk, dine, and shop weekly or even daily at their businesses. This adds vibrancy to the City's downtown core and supports previous long term visioning efforts. Staff fully supports the City Commission's request to increase net density downtown as directed by its 2016 priority action item.

The Planning Advisory Board (PAB) considered the request at its Regular Meeting on December 14, 2016, and issued a unanimous recommendation of approval. The PAB provided clear direction and set an expectation that staff will prepare amendments to address residential parking requirements within the downtown area at its next Regular Meeting. If approved at First Reading, this request will be transmitted to the appropriate state reviewing agencies. It is expected that the City Commission would see this item return in late March or early April. The LDC Text amendments will track separately through the PAB for parking and both changes will be brought together under separate Ordinances, but coordinated so that adoption of each can occur at the same meeting.

FISCAL IMPACT: N/A

2016/2017 CITY COMMISSION GOALS:
(As approved by Resolution 2016-51)

☐ Beach Safety
☐ Soccer Field Lighting
☒ Downtown Density
☐ ADA Improvements
☐ Consideration
☐ Alachua Street
☐ Stormwater
☐ Opportunity
☐ Departmental

CITY ATTORNEY COMMENTS: No additional comments.

CITY MANAGER RECOMMENDATION(S): I recommend that the City Commission approve proposed Ordinance 2017- 02 at First Reading. DLM

DEPARTMENT DIRECTOR	Submitted by: Marshall McCrary, CDD Director	Date: 12/16/16
CONTROLLER	Approved as to Budget Compliance	Date:
CITY ATTORNEY	Approved as to Form and Legality TEB	Date: 12/22/16

CITY COMMISSION AGENDA ITEM
City of Fernandina Beach

CITY MANAGER | Approved Agenda Item for *1/3/17* DLM | Date: 12/19/16

COMMISSION ACTION:

- [x] Approved As Recommended
- [ ] Approved With Modification
- [ ] Other
- [ ] Disapproved
- [ ] Postponed to Time Certain
- [ ] Tabled

Approved at the City Commission Meeting
Held on 1/3/17
Voted: 5-0 Initial: VB

Has to go to DCA before 2nd Reading.

5. Meeting Minutes for public hearings

    a. December 14, 2016 (LPA Hearing)

    b. January 3, 2017 (1st Reading Ordinance 2017-02)

1. Call to Order - The meeting was called to order at 5:00 pm.

Roll Call/Determination of Quorum

Board Members Present

Mark Bennett, Chair
Judith Lane
Wayne L. Peterson
David Beal, Vice-Chair
Benjamin Morrison

Others Present

Kelly Gibson, City Planner
Tammi Bach, City Attorney
Sylvie McCann, Recording Secretary

2. Selection of Board Officers (Chair and Vice Chair)
Member Bennett stated he would like be the Chairperson of the Planning Advisory Board.

A motion was made by Member Beal, seconded by Member Morrison. Vote upon passage of the motion was taken by ayes and nays and being all ayes, carried.

Member Lane motioned that Member Beal be elected as Vice Chair, seconded by Member Morrison. Vote upon passage of the motion was taken by ayes and nays and being all ayes, carried.

3. Review and Approval of November 9, 2016 Regular Meeting Minutes – A motion was made by Member Beal, seconded by Member Lane to approve as presented. Vote upon passage of the motion was taken by ayes and nays and being all ayes, carried.

For information purposes, Chair Bennett explained that this Board operates by the Robert's Rules of Order.

Member Lane inquired about setting allotted time during the public hearing. Board Members and City attorney discussed what was elected during past Board meetings. **Member Lane motioned for a maximum of 5 minutes during public hearing, seconded by Member Peterson. Vote upon passage of the motion was taken by ayes and nays and being all ayes, carried.**

4. New Business

4.1 PAB 2016-25: 2700 ATLANTIC AVENUE- LAND USE AND ZONING CHANGE REQUEST - AMELIA ISLAND PROPERTIES, INC. REQUESTS A SMALL SCALE FUTURE LAND USE MAP AMENDMENT AND ZONING CHANGE FOR PROPERTY LOCATED AT 2700 ATLANTIC AVENUE (PARCEL #14-3N-29-0000-0003-0000) TOTALING APPROXIMATELY 4.73

ACRES FROM MEDIUM DENSITY RESIDENTIAL (MDR) LAND USE AND R-2 ZONING TO GENERAL COMMERCIAL (GC) LAND USE AND COMMUNITY COMMERCIAL/ C-1 ZONING.

Ms. Gibson introduced herself and presented the case. She explained that this case is for a zoning change for the property located at 2700 Atlantic Avenue for approximately 4.73 acres from Medium Density Residential (MDR) Land use and R-2 Zoning to General Commercial (GC) Land use and Community Commercial/C-1 Zoning. She also clarified that this was the old adult day care site which structure has now been demolished, across from Fort Clinch State Park and Prince of Peace Lutheran Church, and next to commercial vacant properties that lead up to Fletcher Avenue. Ms. Gibson stated that the request is to support future redevelopment of the property for commercial purposes capable of supporting resort style commercial development. The applicant has not provided an intended use for the property at this time, which makes it difficult to provide an accurate level of analysis, however the application's letter of intent describes that any future use would be consistent with the City's C-1 zoning designation and the goals described for economic development within the Comprehensive Plan noting that disclosure of an intended use is not required at the time of an applicant's request for land use and zoning changes and that if approved, any future uses of the site permissible in the C-1 zoning district would be allowed. There are adequate services are in place such as water, sewer, police, fire.

Ms. Gibson explained that this property although surrounded by residential zoned property in Low Density Residential R1 and R3 zoned properties, rests within the Coastal Upland Protection Zone area which extends 1000 feet inland from the Coastal Construction Control Line created by the State which requires Department of Environmental Protection permitting seaward of this line. This area was created in order to protect the topography and vegetation within the existing dune systems. Ms. Gibson explained that future redevelopment of the property will be required to obtain a Local Development Order through the City's Technical Review Committee (TRC) which will review any future projects for consistency with the City's technical standards as found in the Land Development Code, Municipal Code, Florida Building Code, and Fire Code. Ms. Gibson then stated that she recommended a favorable recommendation of approval to the Board.

Member Beal asked what the intensity in C-1. Ms. Gibson answered the level was 2.0 FAR. Member Lane asks if this was part of the Economic Development Plan reviewed previously this year; Ms. Gibson said it was not included in the City's Designated Job Opportunity Area and explained some criteria.

Member Morrison asked Ms. Gibson about the Coastal Upland Protection Zone. Ms. Gibson explained that this designated area acts as an overlay and helps limit grading and filling activity of coastal properties to maintain vegetation and natural topography as much as possible. There being no standards it is used in a case by case basis with cases to be presented through the City's Technical Review Committee (TRC) in commercial site. Member Morrison also asked about buffering minimum between commercial and residential to the south. Ms. Gibson stated that there are no minimum for commercial but a 15 feet width minimum buffering for residential properties with required planting or retention of native vegetation.

Mr. Ron Flick, representative for the applicant explained the purpose of the request. Mr. Flick briefly explained that the intent is to create a pedestrian center and a Job Opportunity area for Main beach. Mr. Flick also stated that they understand the requirement of the Coastal Upland Protection Zone applicant emphasized that the applicant wants to be a good neighbor and will follow all requirements once they determine what the final use is established.

Public Hearing was then opened.

Mr. Chip Wood, 2617 Gregor McGregor Boulevard, commented that Mr. Flick had not mentioned the intended use, noting that C-1 covers a lot of usage.

Stephen Hilker, 1530 Lisa Avenue, comments about permissible zoning use possibilities at proximity to the beach and that the zoning mentioned in the Comprehensive Plan should be followed as it protects the beachfront area against intense commercial development. He also mentioned that there are other intense commercial developed properties that are currently vacant and could offer plenty of job opportunities such as Sadler Road, South 14th Street, South 8th Street.

Lynn Williams, 1899 S. Fletcher Avenue, commented about going too far with commercial development and that other areas have experienced the downside of over developing.

Bridget Murphy, 403 Tarpon Avenue Unit 312, commented that the Comprehensive Plan had already established the zoning for this property and urged the Board to turn this recommend down.

Jamie Morrill, 3030 Robert Oliver Avenue, commented that going from R2 to C1 is a major step. Mr. Morrill also mentioned that the only reason given that this is a good idea by the applicant is the vague promise that they would be good neighbor and hoped that the Board rejects this request.

Diana Herman, 2116 Belvedere, comments that she would need to know what is going there before receiving approval.

Chair Bennett asked City Attorney Bach to explain requirements from applicants to conditioning of zoning approvals. Ms. Bach explained that we cannot condition the approval of zoning changes and retain the flexibility of the permissible usage. Mr. Flick commented on the differences between Commercial zonings C1, C2 and C3 and maintained that they would follow the requirements of C1. He also mentioned that the future use would be tourist focused and that this is one step of many other steps.

James Shroads, 119 S. 7th Street, commented that he lived in Fernandina for 30 years and was on Planning Board and a representative of the Amelia Island Care. He explained the reason of the R2 zoning for this residential care facility for disabled adults.

Philip Chapman, 2120 Florida Avenue, commented on Job Opportunity's traffic impact and the need to have the Board listen to citizens.

Ray Ternes, 403 Tarpon Unit 310, asked about how often do applicants apply for changes without providing information on future usage. Ms. Gibson answered that applicants are not required to do so. Mr. Ternes also addressed concerns about traffic and the need to enlarge streets. Member Lane asked what the previous zoning was before R2 zoning was established.

Chip Wood, 2617 Gregor McGregor Boulevard, commented about C1 permissible usage and its effect on his residential rights.

Chip Ross, 210 N. 3rd Street, commented that there has been no reason for changes of zoning, only an economic reason. He also commented on location of parking areas requirements for commercial projects and thought this should be defeated. Ms. Gibson explained that the City already has parking standards in place to be located in rear or back areas of the principal structure for new and redeveloping properties in order to create a pedestrian focused environment. She also mentioned that parking has to maintain a 10 foot landscape area.

Upon Chair Bennett's request, Ms. Gibson also explained the Main Beach Destination Area criteria in the Comprehensive Plan which includes Main Beach and Seaside.

Betty Kovalcik, 2609 Countess of Egmont Street, shared the fear about growth and density.

Public Hearing was then closed.

Mr. Flick commented about resort options to create pedestrian centered activity.

Member Beal asked about requirements for the mixed use. Ms. Gibson mentioned the 50% max floor ratio; density is restricted to 8 units per acre and no lodging accommodations (hotels). Member Morrison commented that commercial is appropriate zoning for this property and encourage the public to participate to the process. Member Beal asked Mr. Morrison's opinion as to what would be a good permissible use. Board Members then discussed the transitions between zoning with C1, R2, mixed use zoning and surrounding properties.

A motion was made by Member Morrison, seconded by Member Lane, to recommend approval of PAB case number 2016-25 to the City Commission requesting a Future Land Use Map assignment of General Commercial and zoning change to C-1 from Medium Density Residential land use and R-2 zoning, as described and that PAB case 2016-25 as presented, is sufficiently compliant with applicable Florida Statutes, Comprehensive Plan and Land Development Code to be approved at this time. Vote upon passage of the motion was taken by ayes and nays and was as followed:

Member Morrison:	***Aye***
Member Peterson:	***Nay***
Member Beal:	***Aye***
Member Lane:	***Aye***
Chair Bennett:	***Aye***

Member Lane recommended to Mr. Flick that developer and applicant should work closely with the Tree Conservancy Group.

4.2 PAB 2016-26: AMELIA PARK FINAL PLAT FOR PARK AVENUE NORTH - FINAL PLAT FOR PROPERTY LOCATED ON THE NORTH SIDE OF PARK AVENUE IN THE AMELIA PARK NEIGHBORHOOD TOTALING 13 NEW SINGLE FAMILY HOME SITES CONSISTENT WITH THE AMELIA PARK PUD.

Ms. Gibson explained the case, she first stated that the City had already approved this property's use under a Planned Unit Development back in late 1990's and that the PUD was most recently modified in August 2015, to remove a restriction for these sites which required first floor retail fronting Park Avenue. The applicant is requesting approval of a Final Plat for a section of Amelia Park along Park Avenue, straddling S. 15th Street and adjoining the Amelia Park Office Suites. The request is for development of 13 single family detached home sites with rear alleys maintained as private roads.

Ms. Gibson stated that this recommendation will be go to the City Commission for final approval via resolution, and Staff recommended approval.

Mike Antonopoulos, 115 Solana Road, Ponte Vedra, representative for the applicant, presented his case with no comments.

Public Hearing was then opened and closed.

Ms. Gibson stated that a Final Plat request for the south side should be presented in the next month or so.

A motion was made by Member Beal, seconded by Member Lane, to recommend approval of PAB case number 2016-26 to the City Commission requesting that a Final Plat of Park Avenue Properties within the Amelia Park neighborhood be (approved or denied) and that PAB case 2016-26, as presented, (is or is not) sufficiently compliant with the Comprehensive Plan, Land Development Code, and terms of the Amelia Park PUD overlay to be approved at this time. Vote upon passage of the motion was taken by ayes and nays being all ayes, carried.

4.3. PAB 2016-27: CENTRAL BUSINESS DISTRICT - COMPREHENSIVE PLAN AND LAND DEVELOPMENT CODE TEXT AMENDMENTS

CITY OF FERNANDINA BEACH, REQUESTS AMENDMENTS TO THE COMPREHENSIVE PLAN STRIKING POLICY 1.04.05, PROVISIONS FOR A DENSITY BONUS INCENTIVE PROGRAM, AND MODIFYING POLICY 1.07.09 FOR THE CENTRAL BUSINESS DISTRICT LAND USE CATEGORY DENSITY TO INCREASE THE BASE DENSITY FROM EIGHT (8) DWELLING UNITS PER ACRE TO THIRTY-FOUR (34) DWELLING UNITS PER ACRE AND AMENDING THE LAND DEVELOPMENT CODE, TABLE 4.01.01 DENSITY AND HOUSING TYPES IN THE BASE ZONING DISTRICT, TO ALLOW FOR 34 DWELLING UNITS PER ACRE AND MAKING PERMISSIBLE DUPLEX, TRIPLEX, AND TOWNHOUSE STRUCTURES, AND STRIKING POLICY 4.01.02, DENSITY BONUS PROVISIONS, AND STRIKING TABLE 4.01.02 (A), DENSITY BONUS SCORECARD.

Ms. Gibson presented the case, she explained that increasing density has been presented and discussed many time and that the development community continues to face obstacles and challenges to deliver marketable housing. She stated that the majority of second and third floor units in the downtown district remain vacant as most retail and offices want to be located on the first floor. She also stated that the ability to residentially occupy the second and third floors of historic structures is hindered due to the financial burden involved with meeting accessibility, fire separation, and Florida building code requirements. She explained that while the creation of these units may be possible, the rate of return on potential rents makes it difficult to justify the cost of improvements. She also emphasized that the main goal for this request is to get more people working, shopping and living downtown.

Ms. Gibson continued on explaining that the request which has become one of the City's priority is to increase the number of dwelling units per acre from 8 to 34 within the Central Business District and that this would essentially establish the ability to reduce the rental cost by reducing the square footage of each unit. She offered 2 examples of properties. She emphasized that there are some severed limitations on redeveloping such as being located within the Historic District but also mentioned that this request does not encourage demolition of historic structures but encourages reuse. She stated that for redevelopment and vacant land, there are some current requirements that still would have to be followed such as height, parking requirements, landscaping, storm water and fire and building code requirements.

In working closely with the Main Street Fernandina Beach Group, Ms. Gibson provided information regarding a survey which received 199 responses within 2 month time frame providing the information on the top three primary factors to their decision to live in downtown Fernandina Beach, the three being first,

Dining, Nightlife, and Entertainment secondly, Public Amenities such as the Marina, Library, Post Office, City Hall, Community Theater, Museum and thirdly, Safe Walking and Biking.

Ms. Gibson summarized by adding that increasing the net density within the Central Business District/C3 zoning from 8 dwelling units per acres to 34 dwelling units per acre would support the City's ability to obtain residential dwelling units in its existing historic structures. It would also provide an opportunity to create dwelling units on vacant or underutilized sites which serve to support long term residential living downtown, whether those units support work force housing needs, senior co-housing, tiny houses, or an opportunity for an affordable 2nd home in downtown Fernandina Beach. This would also support existing downtown business merchants by providing affordable housing options through smaller unit sizes for retail, office, and restaurant employees while adding vibrancy to the City's downtown core.

Ms. Gibson recommends approval of its own request.

Member Lane comments that she wishes there would be a clearly picture of what the City Commission is looking for but has concerns about parking. Member Morrison agreed considering that the number of parking to be made available has to double the number of units. Member Peterson also is concerned about parking.

Member Morrison asked where the number 34 originated from and Ms. Gibson answered that it came from the ability to get 2 units in a 25ft x 100ft lot of record.

The Board then discussed at length their concerns about the impacts of parking, the necessary square footage size for residential unit to generate rental income, W1 zoning, landscaping requirements within the Historic District and storm water.

Public Hearing was then opened.

Mr. James Shroad, 119 S. 7th Street, lived in Fernandina Beach for 33 years, commented that this location is located 200 feet from the C3 district and stated that he is an affected party in regards to parking according to the State Comprehensive Planning Act which provided him with standing to challenge this in court. He mentioned that his house is R2 and the end of the block is zoned C3. He then commented that as per his experience, previous owners have converted their residence to businesses such as restaurants and offices which were reverted back because of many reasons mainly parking. Mr. Shroad opposed this change.

Jeff Kurtz, representing Fernandina Main Street, 715 Centre Street, commented that the Preservation of Main Street is the main goal along with keeping vacancy to a minimum. He then stated that living space square footage must be minimized even further to be successful. He emphasized on the enforcement of parking restriction to be able to have these parking spaces being utilized accordingly. He voiced support for the request.

Mr. Chip Ross, 210 N. 3rd Street – Mr. Ross first commented on a previously heard case and the fact that citizens came in and voiced their opinions and the Board voted contrary to these opinions. He also commented in the present case the issue is not parking, it is the management of parking. He then voiced that he's not against increasing the density but is asking the Board to defeat or table this request and come up with a Comprehensive Plan on how to maintain Historic building and develop them including parking as residential and commercial parking are different.

Mr. Lynn Williams, 1899 S. Fletcher Avenue, commented on parking issues and the cost of converting a building to multiple units versus the rental income.

Mr. Spurgeon Richardson, developer, 19 Harrison Creek, commented that he supports increasing the density to feed the vibrancy of downtown.

Mr. Mike McCloskey, 26 Belter Kingfisher, CMR Island Properties, commented that their focus is Downtown and that they acquired the Fred's building and supports the density. Member Peterson asked if they had contacted the Church next door about their ability to park in their parking lot.

The Public Hearing was then closed.

Chair Bennett asked Staff about noise and ADA requirements and parking. Ms. Gibson noted that should be addressed to the Building Official and noted that as for parking there were no modification to the current parking standards. She commented on spot zoning for commercial parking, parking agreement with adjacent owner and offsite parking. Ms. Gibson stated some examples.

Member Morrison commented on the density versus affordability and that City should work on getting affordable residential options and make this a priority. He also voiced that parking is an issue and that this request is a good first step but needs more work. Member Lane also commented about parking issues and the survey's statistics. The Board discussed density further and CRA bonus.

Member Beal suggested that denying this request will not help solve these issues and approving it will help solve some of these problems one step at the time.

Member Morrison asked Mr. McCloskey if they would move forward with their projects at Fred's if this request was denied. Mr. McCloskey mentioned that they would not proceed with the residential aspect of his projects only with the commercial side of it.

Member Lane asked Staff if a RFQ (Request for Quote) for an independent increase density design has ever been considered.

Member Morrison summarized that the 2 main issues of concern to address are parking and if the blanket approach of 34 units per acre makes sense or should there be flexibility with either overlays or incentive programs. He then asked Staff how she would address the density issue if this request would be approved.

Ms. Gibson explained that she would address this through the Comprehensive Plan Amendment to keep it moving forward which process requires a State review. The Land Development Code piece that requires parking specifically could be continued to workshops. She also commented further regarding the blanket approach and the complexity of creating overlays which could create pockets and more work.

Further discussion ensued regarding steps to improve parking such as parking enforcement, infrastructure and getting people out of their cars.

Ms. Gibson noted that she is involved with a transit system subcommittee with Nassau County regarding current transit systems such as Island Hopper and Nassau Transit which are very affordable.

A motion was made by Member Morrison, seconded by Member Beal, to recommend approval of PAB case number 2016-27 to the City Commission requesting amendments to Comprehensive Plan Policies 1.04.05 and 1.07.09 and LDC Sections 4.01.01 and 4.01.02 as described and that PAB case 2016-27, as presented, is sufficiently compliant with applicable sections of the Comprehensive Plan and Land Development Code to be approved at this time with the understanding that parking will continue to be addressed as a priority. Vote upon passage of the motion was taken by ayes and nays being all ayes, carried.

City Attorney Bach noted that this is a Comprehensive Plan Amendment that will come back to the City Commission until late January 2017 at the earliest for 1st reading than to the State and back for 2nd reading in March 2017 to the City Commission. Board asked that Staff continue to work on the parking issue and have an update at the next PAB meeting.

5. Board Business –
5.1. Florida Sunshine Law Review - Brief presentation will be provided by City Attorney Bach

City Attorney Back gives a brief summary of the Florida Sunshine Law including S L and Public Record, voting conflicts and Code of Ethics.

6. Staff Report
Ms. Gibson welcomed new members and Mr. Mark Durham Nassau School District Liaison. She also noted that there will be a meeting in January 2017. Ms. Gibson stated that she's also working on updating the LDC and Comprehensive Plan and asked how many hard copies are needed for Members. Finally Ms. Gibson stated that earlier this summer the City applied for the American Planning Association Designation and Pilot Program to be considered for recognition of our Comprehensive Plan as being a sustaining place and that the application has been accepted in the 2nd phase of their Pilot Program.

Member Beal announced that the ongoing crosswalk at Atlantic Avenue and Citrona Drive will be starting soon.

7. Comments by the public – There were no comments from the public at this time.

8. Adjournment - There being no further business to come before the Planning Advisory Board, the meeting was adjourned 8:12 pm.

_____ _____

Secretary **Mark Bennett, Chair**

The City Commission of the City of Fernandina Beach, Florida met in a Regular Meeting on Tuesday, January 3, at 6:00 pm in the City Commission Chambers. Present were Mayor Robin C. Lentz presiding, Vice Mayor Len Kreger, Commissioners John A. Miller, Roy G. Smith, and Tim Poynter. Also present were City Clerk Caroline Best, City Manager Dale L. Martin and City Attorney Tammi Bach.

Mayor Lentz called the meeting to order and led the Pledge of Allegiance to the Flag. The invocation was then given by Utilities Director Mr. John Mandrick.

4.1 PRESENTATION – STORM WATER MASTER PLAN REPORT: GAI Consultants, Inc. Mr. Ron Hoogland and Mr. Tony Bryant provided a PowerPoint presentation regarding the final Storm Water Master Plan. The Storm Water Master Plan identified nine Project Areas as follows:

- Project Area 1 – North 15th Street- Oak Marsh Drive. Formerly known as Area C-4: North 15th Street, North of Leon Street
- Project Area 2 – Highland Drive, near North 19th Street. Formerly known as Area C-11A: 1813 Highland Drive
- Project Area 3 – Beech Street, East of South 16th Street. Formerly known as Area C-2B/C: 9: Beech Street
- Project Area 4 – Beech Street, between South 9th and South 14th Streets. Formerly known as Area C-2B/C-9: Beech Street
- Project Area 5 – Broome Street and Alachua Street. Formerly known as Area C-13: Downtown Area
- Project Area 6 – Ash Street to Elm Street, between Amelia River and N. 8th Street. Formerly known as Area C-13 Downtown Area
- Project Area 7 – Fir Street to Gum Street, between Amelia River and North 8th Street. Formerly known as Area C-6: Fir Street
- Project Area 8 – Elm Street, between South 11th Street and South 13th Street. Formerly known as Area C-11D: Elm Street at South 6th Street
- Project Area 9 – 1St Avenue, between Allan Avenue and South Casino Avenue. Formerly known as Area C-10.

4.2 PRESENTATION – AIRPORT WELCOME CENTER: Mr. Andrew Holesko of Passero & Associates, LLC provided a PowerPoint presentation update on the Airport Welcome Center Project.

Vice Mayor Kreger commented he was under the impression the Airport Welcome Center project would go out to bid in December and expressed concerns related to value engineering.

Mr. Holesko stated the project timeline intervals are attributable to newly hired Airport Manager Ms. Stephanie Morgan needing design time with the project so as to provide her professional feedback.

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

Mayor Lentz reminded the public if they would like to speak during Public Comment they need to complete a Request to Speak form located on the knee wall, once completed, the Request to Speak form should be turned in to the City Clerk. Mayor Lentz also reminded the public they are welcome to follow the agenda on their smart devices and view agenda backup documents, both are available through the City's free WiFi. Mayor Lentz also spoke to the three minute speaking time limit and stated the City Commission appreciates all public comment.

ZONING CHANGES: Dr. Chip Ross, 210 North 3rd Street, provided a presentation in opposition to proposed C-2 and C-3 Zoning Changes and requested his presentation be made a part of Planning Advisory Board Case #2017-02.

Vice Mayor Kreger commented he has personally been in discussions with the City Manager and staff regarding creating an overall plan for the public which clearly illustrates the City's direction. Vice Mayor Kreger mentioned that as yet, the proposed C-2 and C-3 zoning changes have not come before the Planning Advisory Board.

6. CONSENT AGENDA: The following seven items were on the Consent Agenda and were approved by one motion.

6.1 APPROVAL OF MINUTES: According to the agenda support documents, the Minutes Regular Meeting of November 1, 2016, the Organizational Meeting of November 15, 2016, the Regular Meeting of November 15, 2016, and the Special Meeting of November 29, 2016 were presented for approval. Staff recommended approval as submitted. **A motion was made by Vice Mayor Kreger, seconded by Commissioner Smith, to approve the recommendation. Vote upon passage of the motion was taken by ayes and nays and being all ayes, carried.**

6.2 BUDGET AMENDMENT – GOLF COURSE: RESOLUTION 2017-01 APPROVING AN AMENDMENT TO THE BUDGET FOR FISCAL YEAR 2016/2017. According to the agenda support documents, Resolution 2017-01 approves a transfer of $18,000 from the Golf Operating Supplies account to the Insurance account. **A motion was made by Vice Mayor Kreger, seconded by Commissioner Smith to approve Resolution 2017-01. Vote upon passage of the motion was taken by ayes and nays and being all ayes, carried.**

6.3 BUDGET AMENDMENT – STORM WATER & PURCHASE APPROVAL – HUB CITY FORD: RESOLUTION 2017-02 APPROVING AN AMENDMENT TO THE STORM WATER BUDGET FOR FISCAL YEAR 2016/2017; APPROVING THE PURCHASE OF A VEHICLE FROM HUB CITY FORD. According to the agenda support documents, Resolution 2017-02 approves the purchase of a 2017 Ford F-150 in the amount of $24,364 from Hub City Ford and a budget transfer of $25,000 from the Storm Water Salaries account to the Storm Water Equipment account. **A motion was made by Vice Mayor Kreger, seconded by Commissioner Smith to approve Resolution 2017-02. Vote upon passage of the motion was taken by ayes and nays and being all ayes, carried.**

6.4 BUDGET AMENDMENT & CAPITAL IMPROVEMENT PLAN AMENDMENT – PECK CENTER: RESOLUTION 2017-03 APPROVING AN AMENDMENT TO THE

CAPITAL IMPROVEMENT BUDGET FOR FISCAL YEAR 2016/2017; AMENDING THE FIVE YEAR CAPITAL IMPROVEMENT PLAN. According to the agenda support documents, Resolution 2017-03 approves a $28,000 transfer to the Peck Gym Improvements account, a transfer from the Peck Improvements account, ($14,000) and a transfer from the Waterfront Park account ($14,000). Also approves an amendment to the Five Year Capital Improvement Plan adding the Peck Gym Ductwork project for $28,000 and reducing the Peck Improvements and Waterfront Park lines. **A motion was made by Vice Mayor Kreger, seconded by Commissioner Smith to approve Resolution 2017-03. Vote upon passage of the motion was taken by ayes and nays and being all ayes, carried.**

6.5 FLORIDA DEPARTMENT OF TRANSPORTATION – RESOLUTION 2017-04 AUTHORIZING JOINT PARTICIPATION AGREEMENT (JPA) #43975319417 WITH THE FLORIDA DEPARTMENT OF TRANSPORTATION (FDOT) FOR THE DESIGN AND CONSTRUCTION OF RUNWAY 4/22 AIRFIELD SIGNAGE & RUNWAY END IDENTIFIER LIGHTS (REIL) PROJECT AT THE FERNANDINA BEACH MUNICIPAL AIRPORT. According to the agenda support documents, Resolution 2017-04 authorizes FDOT Joint Participation Agreement #43975319417 in the amount of $5,203 for the Design and Construction of Runway 4/22 Airfield Signage & REIL project. **A motion was made by Vice Mayor Kreger, seconded by Commissioner Smith to approve Resolution 2017-04. Vote upon passage of the motion was taken by ayes and nays and being all ayes, carried.**

6.6 AGREEMENT APPROVAL – FLORIDA RESILIENCY AND ENERGY DISTRICT (FRED) – RESOLUTION 2017-05 APPROVING THE AMENDED AND RESTATED AGREEMENT RELATING TO THE CREATION OF THE FLORIDA RESILIENCY AND ENERGY DISTRICT (FRED). According to the agenda support documents, Resolution 2017-05 approves the Amended and Restated Agreement relating to the Florida Resiliency and Energy District. **A motion was made by Vice Mayor Kreger, seconded by Commissioner Smith to approve Resolution 2017-05. Vote upon passage of the motion was taken by ayes and nays and being all ayes, carried.**

6.7 PURCHASE APPROVAL – BEARD EQUIPMENT COMPANY – RESOLUTION 2017-06 APPROVING THE PURCHASE OF GOLF COURSE MAINTENANCE EQUIPMENT FROM BEARD EQUIPMENT COMPANY. According to the agenda support documents, Resolution 2017-06 authorizes the purchase of maintenance equipment in an amount not to exceed $75,510 from Beard Equipment Company. **A motion was made by Vice Mayor Kreger, seconded by Commissioner Smith to approve Resolution 2017-06. Vote upon passage of the motion was taken by ayes and nays and being all ayes, carried.**

7.1 SEWER, REFUSE, AND STORM WATER FEE EXEMPTION GUIDELINES – RESOLUTION 2017-07 AMENDING THE SEWER AND REFUSE FEE EXEMPTION GUIDELINES AND ADDING A STORM WATER FEE EXEMPTION. According to the agenda support documents, Resolution 2017-07 approves the amended guidelines for Sewer and Refuse Exemption, and adds a Storm Water Fee Exemption. City Manager Martin explained this is a result of budget discussions during budget preparation. The City Commission has routinely budgeted $25,000 per year in order to provide sewer and refuse fee relief to the aged and the poor. Upon review, the City was not spending all the budgeted

monies to help those in need. With the assistance of City employees Ms. Melissa Howard and Ms. Nicole Bednar the guidelines were revised so more residents are eligible for the fee exemption(s). **A motion was made by Commissioner Poynter, seconded by Vice Mayor Kreger to approve Resolution 2017-07. Vote upon passage of the motion was taken by ayes and nays and being all ayes, carried**

7.2 AGREEMENT APPROVAL – FLORIDA DEPARTMENT OF ENVIRONMENTAL PROTECTION (FDEP) – RESOLUTION 2017-08 AUTHORIZING GRANT AGREEMENT NO. 13NA2 TO CONTINUE FUNDING FROM THE FLORIDA DEPARTMENT OF ENVIRONMENTAL PROTECTION (FDEP) BEACH MANAGEMENT PROGRAM FOR THE NASSAU COUNTY SHORE PROTECTION PROJECT. According to the agenda support documents, Resolution 2017-08 authorizes Grant Agreement 13NA2 with the Florida Department of Environmental Protection. City Manager Martin commented this is utilizing a placeholder for the beach renourishment from the Navy and establishing the funding ratio and a place holder for the grant funds through the FDEP. **A motion was made by Vice Mayor Kreger, seconded by Commissioner Poynter to approve Resolution 2017-08. Vote upon passage of the motion was taken by ayes and nays and being all ayes, carried**.

7.3 AWARD OF BID # 16-18 – HARBOR MARINE DOCK COMPANY, INC. – RESOLUTION 2017-09 AWARDING BID #16-18 TO HARBOR MARINE DOCK COMPANY, INC. FOR THE FERNANDINA HARBOR MARINA MINOR REPAIRS PROJECT. According to the agenda support documents, Resolution 2017-09 awards Bid #16-18 to Harbor Marine Dock Company, Inc. for the Fernandina Harbor Marina Minor Repairs Project. City Manager Martin explained the City went out to bid for several minor improvements needed as a result of damages sustained during Hurricane Matthew. The City is recommending award to the Harbor Marine Dock Company in the amount of $99,800. The City expects seventy-five to eighty percent of these monies will be reimbursed by the Federal Emergency Management Agency and the State of Florida. **A motion was made by Commissioner Poynter, seconded by Vice Mayor Kreger to approve Resolution 2017-09. Vote upon passage of the motion was taken by ayes and nays and being all ayes, carried.**

7.4 AGREEMENT EXTENSION – O'BRIEN'S RESPONSE MANAGEMENT, LLC – RESOLUTION 2017-10 EXTENDING THE AGREEMENT WITH O'BRIEN'S RESPONSE MANAGEMENT, LLC FOR 1-YEAR FOR THE PURPOSE OF DISASTER DEBRIS MONITORING SERVICES. According to the agenda support documents, Resolution 2017-10 retroactively approves the one year extension and the Second Amendment to Agreement for Debris Monitoring Services with O'Brien's Response Management, LLC with the "not to exceed" total contract amount of $225,000. City Attorney Bach noted this is an extension of the one year debris collection agreement. This is something she (City Attorney Bach) and City Manager Martin signed off on in September in order to get this moving so they are asking for retroactive approval. **A motion was made Commissioner Miller, seconded by Commissioner Poynter to approve Resolution 2017-10. Vote upon passage of the motion was taken by ayes and nays and being all ayes, carried.**

8.1 PERSONNEL POLICY MANUAL AMENDMENT – ORDINANCE 2017-01 RESTATING AND AMENDING THE CITY'S PERSONNEL POLICY MANUAL; PROVIDING FOR

AMENDMENTS BY RESOLUTION; PROVIDING FOR SEVERABILITY; REPEALING ALL ORDINANCES, RESOLUTIONS AND POLICIES IN CONFLICT HEREWITH. City Attorney Bach read Ordinance 2017-01 by title only which was as follows: "AN ORDINANCE OF THE CITY COMMISSION OF THE CITY OF FERNANDINA BEACH, FLORIDA, RESTATING AND AMENDING THE CITY'S PERSONNEL POLICY MANUAL; PROVIDING FOR AMENDMENTS BY RESOLUTION; PROVIDING FOR SEVERABILITY; REPEALING ALL ORDINANCES, RESOLUTIONS AND POLICIES IN CONFLICT HEREWITH; AND PROVIDING FOR AN EFFECTIVE DATE." City Manager Martin noted while most of the proposed changes are minor administrative or stylistic in nature, the most notable changes include:

- Section 209, Pay, Performance Evaluations, and Increases: add verbiage clarifying eligibility, amend percentages for merit pay increases, amend lump sum awards for employees who have reached maximum pay within pay grade, and clarify special merit criteria for employees achieving a certification or license deemed valuable to the City.

- Section 304, Paid Time Off: add a category to PTO accrual for 10–15 years (28 days); increase "15-or more years" category from 30 to 32 days.

- Section 305, Sick Leave Benefits: incorporate Ordinance 2012-11 language regarding sick leave sell-back benefits.

- Section 307, Holidays: add Presidents Day (third Monday in February) as recognized holiday and clarify regular part-time employee eligibility for holiday pay.

- Section 310, Bereavement Leave: increase paid bereavement leave for immediate family member from three to five days.

- Section 502, Work Schedules: establish standard work schedules for most administrative employees.

- Section 510, Emergency Closings: remove pay for hourly employees who do not work during emergency closures.

After some discussion among the Commissioners **a motion was made by Vice Mayor Kreger, seconded by Commissioner Poynter to approve the Personnel Policy Manual amendments as submitted excluding Presidents Day being added as a paid employee holiday. Vote upon passage of the motion was taken by ayes and nays and was as follows:**

Vice Mayor Kreger:	**Aye**
Commissioner Poynter:	**Aye**
Commissioner Miller:	**Nay**
Commissioner Smith:	**Aye**
Mayor Lentz:	**Aye**

Motion carried.

8.2 COMPREHENSIVE PLAN AMENDMENT – DOWNTOWN DENSITY - ORDINANCE 2017-02 AMENDING THE COMPREHENSIVE PLAN BY STRIKING POLICY 1.04.05 COMMUNITY REDEVELOPMENT AREA DENSITY BONUS INCENTIVE PROGRAM AND AMENDING POLICY 1.07.09 TO INCREASE THE BASE DENSITY WITHIN THE CENTRAL BUSINESS DISTRICT. City Attorney Bach read Ordinance 2017-02 by title only which was as follows: "AN ORDINANCE OF THE CITY COMMISSION OF THE CITY OF FERNANDINA BEACH, FLORIDA, AMENDING THE COMPREHENSIVE PLAN BY STRIKING POLICY 1.04.05 COMMUNITY REDEVELOPMENT AREA DENSITY BONUS INCENTIVE PROGRAM AND AMENDING POLICY 1.07.09 TO INCREASE THE BASE DENSITY WITHIN THE CENTRAL BUSINESS DISTRICT; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE." According to the agenda support documents, Ordinance 2017-02 amends the Comprehensive Plan specific to downtown density. City Attorney Bach stated that procedurally Ordinance 2017-02 is at first reading, after tonight, if approved, Ordinance 2017-02 will go to the State for approval and it takes approximately forty-five days to hear back from the State so the soonest this will be before the City Commission for second reading is March 2017.

Community Development Department Senior Planner Kelly Gibson introduced herself and stated she has worked for the City for approximately nine years. She commented this topic has been discussed many times during her tenure. Ms. Gibson explained increased density downtown was set as a City Commission priority for the 2016-2017 timeframe. For at least the last ten years, this has been a topic of discussion. The proposal before the City Commission tonight is not a new figure. It's a number that has been contemplated since 2003-2004, through visioning efforts tied to waterfront redevelopment, and the creation of the Community Redevelopment Area (CRA).

The proposed change at thirty four dwelling units per acre considers what is possible on the originally platted 25x100 foot lots of record. Historically, these 25x100 foot lots could have developed with office or retail downstairs and 2 residential units above. The ability to obtain even one dwelling unit on these lots comes from a Comprehensive Plan policy statement that honors underlying platted lots of record and allows development of a single dwelling unit. The existing zoning for the Central Business District is at eight dwelling units per acre. The "unit per acre" term is how the City sets a residential intensity factor for growth and development. It is also a term that the State looks to the City to set in order to provide meaningful and predictable development standards for growth.

Today, structures built along Centre Street can accommodate a single dwelling unit equaling roughly 2,500 square feet, if we assume the lot is fully developed. Creating a residential single unit above an existing store or office becomes financially burdensome in order to meet all building, Americans with Disability Act (ADA), and fire separation requirements. This is likely the reason we do not have many residential units in place along Centre Street today. If, however, we look toward allowing 2 dwelling units on these 25x 100 ft. lots of record the City is able to make residential living above an office or store more economically feasible.

Staff does propose extending the increased density throughout the entire Central Business District and not limiting it to simply Centre Street. Increased density within the entire district provides an opportunity for vacant and underutilized properties to redevelop with a residential component and deliver a product that the City's urban core currently does not have available. The staff report provided as part of the backup material addresses why it is unrealistic to expect that this district could ever have buildout at maximum of 34 dwelling units per acre due to limitations tied to stormwater requirements, minimum landscaping standards, and parking needs.

Staff proposes moving forward the Comprehensive Plan piece of the overall package of changes necessary to address increased density downtown. The Land Development Code changes have been held in order to bundle those changes with additional changes to address parking impacts. Staff feels it is critically important that those changes get completed simultaneous with the Comprehensive Plan amendment in order to address everything together.

In conclusion, Ms. Gibson stated the following several reasons why increased density is beneficial to the downtown and the City as a whole:

- allows for financially feasible and historically sensitive reuse of the City's historic structures for residential living while achieving requirements of the ADA, fire, and Florida Building codes.

- it encourages redevelopment of vacant and underutilized lots in a form and scale that is reflective of the historic pattern. All infill development- not Greenfield development.
or every residential unit delivered, there is likely less commercial development tied to it.

- residential dwelling units have less impact on the City's infrastructure than many commercial developments can generate.

- more people living downtown will drive the need new retail and personal services within the district; including the potential for a successful grocery store or retail pharmacy to locate within the area.

- finally, providing for opportunities to create residential housing options within the urban core adds to the vibrancy and long term sustainability of the City's downtown area while maintaining the existing character that we all love and enjoy.

Dr. Chip Ross, 210 North 3rd Street, explained Florida Statue 163.3177 states all mandatory plan amendments shall be upon the relevant and appropriate studies and data, and the copies of such studies and data shall be made available for public inspection. Dr. Ross stated he made a public records request for this material early today. Florida Statue 163.3177 also says the Comprehensive Plan shall be based upon permanent and season population estimates and projections and finally, the principle guideline standards and strategies for housing elements must be based on housing analysis. Dr. Ross requested the Planning Department produce these

records/documents, as required by Statute, so that citizens may understand the basis for the density change.

Ms. Faith Ross, 210 North 3rd Street, noted she is not opposed to the increase of density of one or two units above a two story historic, commercial, downtown building. Historically speaking and for historical development, merchants families lived above the family business, however we are not talking about just the historic buildings downtown with this Comprehensive Plan change. What most people don't know is that the C-3 zoning designation already has tremendous incentives built in; all of C-3 has zero lot line development. They can also be forty-five feet tall and up until this time there was no incentive to build a four story tall building since retail uses the bottom floors. This proposal of increased density now provides an incentive for these buildings to be built four stories high for housing. There is nothing in this that prevents a builder to not put retail on the first floor.

Ms. Ross stated she has heard the argument that you can't tear down a historic building she pointed out that they can be moved and a purposeful outbreak of Formosan termites can also be particularly helpful in the removal of historic buildings since there now is a push to build four story buildings. On page five of the agenda packet there is an historic home used as an example on a 50 X 100 foot lot; it is allowed to have five units under the new density. If it's not removed first there would be no commercial on the bottom floor, this would become a five unit apartment complex. Telling the public that the comprehensive plan change is to expand retail/commercial space may be a bit misleading. Ms. Ross is for changing the density language in the comprehensive plan to be compatible with our Historic District. We can make the density change applicable to only two story commercial buildings downtown or would it be easier to restrict the C-3 height to thirty five feet with the exception of hotels and public buildings at forty five feet? Four story buildings with no view corridors along the waterfront are not historic; they are simply poor incompatible development in the mists of an already stressed two story downtown historic district. Picture a four story hotel along the waterfront the eclipses the waterfront view corridor from residents and visitors.

Mr. Jeff Kurtz, representing Fernandina Beach Main Street, 715 Centre Street, stated this is something Main Street has supported for a long time, their motivation is to protect downtown property owners to make sure they can utilize the upper levels of their structures as much as possible, to make sure the historic buildings are cash flowing successfully and successfully maintained. Main Street also wants to make sure the merchants downtown have enough customers; we have to continue to try to support downtown businesses and downtown residents are a primary customer base which supports downtown merchants. We also know through a survey there is strong demand for people to live downtown; people want to be close to dining, entertainment, and other services in a walkable environment. There are concerns about parking which Mr. Kurtz pointed out the current number was arrived at by the 2,500 square feet currently allowing one resident, doubling that to two, is still not a lot of people in that space and in fact if there were offices in that space there would be more people in their cars coming and going, probably during peak business hours. This would likely reduce cars in the downtown area and encourage people to use their feet. As far as the noncontributing structures and the lots that are underutilized, that's something that again, we want to see those

rehabilitated. The City has some great checks and balances; we have a great Historic District Council that will be very watchful of anything that comes and goes within the district.

Mr. Surgeon Richardson, 18 Harrison Creek, here tonight in support of City staff recommendations and Mr. Kurtz and his comments. It's no secret that for a city to survive there has to be a balance between residential and commercial. The City of Fernandina Beach is far weighted in commercial property. Tonight there is a good footprint in place to move forward with something that will work for everybody. He's been working with the property owner who owns the Boat House, given the C-3 zoning the property has on it now, the property owner could build a four story 50,00 square foot office building, the great thing about the proposal of the thirty four units per acre is that it actually reduces the square footage impact.

Mike McCloskey, 26 Belted Kingfisher, owner of Cayman Builders and CMR Island Properties stated his companies have purchased a number of downtown properties. Their mission has been to try to develop some desperately needed housing in the downtown area. He recently purchased the Fred's building located on the northeast corner of Ash and 8th Streets and commented the building could be left as commercial but it would be more economically sound if we they could get the thirty four units per acre which would be an opportunity to create some much needed housing for people that want to be a part of the wonderful experience we have in downtown Fernandina.

Commissioner Miller thanked Mr. McCloskey for his comments and explained he heard him speak before the Planning Advisory Board (PAB) where he (Mr. McCloskey) stated there are no plans to remove the large live oak tree located in the Fred's parking lot. Mr. McCloskey stated the tree will not be removed, that it has been inspected by an arborist and trimmed in accordance with the arborist's recommendations so that it will continue thrive and flourish.

Mr. Chip Sasser, 403 Tarpon Avenue, co-owner of the Fred's property with Ms. McCloskey, stated that one of the very first things they did upon closing was hire an arborist to check into the health and future of the tree in the Fred's parking lot. Mr. Sasser commented the tree is in good shape but needed some trimming to help reduce the effects of wind damage it suffered during Hurricane Matthew. At this time Arborist Early McCall is removing some dead foliage that could create additional rot and removing some of the moss and ferns on the limbs to help the limbs survive future impacts like Hurricane Matthew.

Mr. Sasser pointed out that density in the downtown district is City Planning 101 and is not a new novel idea as it's in most of the major urban areas of American. Mr. Sasser explained there are some increased density benefits; it allows the tax burden to be shared by a greater number of people in a smaller area and helps to reduce urban sprawl. One of the things he's not happy about when he comes to the island is being stuck in the endless line of traffic on A1A. He commented those of us lucky enough to live on the island are going to escape that; we'll be able to walk to areas of interest, use our cars less and reduce global warming.

Mr. Sasser further commented it's too late for Fernandina to roll up the bridge; the secret is out, people all over the world know this is a great place to live and visit and they are coming

fast. This community has aggressively and successfully marketed itself through the multitude of Special Events, every weekend there is something neat and cool going on in this town. The first weekend in May hundreds of thousands of people are invited to enjoy this beautiful place. He doesn't see how this can continue to occur without an increase in density. In a few weeks he will join the members of 10,000 people each day turning 65 and they are all looking for neat places to live. Florida is on the radar and Fernandina is the secret that's out and the City has to plan for them as the City is proposing to do with the increased downtown density. If we want to work together to make this happen; buildings like Fred's need to be converted, we don't want Fred's to be the retail eyesore that it is now. We are at the epicenter of what can happen at the 8th Street corridor. We are just the beginning, we want to be there and we want to do it but we need your help to make it happen. But it's a math game; financially you can't do it with eight units per acre. The proposed area for density is a very small part of the city and my partners and I have spent a lot of money over the last three years buying over twenty lots in the downtown area and I would not be up here for a second promoting something like this that would hurt our small family, residential single family development.

Mr. Clinch Kavanaugh, 102 North 6th Street, explained he lives in the downtown and his family has lived on North 6th Street since 1852. He loves living downtown; it is absolutely unique. He listened to what Dr. Ross, Mrs. Ross and Mr. Spurgeon Richardson had to say and thinks there is a lot of merit to what they say. For the record, Mr. Kavanaugh stated he has represented Mr. Richardson in the past. The one planning tool the City Planning Department has never talked about using is three dimensional modeling offered by the University of Florida. Mr. Kavanaugh indicated this modeling technic would help citizens visualize what's going to happen as a result of the zoning changes.

Ms. Julie Ferreira, 501 Date Street, commented the City needs to keep the time warp ambiance of our town because that's what makes Fernandina special. She hopes this significance has not escaped anyone. Ms. Ferreira stated she does not think most people have a problem seeing density increased over the buildings on Centre Street but when you start talking about expanding it through the whole central business district; that is a little bit different. She urged City Commissioners to schedule a workshop much like the Visioning Workshops that happened in 2004 - 2005 where two to three hundred people participated in waterfront visioning. In previous Visioning Workshops, density increase standards were created so that if a developer wanted density over eight units per acre they had to do something which would bring the City closer sustainability. With the proposal now, all of the previously developed density increase standards are moot. If a developer comes in and wants more density they should be making LED certified building, installing solar panels; they should be doing something that benefits the city besides more traffic and more parking problems.

Ms. Trudy Richards, 409 Georgia Avenue, commented she does not have a problem with expanding the allowable number of people to live in the City in certain areas because she actually thinks the City ought to be able to provide a place for people to live who provide the services that for which they have to travel to deliver. Ms. Richards further commented she worries that the City's design requirements will not be rigidly observed and cited the proposed hotel concept at Alachua and 2nd Streets as an example.

Community Development Department Senior Planner Kelly Gibson wanted to make it perfectly clear that the central business district zoning does not apply across Front Street. Front Street properties are currently industrial or waterfront mixed use zoned. There are provisions in place through the Land Development Code and CRA guidelines which restrict tall buildings, preserve view corridors at intersections, midblock and accesse to the waterfront.

Commissioner Smith requested Centre Street maximum allowable height clarification; Ms. Gibson stated the maximum height is forty five feet.

Vice Mayor Kreger explained this matter was unanimously approved by the Planning Advisory Board. He provided a presentation on maximum allowable density within the City and expounded that over the entire City there does not appear to be a mission or a scope of where the City is going. The City needs to do a better job overall of communicating where the City is going.

Commissioner Miller inquired about the price points of the proposed residential accommodations; would they be affordable for service industry workers or more closely aligned with retirement incomes? Community Development Department Senior Planner Kelly Gibson replied pricing would be dependent upon the kind of residential product constructed. Commissioner Miller expressed concerns about residential dwellings being within close proximity to commercial businesses and asked how to preempt some of the inherit problems that will inevitably arise as a result of the comingled zoning designations. Ms. Gibson replied it is a “buyer beware” environment.

Commissioner Poynter commented he spoke with a downtown property owner earlier today who has a 2,500 square foot apartment above his business. In order to rent the apartment he would have to charge upwards of $3,500 per month for is to make sense economically but this price point is not feasible. The property owner would rather divide the apartment into two units but present zoning allowances prohibit the increased density. Commissioner Poynter went on to say everyone wants affordable housing downtown and there is a huge need for it but the city is not doing anything to try to make it happen; that’s why this Commission, during its Visioning Workshop last year, set a goal to increase the downtown density.

Mayor Lentz stated she knows this is an issue that has been talked a number of times with Main Street and the CRA, if approved there are still a lot of design requirements which help protect the community and keep it safe. She is still a little concerned about the parking requirements; they are going to be a barrier to make this come to fruition. **A motion was made Commissioner Poynter, seconded by Commissioner Miller to approve Resolution 2017-10. Vote upon passage of the motion was taken by ayes and nays and being all ayes, carried.**

<u>9.1 ARTS AND CULTURE NASSAU:</u> According to the agenda support documents there was one appointment for Arts and Culture Nassau. **A motion was made by Commissioner Poynter, seconded by Commissioner Smith to appoint Ms. Marge Powell to Arts and Culture Nassau. Vote upon passage of the motion was taken by ayes and nays and being all ayes, carried.**

10. CITY MANAGER REPORTS

SPECIAL EVENT: City Manager Martin congratulated the Shrimp Drop Special Event sponsors: Parks and Recreation Department, Light Up Amelia, Florida Public Utilities, and First Coast Community Bank for a successful and well attended New Year's Eve event.

CHAMBER OF COMMERCE AWARDS GALA: City Manager Martin reminded all to attend the Chamber of Commerce Awards Gala Friday, January 6, 2017 at 6:30 pm at the Omni Amelia island Plantation.

CITY OFFICES CLOSED/PARADE: City Manager Martin announced City offices will be closed Monday, January 16, 2017 in observance of Reverend Dr. Martin Luther King Jr. Day and the Reverend Dr. Martin Luther King Jr. Day Parade will be held Monday, January 16, 2017 at 12 noon.

SPECIAL MEETINGS: City Manager Martin provided the City Commissioners with draft agendas related to the City Commission Special Meetings/Workshops to be held January 10th and 24th. These documents are intended for garner information related to the Special Meetings/Workshop talking points.

CITY COMMISSION GOALS: City Manager Martin provided the City Commissioners with draft City goals along with tentative City goal timelines to be formally submitted for City Commission approval at a later date.

11. CITY ATTORNEY REPORTS

MUNICIPAL SERVICES TAXING UNIT: City Attorney Bach stated she made contact with Nassau County Manager Ms. Shanea Jones regarding the Municipal Services Taxing Unit distribution monies. Ms. Jones office has not passed the matter off County Attorney Mike Mullin as yet but she (City Attorney Bach) will take the lead on the project.

SUBMERGED LANDS: City Attorney Bach commented she will be filing a Butler Act Claim for the submerged lands located at the "Venturo" property which was recently acquired by the City.

12. CITY CLERK REPORTS

MEDIA DOCUMENTS: City Clerk Best stated to members of the media present that she had copies of City Manager Martin's draft goals, timelines and workshop agendas to provide for their perspective publications.

WELCOME: City Clerk Best announced Administrative Specialist Ms. Virginia (Gigi) Hudecki's first day in the City Clerk's Office was January 2nd and asked the Commissioners to join in welcoming Ms. Hudecki to the City of Fernandina Beach work family when they see her.

13. MAYOR/COMMISSIONER COMMENTS

SHRIMP DROP SPECIAL EVENT: Commissioner Miller congratulated all involved for a successful New Year's Eve Shrimp Drop Special Event, especially Parks and Recreation employee Mr. Jay Robertson for going above and beyond while wearing a shrimp costume.

DICKENS ON CENTRE SURVEY: Commissioner Miller asked those in attendance and those watching from home to please complete the Dickens on Centre Special Event survey emailed to them by Main Street Director Mr. Jeff Kurtz. Responses will help organizers improve future events.

SEWER AND REFUSE EXEMPTION OUTREACH: Commissioner Miller requested City Manager Martin place the Sewer and Refuse Exemption application, process, and other pertinent information on the City's website and other media outlets.

SOCIAL MEDIA OUTREACH: Commissioner Miller explained the City of Fernandina Beach could do a much better job utilizing social media as a means of reaching residents and requested efforts in this area be stepped up.

SOCIAL MEDIA OUTREACH: Commissioner Poynter commented he has spoken with Community Development Planner Ms. Kelly Gibson regarding the amount of misinformation the public seems to regularly receive about City activities and projects. Commissioner Poynter recommended a way to combat the misinformation is to utilize the City's Facebook page to post facts related to matters under City Commission consideration.

MONTHLY MEETING: Commissioner Poynter explained he will have his monthly meeting this Thursday at Café Karibo. He invited citizens to attend, express their concerns and enjoy cookies and tea.

SHRIMP DROP SPECIAL EVENT: Commissioner Poynter congratulated special event organizers on a successful New Year's Eve Shrimp Drop Special Event.

SEA LEVEL RISE WORKSHOP: Vice Mayor Kreger commented that on January 23rd the City is hosting a sea level rise workshop along with the Northeast Florida Regional Council in Commission Chambers.

NASSAU COUNTY LEGISLATIVE DELEGATION: Vice Mayor Kreger explained the Nassau County Legislative Delegation meets this Thursday, January 5th at 4 pm in the Nassau County Chambers to discuss moving forward with the port master plan.

REVEREND DR. MARTIN LUTHER KING JR. BREAKFAST AND PARADE: Vice Mayor Kreger announced he will be attending the Reverend Dr. Martin Luther King Jr. Parade January 16, 2017 at 12 noon and the Reverend Dr. Martin Luther King Jr. breakfast to be held Saturday, January 14th, 8:30 am at the Atlantic Avenue Recreation Center.

HAPPY NEW YEAR: Mayor Lentz wished everyone a Happy New Year.

SOCIAL MEDIA BREAK: Mayor Lentz explained she recently decided to take a break from social media in response to the misinformation and negativity routinely conveyed therein. Mayor Lentz will begin writing a monthly column for local news outlets, the first of which will be about why she chose to take a respite from social media for the time being. She cares about the community and her children and wants to set a good example for both.

ADJOURNMENT: There being no further business to come before the City Commission the meeting was adjourned.

ATTEST:

CAROLINE BEST City Clerk	ROBIN C. LENTZ Mayor-Commissioner

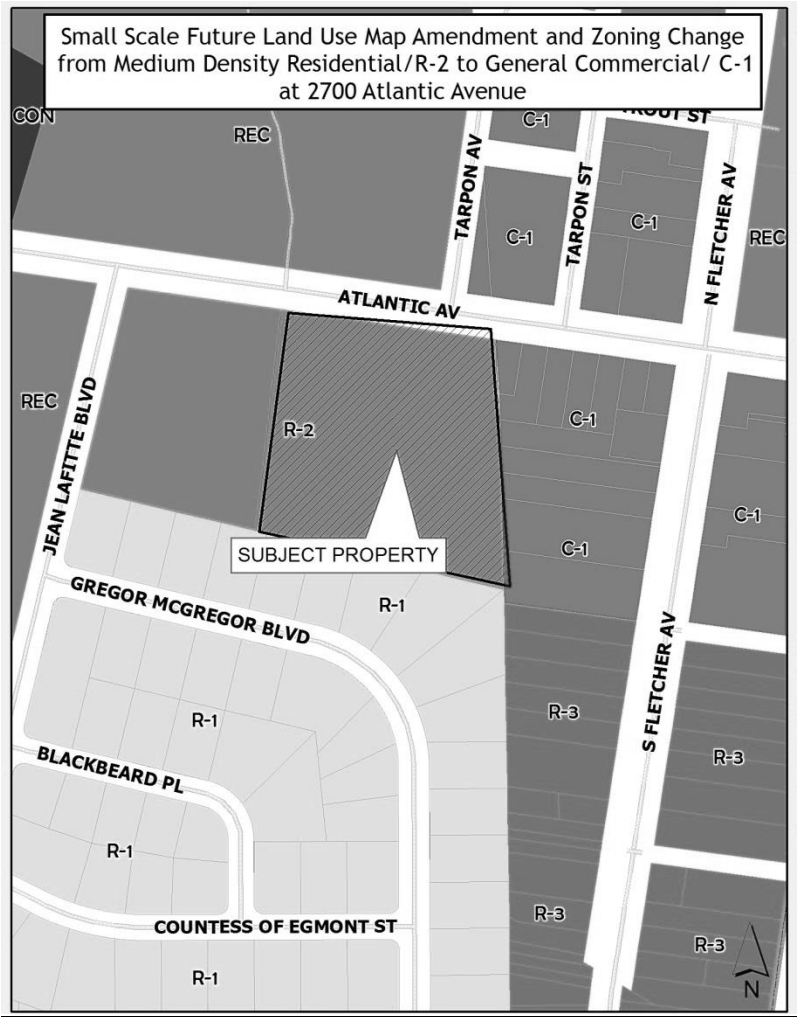
6. Proof of Advertising

NOTICE OF PUBLIC HEARING
PLANNING ADVISORY BOARD
CITY OF FERNANDINA BEACH

NOTICE IS HEREBY GIVEN that a Public Hearing is scheduled for **Wednesday, December 14, 2016 at 5:00 p.m.** in the City Commission Chambers, 204 Ash Street Fernandina Beach, Florida to consider the following

FUTURE LAND USE MAP AMENDMENT AND ZONING CHANGE

PAB CASE 2016-25: AMELIA ISLAND PROPERTIES, INC. REQUESTS A SMALL SCALE FUTURE LAND USE MAP AMENDMENT AND ZONING CHANGE FOR PROPERTY LOCATED AT 2700 ATLANTIC AVENUE (PARCEL #14-3N-29-0000-0003-0000) TOTALING APPROXIMATELY 4.73 ACRES FROM MEDIUM DENSITY RESIDENTIAL (MDR) LAND USE AND R-2 ZONING TO GENERAL COMMERCIAL (GC) LAND USE AND C-1 ZONING.



COMPREHENSIVE PLAN AMENDMENT AND LAND DEVELOPMENT CODE AMENDMENTS

PAB CASE 2016-27: CITY OF FERNANDINA BEACH, REQUESTS AMENDMENTS TO THE COMPREHENSIVE PLAN STRIKING POLICY 1.04.05, PROVISIONS FOR A DENSITY BONUS INCENTIVE PROGRAM, AND MODIFYING POLICY 1.07.09 FOR THE CENTRAL BUSINESS DISTRICT LAND USE CATEGORY DENSITY TO INCREASE THE BASE DENSITY FROM EIGHT (8) DWELLING UNITS PER ACRE TO THIRTY-FOUR (34) DWELLING UNITS PER ACRE AND AMENDING THE LAND DEVELOPMENT CODE, TABLE 4.01.01 DENSITY AND HOUSING TYPES IN THE BASE ZONING DISTRICT, TO ALLOW FOR 34 DWELLING UNITS PER ACRE AND MAKING PERMISSIBLE DUPLEX, TRIPLEX, AND TOWNHOUSE STRUCTURES, AND STRIKING POLICY

4.01.02, DENSITY BONUS PROVISIONS, AND STRIKING TABLE 4.01.02 (A), DENSITY BONUS SCORECARD.

Interested parties may appear at said hearing and be heard as to the advisability of any action, which may be considered. Any persons with disabilities requiring accommodations in order to participate in this program or activity should contact 310-3100, TTY 711, (TTY number for all City offices) or through the Florida Relay Service at 711 at least 24 hours in advance to request such accommodation.

Copies of the applications may be inspected in the office of the Community Development Department, City Hall, 204 Ash Street, between the hours of 8:00 AM – 5:00 PM, Monday through Friday. For information on the application, please contact the Planning Department at 310-3135.

Thank you so much.
Note to News Leader:

***** This ad cannot be included in the legal or the classified section of the newspaper. *****
Please run as a display ad in November 20, 2016 issue.

CITY OF FERNANDINA BEACH **Kelly N. Gibson, AICP**
Community Development Department Senior Planner

February 17, 2017

Joseph Addae- Mensa, Ph.D.
Florida Department of Economic Opportunity
Division of Community Development
107 E. Madison Street, MSC 160
Tallahassee, FL 32399
Joseph.addae-mensa@deo.myflorida.com

RE: Request for Additional Analysis of Public Facilities and Services

Mr. Addae-Mensa,

The purpose of this letter is to provide you with additional information as requested for your review of the City's proposed Comprehensive Plan Amendment (ESR 17-01). The data and analysis reflect an approximate land area for the Central Business District of 47.50 on page 2 of the staff report. The Planning Department confirmed that this figure is more accurately 42.43 acres through the Nassau County Property Appraiser's Office on February 14, 2017.

Fernandina Beach has seven public facilities that have adopted levels of service: Transportation, Water, Sewer, Drainage, Solid Waste, Fire-Rescue Services and Police and Law Enforcement Services. All public facilities and services are currently available within the Central Business District and each service is able to maintain or exceed its level of service standards as required by Comprehensive Plan policies 1.01.02, 4.01.01 and 4.01.02, specific to storm water management. The amendments requested provide an opportunity for the City to more effectively utilize the existing services available within its urban core.

Compliance with level of service standards are assessed on a case by case basis for new and redeveloping properties within the Central Business District. Each redevelopment scenario is unique and its impact on public facilities must be determined at the time of technical site plan review application and prior to the issuance of a Local Development Order. The City establishes this process through Land Development Code policy 11.03.02.

The City's transportation network consists of numerous, highly connected roadways that provide mobility by giving more options for reaching a downtown destination and dispersing traffic. In 2009, the City conducted a downtown traffic circulation analysis which found that the existing network should be adequate to handle projected increases in traffic due to even a very aggressive redevelopment program. The Study found that Centre Street, the most heavily traveled roadway downtown was operating at only 36% of its daily capacity under the adopted LOS standard of C. In terms of network connectivity, the degree to which walkways and roadways allow direct pedestrian or vehicle travel between destinations, within the downtown area meets or exceeds standards for pedestrian and vehicular connectivity. The area defined as the Amelia River Waterfront, does not meet minimum standards. The City is actively working to pursue options, while working with FDOT railroad office and First Coast railroad to address vehicular connectivity. As this area is within a CRA, the City anticipates sidewalk connections and extension of the streetscape within deficient network areas as redevelopment activity occurs. The City is working to complete its mobility plan, looking towards adoption of a mobility fee structure. This plan is a phased planning document due to cost constraints which is currently in its second

year. The City's 2009 downtown parking and circulation study may be found at: http://www.fbfl.us/DocumentCenter/View/5389)

The City owns and operates three potable water treatment facilities which combined can provide 18.2 million gallons per day. Existing potable water customers on the average consume approximately 5 million gallons per day. At the adopted level of service and the maximum density allowed by the proposed Comprehensive Plan amendments, the residential units will consume 431,200 gallons of water per day (1,232[1] units x 350 gallons per ERC per day). This scenario is unlikely due to the constraining factors identified within the staff analysis. *(Policy 4.01.01)*

The City owns and operates one sanitary sewer treatment facility which has an operation/design capacity to treat 3.5 million gallons of wastewater per day. The facility's existing customers currently generate, on average, 1.9 million gallons per day. At the adopted level of service and the maximum density allowed by the Comprehensive Plan, the increased density has the potential to generate 369,600 gallons of wastewater per day (1,232[1] units x 300 gallons per ERC per day). The utilities director indicates that plant capacity is available for the site; however, other facilities, such as pipe and lift station capacity, will have to be evaluated, and the developer will have to pay for what improvements are necessary to accommodate any proposed development. These determinations will be made in advance of site plan review and necessary improvements will be required as a part of site plan approval.

Footnote 1: This figure is calculated assuming a maximum buildout scenario of residential units within the Central Business District. The existing potential units permissible total 383 dwelling units. The base density elevation to 34 units per acre generates a potential total of 1,611 dwelling units. Therefore, staff analyzed the potential maximum build out scenario of an additional 1,232 dwelling units. The staff report provides detailed rationale behind why this figure is unlikely due to development constraints tied to historic preservation, Florida Building Code requirements, and Fire Code requirements.

As for solid waste and drainage, the City currently has contracted services with Advanced Disposal to dispose of solid waste. The area is presently serviced through the existing contract and is expected to continue to be served through an independent entity. Drainage impacts from any new development or redevelopment will be reviewed by the City's Technical Review Committee. The City requires storm water drainage to be retained on-site and permitting through the St. John's River Water Management District.

The City's Fire-Rescue Department providing services to residents and visitors is an all hazards response system including; fire suppression, advanced life support/emergency medical services, fire prevention and public safety education, ocean rescue, special operations and emergency preparedness. Each member is professionally trained and certified by the State of Florida as a Firefighter/Emergency Medical Technician or a Firefighter/Paramedic and holds many additional specialty certifications. Operating out of two fire stations, the City's Fire-Rescue Department is fully staffed and prepared to respond to emergency and non-emergency calls for service 24 hours a day. This department is capable of delivering services within the Level of Service Standard requiring 240-second travel time to 90% of the incidents (EMS with AED or BLS) & 480-second travel time to 90% of the incidents (ALS Response). *(Policy 4.01.01)*

The Fernandina Beach Police Department operates with the mission to "serve the public in partnership with our community, to protect life and property, to reduce crime through both proactive intervention and competent response, to resolve conflict through creative problem solving strategies, and to respect human dignity at all times." The Police Department has 33 sworn officers and 5 administrative employees in addition to an active police reserve unit and volunteer police auxiliary corps. At present, the Police Department assigns two (2) full time officers and a police service aide which are dedicated to the downtown area of the City. As such, the Department is capable of meeting or exceeding the minimum level of service needs for new and redeveloping downtown properties to deliver response times totaling 3 minutes or less for emergency calls and 7 minutes or less for non-emergency calls. *(Policy 4.01.01)*

The City maintains School Concurrency requirements through Element 10 of its Comprehensive Plan. The policies provided within the element required a determination of concurrency be considered for a specific residential development or phase of development requiring a subdivision plat approval, site plan approval, or functional equivalent. At present, the City has two (2) public elementary schools, one (1) middle school, and one (1) high school. Most of the growth anticipated for Nassau County is not within the City of Fernandina Beach. The City seeks to make efficient use of the existing school infrastructure in place on the Amelia Island. The Nassau County School Districts currently bring children from off the island to support the existing facilities within the City of Fernandina Beach while additional schools are being constructed in the western portions of Nassau County. The City of Fernandina Beach operates under an Interlocal Agreement with Nassau County School District to assess and collect impact fees tied to residential growth.

I look forward to receiving any additional feedback or follow-up questions that you may have regarding ESR 17-01.

Sincerely,

Kelly N. Gibson, AICP
Senior Planner

Rick Scott
GOVERNOR

FLORIDA DEPARTMENT of ECONOMIC OPPORTUNITY

Cissy Proctor
EXECUTIVE DIRECTOR

March 5, 2017

The Honorable Robin C. Lentz, Mayor
City of Fernandina Beach
204 Ash Street
Fernandina Beach, Florida 32034

Dear Mayor Lentz:

The Department of Economic Opportunity has completed its review of the proposed comprehensive plan amendment for the City of Fernandina Beach (Amendment No. 17-1ESR), which was received on February 3, 2017. We have reviewed the proposed amendment pursuant to the expedited state review process in Sections 163.3184(2) and (3), Florida Statutes (F.S.), and identified no comment related to important state resources and facilities within the Department of Economic Opportunity's authorized scope of review that will be adversely impacted by the amendment if adopted.

The City is reminded that pursuant to Section 163.3184(3)(b), F.S., other reviewing agencies have the authority to provide comments directly to the City. If other reviewing agencies provide comments, we recommend the City consider appropriate changes to the amendment based on those comments. If unresolved, such comments could form the basis for a challenge to the amendment after adoption.

The City should act by choosing to adopt, adopt with changes, or not adopt the proposed amendment. Also, please note that Section 163.3184(3)(c)1, F.S., provides that if the second public hearing is not held within 180 days of your receipt of agency comments, the amendment shall be deemed withdrawn unless extended by agreement with notice to the Department of Economic Opportunity and any affected party that provided comment on the amendment. For your assistance, we have enclosed the procedures for adoption and transmittal of the comprehensive plan amendment.

An equal opportunity employer/program. Auxiliary aids and service are available upon request to individuals with disabilities. All voice telephone numbers on this document may be reached by persons using TTY/TTD equipment via the Florida Relay Service at 711.

If you have any questions related to this review, please contact Joseph Addae-Mensa, Planning Analyst, at (850) 717-8476, or by email at joseph.addae-mensa@deo.myflorida.com.

Sincerely,

James D. Stansbury, Chief
Bureau of Community Planning and Growth

JDS/jam

Enclosure: Procedures for Adoption

cc: Marshall McCrary, Community Development Director, Fernandina Beach
Margo Moehring, Planning & Policy Director, Northeast Florida Regional Council

SUBMITTAL OF ADOPTED COMPREHENSIVE PLAN AMENDMENTS

FOR EXPEDITED STATE REVIEW

Section 163.3184(3), Florida Statutes

NUMBER OF COPIES TO BE SUBMITTED: Please submit three complete copies of all comprehensive plan materials, of which one complete paper copy and two complete electronic copies on CD ROM in Portable Document Format (PDF) to the Department of Economic Opportunity and one copy to each entity below that provided timely comments to the local government: the appropriate Regional Planning Council; Water Management District; Department of Transportation; Department of Environmental Protection; Department of State; the appropriate county (municipal amendments only); the Florida Fish and Wildlife Conservation Commission and the Department of Agriculture and Consumer Services (county plan amendments only); and the Department of Education (amendments relating to public schools); and for certain local governments, the appropriate military installation and any other local government or governmental agency that has filed a written request.

SUBMITTAL LETTER: Please include the following information in the cover letter transmitting the adopted amendment:

_____ Department of Economic Opportunity identification number for adopted amendment package;

_____ Summary description of the adoption package, including any amendments proposed but not adopted;

_____ Identify if concurrency has been rescinded and indicate for which public facilities. (Transportation, schools, recreation and open space).

_____ Ordinance number and adoption date;

_____ Certification that the adopted amendment(s) has been submitted to all parties that provided timely comments to the local government;

_____ Name, title, address, telephone, FAX number and e-mail address of local government contact;

_____ Letter signed by the chief elected official or the person designated by the local government.

ADOPTION AMENDMENT PACKAGE: Please include the following information in the amendment package:

_____ In the case of text amendments, changes should be shown in strike-through/underline format.

_____ In the case of future land use map amendments, an adopted future land use map, **in color format,** clearly depicting the parcel, its future land use designation, and its adopted designation.

_____ A copy of any data and analyses the local government deems appropriate.

Note: If the local government is relying on previously submitted data and analysis, no additional data and analysis is required;

_____ Copy of the executed ordinance adopting the comprehensive plan amendment(s);

Suggested effective date language for the adoption ordinance for expedited review:

> The effective date of this plan amendment, if the amendment is not timely challenged, shall be 31 days after the Department of Economic Opportunity notifies the local government that the plan amendment package is complete. If timely challenged, this amendment shall become effective on the date the Department of Economic Opportunity or the Administration Commission enters a final order determining this adopted amendment to be in compliance. No development orders, development permits, or land uses dependent on this amendment may be issued or commence before it has become effective. If a final order of noncompliance is issued by the Administration Commission, this amendment may nevertheless be made effective by adoption of a resolution affirming its effective status, a copy of which resolution shall be sent to the Department of Economic Opportunity.

_____ List of additional changes made in the adopted amendment that the Department of Economic Opportunity did not previously review;

_____ List of findings of the local governing body, if any, that were not included in the ordinance and which provided the basis of the adoption or determination not to adopt the proposed amendment;

_____ Statement indicating the relationship of the additional changes not previously reviewed by the Department of Economic Opportunity in response to the comment letter from the Department of Economic Opportunity.

From:	Steve Fitzgibbons
To:	Marshall, D. McCrary
Cc:	Kelly Gibson; DCPexternalagencycomments@deo.myflorida.com; Sherry.Spiers2@deo.myflorida.com
Subject:	City of Fernandina Beach proposed comprehensive plan amendment 17-1ESR
Date:	Monday, February 27, 2017 8:00:42 AM
Attachments:	image001.gif

Dear Mr. McCrary,

St. Johns River Water Management District (District) staff have reviewed City of Fernandina Beach proposed comprehensive plan amendment 17-1ESR in accordance with the provisions of Chapter 163, *Florida Statutes*. Based on review of the submitted materials, District staff have no comments on the proposed amendment. If you have any questions or need additional information, please contact me.

Please note that all proposed and adopted comprehensive plan amendments can be submitted to the District by email at sfitzgibbons@sjrwmd.com.

Sincerely,
Steve Fitzgibbons

Steven Fitzgibbons, AICP
Intergovernmental Planner
Governmental Affairs Program
St. Johns River Water Management District
7775 Baymeadows Way, Suite 102
Jacksonville, FL 32256
Office (386) 312-2369
E-mail: sfitzgibbons@sjrwmd.com
Website: www.sjrwmd.com
Connect with us: Newsletter, Facebook, Twitter, Instagram, YouTube, Pinterest

email-footer

We value your opinion. Please take a few minutes to share your comments on the service you received from the District by clicking this link

Notices
• Emails to and from the St. Johns River Water Management District are archived and, unless exempt or confidential by law, are subject to being made available to the public upon request. Users should not have an expectation of confidentiality or privacy.
• Individuals lobbying the District must be registered as lobbyists (§112.3261, Florida Statutes). Details, applicability and the registration form are available at http://www.sjrwmd.com/lobbyist/

FLORIDA REGIONAL COUNCILS ASSOCIATION
LOCAL GOVERNMENT COMPREHENSIVE PLAN AMENDMENT REVIEW FORM 01

Regional Planning Council: **Northeast Florida Regional Council**
Regional Planning Council Item No. **Fernandina Beach Transmitted Amendment 17-1ESR**
Date Mailed to Local Government and State Land Planning Agency: **March 3, 2017**
Local Government Item No: **City of Fernandina Beach Ordinance 2017-02**

Pursuant to Section 163.3184, Florida Statutes, Council review of proposed amendments to local government comprehensive plans is limited to adverse effects on regional resources and facilities identified in the strategic regional policy plan and extra-jurisdictional impacts that would be inconsistent with the comprehensive plan of any affected local government within the region. A written report containing an evaluation of these impacts, pursuant to Section 163.3184, Florida Statutes, is to be provided to the local government and the state land planning agency within 30 calendar days of receipt of the amendment.

DESCRIPTION OF AMENDMENT

This tranmittal amendment seeks to make a text amenmdment to the City of Fernandina Beach's Comprehensive Plan.

1) Increase the Density in the Central Business District

The proposed text amendment increases the density of the Central Business District (CBD) land use from eight (8) unites per acre to thirty-four (34) units per acre. Additionally, the amendment removes the Density Bonus Incentive Program, which was designed to encourage redevelopment in the City's CRA.

1. ADVERSE EFFECTS TO SIGNIFICANT REGIONAL RESOURCES AND FACILITIES IDENTIFIED IN THE STRATEGIC REGIONAL POLICY PLAN

163.3177(6)6, Florida Statutes, requires local governments to limit public expenditures that subsidizes development in coastal high hazard areas. Many local comprehensive plans have objectives and policies that limit or restrict residential density, the type of development allowed, establish special building requirements, and place limits on the use of public funds within the CHHA. Only a small portion of the Central Business District is within the Coastal High Hazard Area.

Additionally, the City's Comprehensive Plan Policy 5.03.08 states:
The City shall coordinate coastal area population densities with hurricane evacuation plans. The City shall enforce land development regulations which ensure that land use decisions impacting population density within the Level A evacuation zone, as delineated in the 2010 Northeast Florida Regional Hurricane Evacuation Study, and the category 1 and 2 storm surge inundation zones are coordinated with the County's hurricane evacuation plan and applicable regional or State hurricane evacuation study.

There is a greater portion of the Central Business District land use that falls within Category 1 and 2 Storm Surge Inundation Zones. Additionally, the entire City is within the Level A Evacuation Zone. The increased density, while not anticipated to be fully built out due to other regulations in place (historic district provisions, zoning restrictions, Florida Building Code and Fire Code) should be coordinated with County Emergency Management to ensure it meets applicable plans. This coordination should be done prior to adoption of the proposed comprehensive plan amendments.

2. EXTRA JURISDICTIONAL IMPACTS INCONSISTENT WITH THE COMPREHENSIVE PLANS OF LOCAL GOVERNMENTS WITHIN THE REGION

No extra-jurisdictional impacts regarding suitability or compatibility of adjacent uses that would be inconsistent with the Comprehensive Plan of an affected local government were identified.

Request a copy of the adopted version of the amendment? Yes ___X___ No _____

Recommendation

Staff respectfully recommends the Northeast Florida Regional Council Executive Committee approve the staff report of the City of Fernandina Beach Transmitted Amendment 17-1ESR.

APPROVED

1. **Call to Order -** The meeting was called to order at 5:00 pm.

Roll Call/Determination of Quorum

Board Members Present

Mark Bennett, Chair
Judith Lane
Wayne L. Peterson
Jenny Schaffer (Alt 2)
David Beal, Vice-Chair
Benjamin Morrison
Donna Lewis (Alt 1)

Others Present

Kelly Gibson, City Planner
Tammi Bach, City Attorney
Sylvie McCann, Recording Secretary

Chair Bennett requested that Item 6. Comments by the Public be moved to first item, the request was approved by all.

Chair Bennett also announced that item **3.2 PAB 2017-02: CENTRAL BUSINESS DISTRICT EXTENSION FOR CRA PROPERTIES AND CITY PARKING LOT** would not be heard this evening as it had been taken off the agenda.

1. **Comments by the public**

Chip Ross, 210 N. 3rd Street, commented on 3 points. First, Mr. Ross noted that the status of item 3.2 should have been changed to STAYED instead of TABLED or POSTPONED until the Board of Appeals make a decision. City Attorney Bach mentioned that her recommendation of postponed is fine to be used which has the same effect. Secondly, Mr. Ross mentioned his meeting at the Port that evening and asked if the Port Master Plan documents had been forwarded to them for review. Ms. Gibson answered that all documents had been directed to the City Manager and City Attorney asking for direction on how to proceed. Thirdly, Mr. Ross asked that the PAB take a lead in what the City envisions for future projects and ideas such as connectivity including changes to the Land Development Code.

Member Lane commented that although this is an excellent idea and that she would like to be able to undertake some of the projects, the Commission has been straightforward about the Board addressing items presented by Staff and staying away from ones instigated by the Board. Ms. Gibson noted that the local Planning Agency is tasked with reviewing changes to the Comprehensive Plan and Land Development Code as well as Land Use and Zoning Changes. She also mentioned that things tied to that would be appropriate for this Board to consider and discuss and that the attention to other items and projects should first be directed by the Commission. Chair Bennett then suggested that Staff asks the Commission to get a plan for the Board to address issues brought up by citizens. Member Lane mentioned that a bigger picture should be looked at from the Commission's point of view. Ms. Gibson noted that the Commission is now looking at this bigger picture considering the variety of issues currently being addressed. Member Morrison then summarized the process with the number of current issues by reiterating that any issues should be brought up to the attention of the Commission during monthly

meetings so the Commission could in turn consider them and delegate some of them to the Board Agency.

Mr. Ross commented on the amount of time spent on recurring projects, that the approach should differ and that the Board should address one small item at the time and then finalize it. He suggested that members should approach Commissioner Smith who is the City Commission's liaison and propose 5 current items to be looked at. Members discussed how working on different projects is really inefficient considering the need of approval delay is often impacted by second party, change of staff and changes of philosophy.

Public comments was then closed.

2. Review and Approval of December 14, 2016 Regular Meeting Minutes – A motion was made by Member Beal, seconded by Member Lane to approve as presented. Vote upon passage of the motion was taken by ayes and nays and being all ayes, carried.

3. New Business

3.1 PAB 2017-01: FINAL PLAT FOR RIVERBEND.

City Attorney welcomed the new members and explained the participation and voting process by alternates.

Ms. Gibson presented the item. She explained that the applicant is requesting approval of the Final Plat. She noted that this property was annexed in July 2015, and that this development is for 33 single family detached home sites. She also noted that the proposed developed density is for over 2 units per acre although the current land use is for up to 10 dwellings per acre and that this will be an estate style gated community with privately maintained roads. Ms. Gibson noted that Staff recommended approval.

Kathy Williford, 2955 Hartley Road, representative for the developer had no comments and welcomed questions. Member Lane asked about tree preservation. Mrs. Williford mentioned that they will save as many trees as they can and even try to over compensate. Member Lane suggested that the developer work closely with the Tree Conservancy Group. Ms. Gibson explained the development process which involves developers and then builders. Member Morrison emphasized the positive impact of working closely with the Tree Conservancy Group.

Public Hearing was then opened.

Mrs. Joanne Bean asked where the project is located. Ms. Gibson explained that it is located off the Amelia Island Parkway south of A1A.

Public Hearing was then closed.

Member Lane commented that the City limit expands to a wide area that doesn't always include the downtown area.

A motion was made by Member Beal, seconded by Member Morrison, to recommend approval of PAB case number 2017-01 to the City Commission requesting a Final Plat for Riverbend subdivision be approved and that PAB case 2017-01 as presented is sufficiently compliant with the Comprehensive Plan and Land Development Code to be approved at this time. Vote upon passage of the motion was taken by ayes and nays and being all ayes, carried.

4. Board Business –
4.1. Downtown Residential Parking Follow-up Discussion

Ms. Gibson invited Board Members to start a discussion before Staff starts crafting a code amendment. Chair Bennett started the discussion with questioning the amount of spaces required for residential properties with 2nd level dwellings units along with redevelopment versus historic structures. Staff mentions that one of the strategies could be to reduce requirements depending on square footage. Member Morrison commented that the perceived problem seen by citizens should be discussed which is about available parking versus parking that is really needed. He further commented about the requirements for new development compared to existing dwellings, and the purchasing rights to a parking space.

Member Lewis spoke about the perception of what the need for parking really is. She also commented that amending the signage and maps showing where the parking areas are located could help utilize what parking is already available.

City Attorney addressed and questioned the issue of modifying and reducing the parking requirements before the change in density is addressed and finalized. Member Schaffer noted the possible advantage to streets being one way to allow parking on both sides of the street and Member Lane commented on Centre Street as a pedestrian street.

Ms. Gibson commented that surveys had been done back in 2002 and 2009 revealing that a parking problem is perceived but not realistic. She also mentioned that map updates have been done and blue signs are now in place showing where public parking is available and that enforcement continues to be a concern. She noted that another survey should be done and that this survey should consider higher density and closure of street during special events. She also commented that according to the Main Street survey the market will demand parking and voiced that before the higher density request item is approved, the parking requirement issues will have to be addressed. Ms. Gibson also mentioned that a lot of ratio information is located on www.fbfl.us/CRA. Members discussed the availability of bike racks, ADA requirements and realistic affordable housing possibilities.

Member Lewis cautioned everybody in basing information on a 2009 survey which reflects lean years and encouraged taking a fresh approach on what is happening now in 2017.

Ms. Gibson commented that completing a new parking survey within the timeframe of adoption of the Central District higher density may not be feasible. She added that regulatory changes in the LDC addressing parking outside of the parking study could be possible. A discussion ensued by the Board regarding fee in lieu and the management of its money. Member Morrison noted that any decision about parking and possible strategies is really an important decision that should be made before anything is address regarding the change in density. Member Schaffer asked what information a new survey would

really provide and Board Members then made some suggestions such as parking decks, satellite parking, parking spaces and for the public and stakeholders. Member Morrison asks if Ms. Gibson could create a list of these items for the next meeting.

Ms. Gibson made some clarification stating that parking has been improved since 2009 with new parking lots at Broome Street and N. 2nd Street with the City purchasing this land especially for this usage. She also mentioned that improvements of the property were based on funding from parking fee in-lieu proceeds and that said proceeds do go into a trust fund. Ms. Gibson also mentioned that in 2014 there was an engineering cost estimate done regarding the construction only of a surface parking lot and that she would confirm the fee in-lieu base amount being $1500 per space. She also noted that the funds could also be used to create on street parking. Ms. Gibson also explained that the Parking Flexibility Standard allows up to 10% allocation of parking requirement to be met through on-site parking. Chair Bennett then commented about transportation alternatives.

Ms. Gibson summarized that regulatory changes need to be proposed to coincide with the adoption of the increased density. She added that she'll draft a scope of services for a parking study and that areas of increased flexibility need to be looked at, to avoid increase of variance to be heard by the Historic District Council. She also noted that this draft then can be discussed during next meeting.

6. Staff Report

The meeting was closed at 6:43 but reopened at 6:45 to allow a member of the public to speak.

Laura Sweeney, Realtor, 2733 Sea Grove Lane, commented about the ratio of commercial spaces versus the square footage available and asked that this ratio be available before the study is ordered since this would help define the requirements of the study.

8. Adjournment - There being no further business to come before the Planning Advisory Board, the meeting was adjourned 6:48 pm.

Secretary

Mark Bennett, Chair

- Is there a parking problem today?
    - Updates to 2009 Study

- Core CBD options vs. New “Vacant” Land Development

- Fee In Lieu similar to CRA structure
    - Evaluate cost to construct parking structure parking spaces

- Incentive to create residential services

- Consideration of additional on-street parking by one-way streets

- Ratio of commercial square footage to # of parking spaces

- Create draft scope of services for parking study

- Create list of parking stakeholders

- Provide the board links to parking studies at www.fbfl.us/CRA and link to CM Presentation

- Add bike parking to Chamber Map

- Parking Study- Review the types of commercial development in the CBD to determine impact on parking – increased number of food and beverage services

- Tie reduced parking to affordable housing

- Documenting accessibility of ADA spaces
    - Consider accessible units and ADA Spaces

CITY COMMISSION AGENDA ITEM
City of Fernandina Beach

SUBJECT: Board Appointment
Historic District Council

ITEM TYPE: Board Appointments

REQUESTED ACTION: Approve the appointment of Mr. James Pozzetta as Alternate Member #2 of the Historic District Council for a two-year unexpired term ending May 2019.

SYNOPSIS:

In accordance with Ordinance 526, Section 2; when Historic District Council vacancies occur, successors shall be appointed by the City Commission.

At this time, the Historic District Council has one Alternate Member #2 vacancy. This is a three-year term, ending May, 2019.

Mr. James Pozzetta submitted an Advisory Board/Committee Application and résumé to the Historic District Council for consideration. The Historic District Council, at their March 16, 2017 meeting, reviewed Mr. Pozzetta's application and résumé and voted unanimously to forward them to the Honorable City Commission for consideration.

Land Development Code (LDC) Section 8.02.01(B)(3) states in relevant part: "Where possible, members shall include, to the extent such individuals are available in the community and willing to serve, one registered architect, and professionals from the disciplines of architecture, construction, design, history, architectural history, archaeology, or other historic-related fields such as urban planning, American studies, cultural geography or cultural anthropology. Persons who have demonstrated special interest, experience or knowledge in history, architecture or related disciplines such as law, real estate, land development, or construction shall make up the remainder of the HDC membership."

The applicants are City residents as required by City Charter, Section 69.

FISCAL IMPACT: N/A

CITY ATTORNEY COMMENTS: N/A

CITY MANAGER RECOMMENDATION(S): I recommend that the City Commission appoint Mr. James Pozzetta as Alternate Member #2 to a two-year unexpired term ending May 2019 to the Historic District Council.

Dale Martin, City Manager
Tammi Bach, City Attorney
Dale Martin, City Manager Date:04/11/2017

COMMISSION ACTION: Approve

4|18

Kim Briley

From: Salvatore Cumella
Sent: Thursday, March 16, 2017 6:56 PM
To: Kim Briley
Cc: Sylvie McCann
Subject: HDC recommendations to the Commision

Hi Kim,
At the 3/16 HDC meeting the board voted unanimously to recommend the appointment of Mr. James Pozzetta for the Alternate #2 seat. In light of Mr. Sheffield's resignation, they also voted to move Mr. Tilson up to a full voting member and to move Mr. Spino into the alternate #1 seat.
Thanks,
-Sal

Salvatore J. Cumella
Historic Preservation Planner
City of Fernandina Beach
204 Ash Street
Fernandina Beach, FL 32034
Office: 904.310.3148 ***(PLEASE NOTE THE CHANGE IN #)***
Fax: 904.310.3460
SCumella@fbfl.org
www.fbfl.us/cdd

CDD: Working Together for a Safer Community
Tell us how we're doing: CDD Customer Feedback

Like the City on Facebook!

Go Green: Please don't print this unless it's really necessary.

If this email is related to the Board, Committee or Commission that you serve on, please DO NOT REPLY TO ALL.

Disclaimer: According to Florida Public Records Law, email correspondence to and from the City of Fernandina Beach, including email addresses and other personal information, is public record and must be made available to the public and media upon request, unless otherwise exempt by the Public Records Law. If you do not want your email address released in response to a public records request, do not send electronic mail to this entity. Instead, contact this office by phone or in writing.

Emailed to Sylvia 12/20/16 KB

Kim Briley

From: noreply@civicplus.com
Sent: Tuesday, December 20, 2016 9:56 AM
To: Caroline Best; Kim Briley
Subject: Online Form Submittal: Advisory Board/Committee Application

Advisory Board/Committee Application

This application is intended to provide information that will enable the City Commission to select the most qualified Board/Committee members. Please complete all applicable sections and return the form along with your current résumé to the City Clerk's Office.

City of Fernandina Beach
City Clerk's Office
204 Ash Street
Fernandina Beach, FL 32034
(904) 310-3115

Name	James Pozzetta
Home Mailing Street Address	103 South 18th Street
City	Fernandina Beach
Zip Code	32034
Primary Phone	904-206-3447
Secondary Phone	*Field not completed.*

Please note that board materials are distributed electronically.

Email to receive board materials	jamespozzetta@comcast.net
Employer	Self Employed Architect
Position Title	Architect
Business Address	103 South 18th Street
City	Fernandina Beach
Zip	32034
	Historic District Council

Select the board you are applying for:	
Additional board that you are applying for:	Historic District Council
Why are you interested in serving on this Board? Please explain.	I would like to lend my background in the field of Architecture to help continue the work of the HDC in preserving the character of Fernandina Beach

Eligibility

Are you a resident of the City?	Yes
Length of time:	7 years
Do you hold a public office?	No
Office name:	*Field not completed.*
Are you employed by the City?	No
Position:	*Field not completed.*
Are you currently serving on a Board?	No
Board Name:	*Field not completed.*

Potential Conflict of Interest:

Have you ever been engaged in the management/ownership of any business enterprise that has a financial interest with the City of Fernandina Beach?	No
If yes, please provide details:	*Field not completed.*

Major Affiliations:

List community, professional, or other applicable policy-making Boards on which you have served. Note the length of service and office held (if any):	n/a

Qualifications:

Please list any specific qualifications, education or experience that would directly relate to the Board for which you are being recommended:	State of Florida Licensed Architect, LEED Accredited Professional, Masters Degree in Architecture, Sitting member on the Pirate's Cove ARB, Ocean Ridge ARB, and Beach Haven ARB
Organization or Commissioner sponsoring nomination (if applicable):	*Field not completed.*
Educational Background: (Check all that apply)	MS/A
Other:	Studied at the Vicenza Institute of Architecture in Vicenza, Italy
Major areas of study:	Architecture

Florida's Public Records Law, Chapter 119, Florida Statutes, states:

"It is the policy of this state that all state, county, and municipal records shall at all times be open for a personal inspection by any person." Your application when filed will become a public record and subject to the above statute. In addition, any appointed member of a board of any political subdivision (except members of solely advisory bodies) and all members of bodies exercising planning or zoning, are required to file a financial disclosure form (Form1) within 30 days after appointment and annually thereafter, for the duration of the appointment as required by Chapter 112, Florida Statutes

I understand that if I am appointed to one of the City's boards, I will be required to file a financial disclosure form - Form 1, as described above, and I am willing to comply with this requirement.

I understand that any false, incomplete or misleading information given by me on the application is sufficient cause for rejection of this application. I understand and agree that any such false, incomplete or misleading information discovered on this application at any time after appointment to a Board may result in my removal.

I also understand that all board appointments are for voluntary, uncompensated services. Additionally, if appointed, I am able to attend meetings and otherwise fulfill the duties of the office.

Applications are submitted to the City Commission when vacancies occur and are effective for two years from date of completion.

Do you understand the duties and responsibilities of the Board/Committee that you are applying for?	Yes

By submitting this form, I declare the foregoing facts to be true, correct, and complete.

Date	12/20/2016
Applicant's Signature	James Pozzetta

Email not displaying correctly? View it in your browser.

HISTORIC DISTRICT COUNCIL

HISTORIC DISTRICT COUNCIL				
Meeting: Third Thursday of every month, 5:00 p.m., City Commission Chambers				
Appointment Date	**NAME**	**ADDRESS**	**TELEPHONE**	**TERM**
05/16	William Tilson wtropic@ufl.edu	2328 Sadler Road, 8F	(352) 514-5722	3 yrs-09/2018
03/16	Robert Erickson rettaerickson@aol.com	30 South 3rd Street	(479) 270-0315	3 yrs-09/2019
07/94	Jennifer King-Cascone kingcone@bellsouth.net	116 S. 4th Street	261-8909 (H) 753-1436 (C)	3 yrs-01/2017
10/13	*Michael R. Harrison mharrison@iee.org	820 Someruelos Street	491-1259	3 yrs 11/2018
05/16	Angela Jones Conway Angela.arnett510@gmail.com	510 Beech Street	(202) 422-2531	3 yrs-09/2018
02/17	***Alternate #1*** Michael Spino mikespino@bellsouth.net	301 South 6th Street	583-3554	3 yrs- 05/2019
	Alternate #2			3 yrs- 05/2019
*Chair **Vice Chair				
Staff Coordinator: Sal Cuuella, Planner II **FINANCIAL DISCLOSURE REQUIRED**				

CITY COMMISSION AGENDA ITEM
City of Fernandina Beach

SUBJECT: Board Appointment
Parks and Recreation Advisory Committee

ITEM TYPE: Board Appointments

REQUESTED ACTION: Approve reappointments.

SYNOPSIS:

In accordance with City of Fernandina Beach Charter Section 69, the City Commission may at any time, appoint a fact-finding or advisory board or boards, composed of men and women who are residents of the City of Fernandina Beach qualified to act in an advisory capacity to the City Commission. Members of any such board shall serve without compensation for the time fixed in their appointment or at the pleasure of the City Commission.

Parks and Recreation Advisory Committee Board Members Ms. Trudie Richards and Mr. Paul Martinez have submitted requests for reappointment for the Honorable City Commissions consideration. Board Member Richards has submitted a request for reappointment to serve for an additional one-year term ending February 2018 and Board Member Martinez has also submitted a request for reappointment to serve for an additional two-year term ending December 2018.

Both applicants reside within the jurisdictional boundaries of the City of Fernandina Beach.

FISCAL IMPACT: N/A

CITY ATTORNEY COMMENTS: N/A

CITY MANAGER RECOMMENDATION(S): I recommend that the City Commission reappoint Ms. Richards to a one-year term and Mr. Martinez to a two-year term to the Parks and Recreation Advisory Committee.

Dale Martin, City Manager
Tammi Bach, City Attorney
Dale Martin, City Manager Date:04/11/2017

COMMISSION ACTION: Approve

Kim Briley

From: Trudie Richards <trudie@sweeley.com>
Sent: Tuesday, March 21, 2017 12:16 PM
To: Kim Briley
Cc: Jay Robertson
Subject: Re: PRAC Members Martinez and Behan

Hi Kim. I understand PRAC's meeting with the City Manager and the Commissioner resulted in an affirmation that our work is valued and that we should continue. (I was out of the country and unable to attend.)

So yes, I'd be honored to continue to serve.

Trudie (Richards)
On Mar 21, 2017, at 12:03 PM, Kim Briley <kelliott@fbfl.org> wrote:

> Hi Ms. Richards,
>
> I was just following up on your interest of being reappointed to the Parks and Recreation Advisory Committee.
>
> *Kim Elliott-Briley, MMC*
> *Deputy City Clerk*
> *City of Fernandina Beach*
> *204 Ash Street*
> *Fernandina Beach, Fla. 32034*
> *Phone 904-310-3117*
> *Fax 904-310-3454*
> *www.fbfl.us*
>
> If this email is related to the Board, Committee or Commission that you serve on, please DO NOT REPLY TO ALL.
>
> *Go Green: Please don't print this unless its really necessary*
>
> Disclaimer: According to Florida Public Records Law, email correspondence to and from the City of Fernandina Beach, including email addresses and other personal information, is public record and must be made available to the public and media upon request, unless otherwise exempt by the Public Records Law. If you do not want your e-mail address released in response to a public records request, do not send electronic mail to this entity. Instead, contact this office by phone or in writing.

From: Trudie Richards [mailto:trudie@sweeley.com]
Sent: Tuesday, March 07, 2017 3:26 PM
To: Nan Voit
Cc: paul@boteboard.com; mm.chap@hotmail.com; Jay Robertson; Kim Briley; Caroline Best
Subject: Re: PRAC Members Martinez and Behan

Depending of course on the outcome of tomorrow's meeting, I would like to continue to serve on the board.

Trudie

Sent from my iPhone

On Mar 7, 2017, at 10:52 AM, Nan Voit <nvoit@fbfl.org> wrote:

> Please see below and let us know if you wish to continue to serve on the Parks and Recreation Advisory Committee. Thanks,

Kim Briley

From: Jay Robertson
Sent: Wednesday, March 22, 2017 8:26 AM
To: Kim Briley
Subject: FW: PRAC Members Martinez

Importance: High

Hey Kim,
I am sorry. Mr. Martinez sent this while I was out of town to Nan and I thought she had passed it along. Here you go!

Jay Robertson, CPRP
Parks and Recreation Manager
904-310-3361

Disclaimer: According to Florida law, e-mail correspondence to and from the City of Fernandina Beach, including email addresses and other personal information, is public record and must be made available to the public and media upon request, unless otherwise exempt by the Public Records Law. If you do not want your e-mail address released in response to a public records request, do not send electronic mail to this entity. Instead, contact this office by phone or in writing."

From: Paul Martinez [mailto:paul@dinadesignlab.com]
Sent: Wednesday, March 08, 2017 11:30 AM
To: Nan Voit
Cc: Jay Robertson
Subject: Re: PRAC Members Martinez
Importance: High

Members of the PRAC

I, Paul Martinez would like to get reappointed.

Thank you, Paul

On Mar 7, 2017, at 10:54 AM, Nan Voit <nvoit@fbfl.org> wrote:

Hey, Paul. Please see below. Have a great day.

Nan S. Voit, CPRP
Director of Parks and Recreation
City of Fernandina Beach
(904) 310-3350
"IT STARTS IN PARKS"

Visit us on our Facebook page at City of Fernandina Beach Parks and Recreation!!

Disclaimer: According to Florida law, e-mail correspondence to and from the City of Fernandina Beach, including email addresses and other personal information, is public record and must be made available to the public and media upon request, unless otherwise exempt by the Public Records Law. If you do not want your e-mail address released in response to a public records request, do not send electronic mail to this entity. Instead, contact this office by phone or in writing."

From: Kim Briley
Sent: Tuesday, March 07, 2017 9:48 AM
To: Jay Robertson
Cc: Nan Voit; Caroline Best
Subject: RE: PRAC Members Martinez and Behan
Importance: High

Hi Jay,

Just following up on the terms of Mr. Chapman (expired 1/2017), Mr. Martinez (expired 12/2016), and Ms. Richards (expired 2/2017). If you have something from them indicating they wish to be reappointed please forward as soon as possible otherwise, we will have to treat these as *vacancies* and put forth to the City Commission any applications on file for the committee. It is imperative that we get these reappointments done in a timely manner if the member wishes to stay on the committee.

Thank you,

Kim Elliott-Briley, MMC
Deputy City Clerk
City of Fernandina Beach
204 Ash Street
Fernandina Beach, Fla. 32034
Phone 904-310-3117
Fax 904-310-3454
www.fbfl.us

If this email is related to the Board, Committee or Commission that you serve on, please DO NOT REPLY TO ALL.

Go Green: Please don't print this unless its really necessary

Disclaimer: According to Florida Public Records Law, email correspondence to and from the City of Fernandina Beach, including email addresses and other personal information, is public record and must be made available to the public and media upon request, unless otherwise exempt by the Public Records Law. If you do not want your e-mail address released in response to a public records request, do not send electronic mail to this entity. Instead, contact this office by phone or in writing.

From: Kim Briley
Sent: Tuesday, January 17, 2017 4:17 PM
To: Jay Robertson
Cc: Nan Voit (nvoit@fbfl.org)
Subject: PRAC Members Martinez and Behan

Hi Jay,

Just a friendly reminder that PRAC members Paul Martinez and Joy Behan's terms were up in December so if they want to reappointed we need to get that to the CC asap. Thanks,

FYI, Ms. Richards' term is up in February.

Kim Elliott-Briley, MMC
Deputy City Clerk
City of Fernandina Beach
204 Ash Street
Fernandina Beach, Fla. 32034
Phone 904-310-3117
Fax 904-310-3454
www.fbfl.us

If this email is related to the Board, Committee or Commission that you serve on, please DO NOT REPLY TO ALL.

Go Green: Please don't print this unless its really necessary

Disclaimer: According to Florida Public Records Law, email correspondence to and from the City of Fernandina Beach, including email addresses and other personal information, is public record and must be made available to the public and media upon request, unless otherwise exempt by the Public Records Law. If you do not want your e-mail address released in response to a public records request, do not send electronic mail to this entity. Instead, contact this office by phone or in writing.

<Board List 03-17 PRAC.pdf>

AD HOC COMMITTEES

PARKS AND RECREATION ADVISORY COMMITTEE

PARKS AND RECREATION ADVISORY COMMITTEE				
Meeting: Second Wednesday of every month, 4:00 pm, Peck Reception Room.				
Appointment Date	**NAME**	**ADDRESS**	**TELEPHONE**	**TERM**
06/16	Philip Chapman, III mm.chap@hotmail.com	2120 Florida Avenue	(904) 624-5978	2 yrs-01/2017
09/06	John M. Cotner john@cotnerassociates.com	9 S. Third Street (B) 1627 Atlantic Ave (H)	277-4593	3 yrs-01/2018
12/14	Paul Martinez paul@boteboard.com	2505 Via Del Rey Road	(323) 610-1080	2 yrs-12/2016
12/15	Joy Behan JoyBehan@gmail.com	1548 Persimmon Circle South	(386) 334-3359	1 yr-12/2017
12/10	Pranab Das pranabdas@aol.com	534 Santa Maria Drive	261-3721	1 yr-09/2017
02/13	Eric Bartelt ericbartelt@gmail.com	3820 S. Fletcher Avenue	261-7808	3 yrs-02/2018
02/15	Trudie Richards trudie@sweeley.com	409 Georgia Avenue	432-7789	1 yr-02/2017
*Chair **Vice Chair				
Staff Coordinator: Nan Voit, Parks & Recreation Director City Commission Liaison: Commissioners Miller and Smith **NO FINANCIAL DISCLOSURE REQUIRED**				

CITY COMMISSION AGENDA ITEM
City of Fernandina Beach

SUBJECT: Board Appointment
Arts and Culture Nassau

ITEM TYPE: Board Appointments

REQUESTED ACTION: Approve reappointment of Ms. Sandra Dawson for an additional two-year term ending April 30, 2019.

SYNOPSIS: In accordance with Resolution 2007-102, Section 1(d), the City Commission shall appoint Arts and Culture Nassau advisory board members and representatives.

Board Member Sandra Dawson's term will expire April 30, 2017. The City Clerk's Office received notification from Board Member Dawson indicating her desire to be reappointed as the Arts & Culture Nassau Commission Appointed Citizen serving as an At-Large Representative.

In accordance with Resolution 2017-24, each member's term will be for two years. Should the Honorable City Commission vote to reappoint Ms. Dawson, her new term will expire April 30, 2019.

FISCAL IMPACT: N/A

CITY ATTORNEY COMMENTS: N/A

CITY MANAGER RECOMMENDATION(S): I recommend that the City Commission reappoint Ms. Dawson to a two-year term to Arts and Culture Nassau.

Dale Martin, City Manager
Tammi Bach, City Attorney
Dale Martin, City Manager Date:04/11/2017

COMMISSION ACTION: Approve

Kim Briley

From: Scott Mikelson
Sent: Thursday, March 30, 2017 8:18 AM
To: Kim Briley
Cc: Marge Powell
Subject: FW: Re:

Kim,
This is regarding Sandra Dawson and the arts council.

Scott Mikelson CPRP,
2500 Atlantic Avenue
Fernandina Beach, FL 32034
Phone: 904-310-3350
Fax: 904-310-3462
Web-Site: www.fbfl.us

Go Green: Please don't print this unless it's really necessary.

"Disclaimer: According to Florida Public Records Law, email correspondence to and from the City of Fernandina Beach, including email addresses and other personal information, is public record and must be made available to the public and media upon request, unless otherwise exempt by the Public Records Law. If you do not want your e-mail address released in response to a public records request, do not send electronic mail to this entity. Instead, contact this office by phone or in writing."

From: Sandra Dawson [mailto:fiercemedia2009@gmail.com]
Sent: Thursday, March 30, 2017 1:20 AM
To: Scott Mikelson
Subject: Re:

Hi Scott,

I would like to sit on the Art & Council Council as a representative at large for another year.

Thank you.

Sandra Dawson
832-416-6996

On Wed, Mar 29, 2017 at 4:00 PM, Scott Mikelson <smikelson@fbfl.org> wrote:

Send me an email you want sit on the board another year. Thank you.

Scott Mikelson CPRP,

2500 Atlantic Avenue

Fernandina Beach, FL 32034

Phone: 904-310-3350

Fax: 904-310-3462

Web-Site: www.fbfl.us

ARTS AND CULTURE NASSAU

ARTS AND CULTURE NASSAU				
Meeting: First Monday of every month, 6:00 p.m., City Commission Chambers				
Appointment Date	NAME	ADDRESS	TELEPHONE	TERM
7/16	Diane Withrow Withrow31@aol.com	Island Art Assoc/ Gallery Representative 96136 Marsh Lakes Drive Fernandina Beach, Fla. 32034	556-6457	2 yrs- 07/2018
9/16	Richard Smith Rasmith8676@comcast.net	Amelia Community Theater 209 Cedar Street (W)	261-8676 (H)	2 yr- 10/2017
12/16	Marsha Joyner House917@aol.com	Amelia Island Chamber Music Festival 368 Sargasso Street Fernandina Beach, Fla 32034	491-4942	2 yrs- 12/2019
10/15	Fran Shea franshea@comcast.net	Amelia Island Book Festival P.O. Box 824 (W)		2 yrs- 10/2017
01/16	Lynne Ruppel Jruppel7917@bellsouth.net	Amelia Island Jazz Festival Representative		2 yrs – 01/2018
12/13	Liz Taylor liz@ameliamuseum.org	Amelia Island Museum of History Representative	261-7378	2 yrs - 12/2019
3/17	Nancy Dickson nancyjackathens@hotmail.com	Friends of the Library Representative		2 yr – 3/2019
3/17	**At-Large Representative** Penny Reid Reipe19@masn.com	**Commission Appointed Citizen** 1706 Highland Dunes Court FB	(509) 294-3708	2 yrs – 05/2019
	At-Large Representative Sandra Dawson Fiercemedia2009@gmail.com	**Commission Appointed Citizen** 2835 Ocean Drive A	(832) 416-6996	2 yr –4/30/2017
5/11	**Nassau County Representative** Marge Powell margepowel@aol.com	**BOCC Appointed**	(904) 614-7745	2 yrs – 5/2019
01/17	**Nassau County Representative** Emily Baumgardner april497@windstream.net	**BOCC Appointed**		2 yrs – 5/2019
Staff Coordinator: Scott Mickelson, Parks & Recreation **NO FINANCIAL DISCLOSURE REQUIRED**				
***Chair **Vice Chair** **Each member shall serve a two (2) year term EFFECTIVE 2/21/17 via Resolution 2017-24**				

CITY COMMISSION AGENDA ITEM
City of Fernandina Beach

SUBJECT: Discussion
Horses on the Beach

ITEM TYPE: CITY COMMISSION DISCUSSION (NO ACTION)

REQUESTED ACTION: Discussion

SYNOPSIS: This item has been placed on the agenda by Vice Mayor Kreger.

The City has received complaints about horse manure on the beaches caused by mostly commercial horseback riding outfits taking guests on guided tours of the beaches. The City does not require any special permits for these businesses other than a business license if the business is located within the City. Many of these businesses are not located within the City, but begin their tours at Peters Point and travel north on their tours onto City beaches.

Horse diapers (tail bags are not for catching manure but for covering horse tails) and clean health certificates are some regulations that will be discussed.

FISCAL IMPACT:

CITY ATTORNEY COMMENTS: See synopsis.

CITY MANAGER RECOMMENDATION(S):

Dale Martin, City Manager
Tammi Bach, City Attorney
Dale Martin, City Manager Date:04/11/2017

COMMISSION ACTION: