



AGENDA
FERNANDINA BEACH CITY COMMISSION
REGULAR MEETING
MARCH 1, 2016
6:00 P.M.
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 Mark Stalnakker of Bible Baptist Church.

**4. PUBLIC COMMENT REGARDING ITEMS NOT ON THE AGENDA OR ITEMS ON THE
CONSENT AGENDA**

5. CONSENT AGENDA

5.1. APPROVAL OF MINUTES

Workshop Meeting – January 12, 2016; Regular Meeting – January 19, 2016; Regular Meeting – February 2, 2016; Special Meeting – February 3, 2016; and Workshop Meeting – February 9, 2016.

Documents: [Minutes Summary.pdf](#), [2016 01-12 CC WS.pdf](#), [2016 01-19 CC RM.pdf](#), [2016 02-02 CC RM.pdf](#), [2016 02-03 CC SM.pdf](#), [2016 02-09 CC WS.pdf](#)

5.2. MOSQUITO SPRAYING AUTHORIZATION

RESOLUTION 2016-24 AUTHORIZING THE OPERATIONS OF CITY OF JACKSONVILLE AERIAL MOSQUITO SPRAYING WITHIN CITY LIMITS; AND PROVIDING FOR AN EFFECTIVE DATE. *Synopsis: Authorizes the City of Jacksonville, Florida Neighborhoods Department, Mosquito Control Division to fly aircraft within official City boundaries and over mosquito breeding locations in the City of Fernandina Beach when engaged in mosquito control spraying operations May 1, 2016 through April 30, 2017.*

Documents: [Resolution 2016-24.pdf](#)

5.3. CITY SEAL USAGE APPROVAL – SPORTSCAR VINTAGE RACING ASSOCIATION (SVRA)

RESOLUTION 2016-25 APPROVING THE USE OF THE CITY SEAL IN ACCORDANCE WITH ORDINANCE 2011-06 FOR THE SPORTSCAR VINTAGE RACING ASSOCIATION (SVRA) TO USE THE CITY SEAL ON BANNERS ADVERTISING THE AMELIA ISLAND VINTAGE GRAN PRIX; AND PROVIDING FOR AN EFFECTIVE DATE. *Synopsis: Approves the use of the City seal by Mr. Terry Ozment of the Sportscar Vintage Racing Association (SVRA) for use on Amelia Island Vintage Gran Prix banners promoting the events on March 17-20, 2016.*

Documents: [Resolution 2016-25.pdf](#)

6. RESOLUTIONS

6.1. FACILITIES USE AGREEMENT – FLORIDA ARMY NATIONAL GUARD

RESOLUTION 2016-26 APPROVING A FACILITIES USE AGREEMENT FOR THE 2-111TH REGIMENT, AIRFIELD OPERATIONS BATTALION, FLORIDA ARMY NATIONAL GUARD TO PROVIDE LOCAL AIRPORT ADVISORY SERVICES DURING THE 2016 AMELIA ISLAND CONCOURSE D'ELEGANCE; AUTHORIZING EXECUTION; AND PROVIDING FOR AN EFFECTIVE DATE. *Synopsis: Approves the Facilities Use Agreement for the 2-111th Regiment, Airfield Operations Battalion, Florida Army National Guard to provide local Airport advisory services at the Fernandina Beach Municipal Airport during the 2016 Amelia Island Concourse d'Elegance.*

Documents: [Resolution 2016-26.pdf](#)

6.2. FACILITIES USE AGREEMENT – THE COORDINATOR, INC.

RESOLUTION 2016-27 APPROVING THE FACILITIES USE AGREEMENT ALLOWING THE COORDINATOR, INC. TO USE AIRPORT PROPERTY FOR PARKING ASSOCIATED WITH A FUNDRAISER EVENT ON MARCH 11, 2016, IN CONJUNCTION WITH THE 2016 AMELIA ISLAND CONCOURS D'ELEGANCE EVENT; AUTHORIZING EXECUTION; AND PROVIDING FOR AN EFFECTIVE DATE. *Synopsis: Approves the Facilities Use Agreement for The Coordinator, Inc. to use Airport property for parking associated with a fundraiser event being held in two hangars located at 3990 & 4001 Centurion Way on March 11, 2016.*

Documents: [Resolution 2016-27.pdf](#)

6.3. FACILITIES USE AGREEMENT – ROTARY CLUB OF AMELIA ISLAND SUNRISE

RESOLUTION 2016-28 APPROVING THE FACILITIES USE AGREEMENT ALLOWING THE ROTARY CLUB OF AMELIA ISLAND SUNRISE TO USE A PORTION OF JAMESTOWN ROAD LOCATED ON AIRPORT PROPERTY FOR PARKING ASSOCIATED WITH A FUNDRAISER EVENT ON MARCH 5, 2016; AUTHORIZING EXECUTION; AND PROVIDING FOR AN EFFECTIVE DATE. *Synopsis: Approves the Facilities Use Agreement for the Rotary Club of Amelia Island Sunrise wishes to use a portion of Jamestown Road located on Airport property for parking associated with a fundraiser event being held on March 5, 2016.*

Documents: [Resolution 2016-28.pdf](#)

6.4. GRANT APPLICATION SUBMITTAL APPROVAL – FLORIDA DEPARTMENT OF ENVIRONMENTAL PROTECTION (FDEP)

RESOLUTION 2016-29 AUTHORIZING THE SUBMISSION OF GRANT APPLICATION TO THE FLORIDA DEPARTMENT OF ENVIRONMENTAL PROTECTION, CLEAN VESSEL ACT PROGRAM FOR THE PURCHASE OF A PUMPOUT BOAT FOR SEWAGE COLLECTIONS; AUTHORIZING EXECUTION; AND PROVIDING FOR AN EFFECTIVE DATE. *Synopsis: Authorizes the submittal of a grant application to the Florida Department of Environmental Protection, Florida Clean Marina Program, Clean Vessel Act program in the amount of \$75,000 for the purchase of a pumpout boat for sewage collections.*

Documents: [Resolution 2016-29.pdf](#)

6.5. BUDGET AMENDMENT – HUMAN RESOURCES DEPARTMENT

RESOLUTION 2016-30 APPROVING AN AMENDMENT TO THE BUDGET FOR FISCAL YEAR 2015/2016; AND PROVIDING FOR AN EFFECTIVE DATE. *Synopsis: Transfers funds to the Human Resources Department for expenses associated with the Marley settlement and to transfer the incremental funds needed to pay Ms. Marley in FY 2015/2016.*

Documents: [Resolution 2016-30.pdf](#)

6.6. QUALIFIED TARGET INDUSTRY TAX REFUND - LIGNOTECH FLORIDA, LLC

RESOLUTION 2016-31 RECOMMENDING LIGNOTECH FLORIDA, LLC BE

RESOLUTION 2016-31 RECOMMENDING LIGNOTECH FLORIDA, LLC BE APPROVED AS A QUALIFIED TARGET INDUSTRY BUSINESS PURSUANT TO SECTION 288.106, FLORIDA STATUTES; PROVIDING FOR LOCAL FINANCIAL SUPPORT IN THE FORM OF CASH FOR THE QUALIFIED TARGET INDUSTRY TAX REFUND WITH HIGH-IMPACT SECTOR BONUS; AND PROVIDING FOR AN EFFECTIVE DATE. *Synopsis: Recommends that LignoTech Florida LLC be approved as a Qualified Target Industry Business pursuant to Section 288.106, Florida Statutes.*

Documents: [Resolution 2016-31.pdf](#)

6.7. ECONOMIC DEVELOPMENT TRANSPORTATION FUND GRANT APPLICATION - LIGNOTECH FLORIDA, LLC DEVELOPMENT

RESOLUTION 2016-32 AUTHORIZING SUBMISSION OF AN ECONOMIC DEVELOPMENT TRANSPORTATION FUND GRANT APPLICATION TO FLORIDA DEPARTMENT OF TRANSPORTATION FOR DESIGN AND CONSTRUCTION OF A TRANSPORTATION PROJECT PURSUANT TO SECTION 339.2821, FLORIDA STATUTES TO SUPPORT LIGNOTECH FLORIDA, LLC'S PROPOSED PROJECT AS A QUALIFIED TARGET INDUSTRY; AUTHORIZING EXECUTION; AND PROVIDING FOR AN EFFECTIVE DATE. *Synopsis: Authorizes submission of an Economic Development Transportation Fund Grant application to Florida Department of Transportation for design and construction of a transportation project.*

Documents: [Resolution 2016-32.pdf](#)

6.8. BUDGET AMENDMENT – MARINA DEPARTMENT

RESOLUTION 2016-33 APPROVING AN AMENDMENT TO THE BUDGET FOR FISCAL YEAR 2015/2016; AND PROVIDING FOR AN EFFECTIVE DATE. *Synopsis: Approves an amendment to the budget increasing the total City budget and amends the Five Year Capital Improvement Plan.*

Documents: [Resolution 2016-33.pdf](#)

6.9. REIMBURSEMENT - GENERAL FUND

RESOLUTION 2016-34 DECLARING THE OFFICIAL INTENT OF THE CITY TO REIMBURSE ITSELF FROM THE PROCEEDS OF DEBT FOR EXPENSES TO BE INCURRED WITH RESPECT TO A CERTAIN PROJECT; AUTHORIZING CERTAIN INCIDENTAL ACTIONS; AND PROVIDING AN EFFECTIVE DATE. *Synopsis: Approves a reimbursement from the proceeds of debt for incurred expenses in a principal amount not to exceed \$800,000.*

Documents: [Resolution 2016-34.pdf](#)

7. DISCUSSION – DIRECTION – ACTION ITEM

7.1. REESTABLISHMENT OF A CITY RECYCLING SITE

This item is placed on the agenda at the request of Commissioner Kreger.

Documents: [City Recycling Site.pdf](#)

8. CITY MANAGER REPORTS

9. CITY ATTORNEY REPORTS

10. CITY CLERK REPORTS

11. MAYOR/COMMISSIONER COMMENTS

12. 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.

- IN ACCORDANCE WITH STATE LAW, ITEMS NOT ON THE AGENDA MAY BE BROUGHT UP FOR DISCUSSION BUT NO ACTION MAY BE TAKEN BY THE CITY COMMISSION. IF APPROPRIATE THE ITEM MAY BE SCHEDULED ON A FUTURE AGENDA.
- 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 - ACTION ITEMS MAY BE ACTED UPON BY THE CITY COMMISSION BY EITHER 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).

The City Commission of the City of Fernandina Beach, Florida, met in a Workshop on Tuesday, January 12, 2016 at 9:00 am at the City Golf Course. Present were Mayor John A. Miller presiding, Vice-Mayor Robin Lentz, Commissioners Len Kreger, Tim Poynter, and Roy G. Smith. Also present were City Manager Dale L. Martin, City Attorney Tammi Bach, and City Clerk Caroline Best.

Mayor Miller called the meeting to order and led the Pledge of Allegiance to the Flag.

4. VIDEO PRESENTATION: Facilitator Brian Teeple, Northeast Florida Regional Council, introduced himself and Ms. Margo Moehring, Director of Planning and Policy. He presented the video “Where Am I? The Power of Uniqueness” by Ed McMahon, TedXJacksonville, that focused on the idea that the more a community does to enhance its distinctiveness the more people want to go there. The video also covered value and sense of place is affected by the presence or absence of historic buildings and neighborhoods.

5. GOAL SETTING EXERCISE: Mr. Teeple pointed out Fernandina Beach was awarded the “Great Places” award over three other cities in Florida. He explained today was to work on making sure the City remains a great place. He stated he would take the goals and mesh them together to set a plan for the City going forward.

City Manager Martin briefly commented and explained he was looking forward to the direction that would be provided from this meeting to him and staff.

Mr. Teeple briefly explained the framework for this meeting.

5.1 REVIEW OF LAST YEAR’S GOALS: Mr. Teeple presented the short-term goals from last year, and noted that Alachua was not opened, quiet zones were not established, and lot B waterfront park was not done. As far as forming an 8th Street landscaping group and accomplishing a nicer entry at 8th and Lime part of that goal was done with the formation of the group. Mr. Teeple noted that the City Commission now has four year terms, and the City began a limited public/private trolley facility on a seasonal basis. It was noted that the City has discussed beach funding and securing beach renourishment funding. The Land Development Code and zoning changes for 8th Street were in progress, and the Fire Department issues were addressed. Mr. Teeple noted that confirming staffing needs and department goals was not accomplished. The City Commission continued the review of the one year goals as well as the three to five year goals. Mr. Teeple pointed out some of the three and five year goals were nearly as much accomplished as the one year goals.

5.2 DEVELOPMENT OF SHORT-TERM GOALS: The City Commission took some time to write down short-term goals. One of the goals was a staff study, which would be a comprehensive review of what the staff does to see if the City has enough people to maintain the level of service as well as to see who is responsible for what. Other goals the City Commission considered included looking at the Building Department processes; City financing possibilities to implement projects; review outsourcing City functions; continue trolley service but look for better funding possibilities to have an affordable service; redesign City entrance at Lime Street; create a plan for lots A, C, and D; confirm and plan the need for new sidewalks along 8th Street during the Florida Department of Transportation (FDOT) resurfacing; improve budget process by examining every department should generate dollars saving ideas; lights for soccer; install sidewalk through to Beech along railroad tracks (Front Street) to make it safer; complete park “B”; complete Parks and Recreation priorities for 2016; identify priority stormwater projects – prioritize – find funding – move forward; confirm plans for Citrona for multi-use path for sidewalk improvements; assist with Charter Review for Port; Municipal

Services Taxing Unit (MSTU) Administration; look at zoning density in the City; staffing requirements reviewed; generate environment that invites families; become the most ADA friendly destination in Florida; stop Commissioners from using electronic devices (phones) in Commission meetings; finalizing street improvements; look at reorganizing City boards and their purpose; take another look at parking lot B design; better upkeep of existing infrastructure; purchase Vuturo property for Marina location; reorganize Parks and Recreation; encourage/facilitate public input and ideas – website that people go to see what is going on; plan and fund to clean up after our visitors; and open Alachua Street.

Mr. Teeple commented there was a phenomenal amount of alignment with staff's goals from what the City Commission has said.

5.3 DEVELOPMENT OF LONG-TERM GOALS: The City Commission took some time to write down long-term goals (3 years). Mr. Teeple recapped the various goals that included stormwater improvements; curb and gutter entire City; reclaim stormwater; discuss/review island-wide Police and Fire with County; City infrastructure/maintaining facilities; Comprehensive Plan Evaluation and Appraisal Report (EAR); move Marina and complete Marina relocation to the north; reevaluate Front Street parking lot design; plan for Fire Department new building combined to one location (one station for the City); begin planning Front Street revitalization; begin to plan moving City Hall (downtown Post Office location); energy independence (solar); complete half of Main Beach plans; construct a new entrance to the City at Lime and 8th Street; begin planning for amphitheater; begin 8th Street construction (streetscaping); make Code Enforcement proactive; complete waterfront plan (stormwater, parks, sidewalks, quiet zones if needed); and make changes to make the Golf Course profitable.

Vice-Mayor Lentz inquired why the Golf Course was not considered under Parks and Recreation. Controller Patti Clifford explained they are primarily driven by charges for services, which is one of the definitions of an Enterprise Fund. She stated with Parks and Recreation there are a lot of things that are free. She pointed out the City wouldn't want to add to the expense burden in the General Fund. Commissioner Kreger commented there should be a goal for the Marina too. Controller Clifford reported the Marina was closer than the Golf Course. There was some discussion about these two Enterprise Funds that should break even.

The City Commission continued their discussion/review of long-term goals which included a complete plan for Front Street and west Front Street development. Mr. Teeple had the City Commission write down long-term goals (3+ years) to address strategic issues the City faces. There was a review and some discussion of the goals as follows: facilities maintenance; island-wide annexation; island-wide safety authority (Police and Fire); move City Hall; public transportation island-wide; move into the downtown Post Office and sell old properties; revitalize downtown with update of streetscape; discuss and plan for sea level rise; ¾ stormwater projects done; and complete stormwater drainage improvements. It was noted that island-wide annexation would be a long term goal and how the City could help out the south end of the island with their water and sewer system needs.

Mr. Teeple asked the City Commissioners if they were King or Queen and they could do one thing what would that be. After the Commission had some time to come up with their ideas, Mr. Teeple found that sidewalks, landscape, 10 foot wide multi-purpose walkway, complete the working waterfront, peace on earth, take care of citizens, City takes over the Port, and 8th Street completely redone were some of the ideas that came out of that exercise.

Mr. Teeple provided a recap of the departmental goals for the ***Airport***: reseal asphalt between hangars, GPS approach for runway 9/27, update lighting equipment, replace gate access, resurface closed runway 18/36, build additional hangars, locate more businesses at the Airport, and increase fuel sales. Mayor Miller inquired how to do the GPS approach. Airport Operations Superintendent Kozakoff explained the City has to submit a request to the Federal Aviation Administration (FAA), and this would be better safety for aircraft when they have those approaches. Vice-Mayor Lentz referred to the last three goals and commented the City could put tools in place to make the Airport more appealing for businesses. She noted the City doesn't have control over higher fuel sales. She commented she didn't put hiring a full-time Airport Manager on her short-term goals, and pointed out that position could be the marketing person. Mayor Miller noted the consensus of the Airport Advisory Commission was to have an Airport Manager to be out there promoting the Airport. There was a brief discussion about adding an Airport Manager as a short-term goal and moving forward with a GPS approach for runway 9/27. Airport Operations Superintendent Kozakoff pointed out the goal of resurfacing runway 18/36 would have to be reviewed by the engineers to see how to do that. Commissioner Smith expressed his concern with the resurfacing the closed runway. There was some discussion about this, and Commissioner Kreger suggested the idea of the Airport moving forward with a photovoltaic system in an effort towards energy conservation/efficiency.

Mr. Teeple provided a recap of the departmental goals for the ***City Clerk's office***: agenda management automation, records management centralization, and social media archiving. Vice-Mayor Lentz expressed her support of these goals and noted this would allow citizens to be able to find records themselves. City Clerk Best explained these goals were all around cost saving measures. She pointed out when records are made electronic not only are they accessible to the public, but it also makes the records portable in the event of a disaster. There was some discussion about City emergency action plans and continuity planning.

Commissioner Smith briefly commented about complaints he has received from citizens about not being able to hear the City Commission meetings on television, and stated that something has to be done. There was a brief discussion about improving the City Hall's audio visual system, and having a citizen computer for presentations that is not part of the City's network.

Mr. Teeple provided a recap of the departmental goals for the ***Building Department***: weekly paperless archiving, learn new Community Rating System manual, increase Community Rating System points, host Federal Emergency Management Agency (FEMA) meeting for Nassau County, and implement public outreach. Community Development Department (CDD) Director Adrienne Burke pointed out the paperless archiving goes along with the City Clerk's goals. She explained the building permit record retention is for the life of the building, which takes up a lot of space. She stated they are trying to move to electronic archiving. She explained the Building Official has been researching other municipalities, and equipment has been budgeted for this year. There was some discussion about getting all records from storage archived electronically. It was noted the City pays for storage at Bridgeview Self-Storage and pays for the records storage platform called Laserfiche.

Mr. Teeple continued with the three year goals: online application and permitting, online payments, searchable elevation certificates, online contractor registration and submittal, escrow account process for contractors, improved credit card technology, and develop continuity of operations plans. Vice-Mayor Lentz inquired if some of this was part of the new ERP system. CDD Burke replied the ERP software provides a record management component for permitting, but it doesn't include what is needed for application submittal for submitting blueprints and plans. She stated a lot of her questions

about the ERP software was how it will interface with the permitting software. There was a brief discussion of whether this would fall under the Building Department processes goal.

The City Commission took a recess at this time for lunch.

Mr. Teeple provided a recap of the departmental goals for the **Code Enforcement Department**: transition to proactive enforcement, full-time Code Compliance Officer, community engagement program, and unsafe structure update from the program. Commissioner Poynter inquired if there was a need for another full-time Code Compliance Officer. CDD Director Burke replied yes and clarified currently there was one code person. She stated in the budget there is a 10 hour part-time position that she was unable to fill, because she couldn't find anyone to work for 10 hours a week. She commented a true part-time position would be great to start with the goal of within 3 years moving to full-time. Vice-Mayor Lentz inquired if there were other duties associated with that job or was it just Code Enforcement. CDD Director Burke replied just Code Enforcement. There was some discussion about the process for Code Enforcement and that their duties also include inspecting businesses that are opening. It was noted that Code Enforcement works with people to give them a period of time to bring their property into compliance before moving into the violation stage. City Attorney Bach provided further clarification about the Code Enforcement process. Commissioner Smith suggested the fines collected could pay for the second Code Enforcement Officer. CDD Director Burke explained the vast majority of people come into compliance. She stated last year the City opened 79 official cases, but only five actually went before the Code Enforcement and Appeals Board because people came into compliance. There was further discussion about Code Enforcement including a review of the 3 and 5 year goals.

Mr. Teeple provided a recap of the departmental goals for the **Planning Department**: continued Comprehensive Plan implementation, complete EAR and EAR based amendments, add a planning tech position, and partnership to fund an urban forester/arborist. Commissioner Kreger noted the Comprehensive Plan should have goals the City has not attained, and include dates to do things. He commented there has to be a system where that is part of the plan. CDD Director Burke pointed out staff advocated against dues dates, because they are not realistic. There was some discussion about the Comprehensive Plan, and a review of the other Planning Department goals. There was an extensive discussion about the Historic District Guidelines that says mechanical equipment on the roof should not be visible from the street, and it was noted there were complaints from citizens about new businesses in the historic district. CDD Director Burke explained the Historic District Council would be looking at this more closely on commercial projects.

Mayor Miller referred to the partnership with an arborist/forestry and noted there used to be an environmental committee that was sunset. He commented there was interest in doing a green committee/tree committee that could look at projects. He stated there is a lot good talent that is willing to volunteer their time to work with developers. CDD Director Burke clarified that specific partnership comes from the Amelia Tree Conservancy.

Mr. Teeple provided a recap of the departmental goals for **Finance / Utility Billing / IT**: replace IMS with ERP solution, implement hardware/software for ERP, refinance debt/issue new debt, clean audits, fully redundant network, replace NetApp storage, and replace Kronos. Controller Clifford stated the replacement of Kronos was 2-3 years, and clarified with all the ERP systems the City was looking at have their own payroll system. She pointed out Kronos is very expensive to maintain every year, and there may be something that has more synergy with the new ERP system the City is going to. Mr. Teeple referred to the 2-3 year goals that included automate budget process, Controller

succession planning, sufficient network wiring for all City facilities, upgrade to 2010 Office suite, and upgrade Microsoft Exchange from 2010 version. Commissioner Poynter requested clarification of automate budget process. Controller Clifford explained currently IMS doesn't have anything, and the whole budget is put together with a massive Excel spreadsheet. She stated her hope was the new financial package will have a budgeting module so that staff does not have to do so much mechanical work, and also have the ability to have more than one version. There was a review of the page related to refinancing debt and issuing new debt for the Marina and other debt.

Commissioner Kreger referred to sufficient network wiring and inquired if the City was looking at wireless as a cost saving measure. Controller Clifford replied not now and pointed out the City needs to have better wiring in some of the facilities. She clarified the second piece of debt was to borrow money for the new ERP software as well as refinance the F2 loan and 2010 debt. Commissioner Smith referred to the land purchase and pointed out the City should get a cost to demolish the building. There was some discussion about this and whether the ATM study would have some cost estimates the City could use to figure out how much to borrow.

Mr. Teeple provided a recap of the departmental goals for the *Fire Department*: relocate station 2 (preferably to the Airport), institute an apparatus replacement plan, increase staffing levels to meet NFPA 1710 and City Ordinances, and provide additional lifeguard coverage. Mayor Miller concurred with the idea additional lifeguard coverage, and commented every year there is a drowning at the beach and it is something the City needs to spend more time and effort on. Fire Chief Silcox stated the units that are used on the beach have wear due to the exposure of salt from the beach. He explained the newest Polaris on the beach is a 2012 and the life expectancy is probably 3 years. He referred to additional guards and pointed out the City covers the City beaches and the County beaches. He noted there is a concern that the lifeguards are spread out too far. He commented if the City is looking to make ourselves a tourist destination then we need to increase our capabilities in not just ocean rescue but having the ability to access boats moored at the Marina and other parts of the City beaches. Mayor Miller noted the Tourist Development Council (TDC) spends money to bring tourists here, and pointed out we also have to maintain and clean up after they leave. He stated being able to provide safety while visitors are here is huge. He briefly commented about not having a City boat or other water craft to respond to medical issues at the Marina mooring field. He also commented about educating the public and visitors about rip currents. Commissioner Smith inquired how far apart the lifeguard stations were. Fire Chief Silcox explained the lifeguards are focused on where people are congregating, and typically it will be at the access points. He pointed out lifeguard coverage is only provided for a certain number of months. He commented one of Ocean Rescue's goals is to come up with a better educational program for the people that come here. There was some discussion about this, and it was noted that rip current signs were at beach accesses.

Vice-Mayor Lentz requested clarification of the relocation of station 2. Fire Chief Silcox commented he has heard stories from people that have been here a long time, and station 2 is in a unique place. He stated it is needed, but probably not the best place to build a fire station. He pointed the station is very old, and was probably not built to withstand the storms the island could potentially face. He noted additional building is going on and explained the City has to look at to see if we have our stations strategically placed where they need to be. There was some discussion about the idea of relocating station 2 to meet the needs of the City and continue to meet the time responses. It was noted the City Commission needed to know the cost to have someone come in to do an analysis to determine whether to move station 2 and if so where.

Ms. Moehring provided a recap of the departmental goals for **Human Resources**: create employee benefits/compensation statements, scan 2014 employee files into Laserfiche, increase use of target solutions training site, update personnel policy manual, employee self-service Kronos, and online performance management system. Mayor Miller questioned the self-service Kronos. Human Resources Director Metz clarified allowing the employees to make some changes themselves such as change of address, update personal information.

Ms. Moehring provided a recap of the short and long term departmental goals for the **Maintenance Department**: adjust operations to accommodate increasing number of special events, begin overhaul of boardwalks at beach accesses, street resurfacing and sidewalk replacement, purchase new rescue unit, revise sanitation operations, return to implementation of vehicle rotation plan, implement street resurfacing program, and storm water improvements. Streets Maintenance Manager Rex Lester clarified he was looking at different ways at doing street resurfacing throughout the City. He noted that stormwater was a hot item, and commented the City was making great strides. He pointed out the stormwater issue was fixed for the Dolphin Street parking lot, North 15th and Franklin, and the ditches along the State Park were cleaned out to help with stormwater drainage. He provided other examples of stormwater issues that were resolved. Commissioner Kreger commented based on our identified stormwater projects (\$17 million dollars) and the collection of the stormwater fee it would take the City 70 years to correct it. He noted the City has done some things and questioned if the City was doing what needs to be done to protect the citizens. He expressed his opinion that it all can't be done in-house. There was further discussion about taking care of the stormwater issues and well as the other costs of maintaining the community. It was noted the short term goals included identify priority stormwater projects, prioritize, move forward, and find funding.

There was some discussion about the idea of making homeowners responsible for the sidewalk in front of their property, and the City be responsible for the sidewalks that everyone uses. Ms. Moehring continued the review of departmental goals for the **Maintenance Department**: to replace the Police Department roof, relocate City Hall, and renovate/replace Parks and Recreation complex buildings. Mayor Miller inquired about revising sanitation operations. Facilities Maintenance Manager Jeremiah Glisson explained the contract is coming up in 2018, and there has been discussion about changing garbage and recycling downtown as well as the twice a week pickup to once a week pickup. He stated they would be looking at the sanitation program as a whole before going to the bid process.

Ms. Moehring provided a recap of the departmental goals for the **Marina**: complete three part study with ATM, continue repairs/enhancement to breakwater dock, complete High Density Polyethylene Extrusions (HDPE) fire line upgrades on dock, additional north end dockage, reconfigure south end docks to parallel alignment, add 79 mooring balls, modification of facilities to accommodate additional usage, provide additional power to docks, and be named "Dock Walks Marina of the Year". It was noted that the mooring balls was a 3 year goal due to the timing until completion. Marina Director Joe Springer explained the Marina would be getting the results from ATM in a few months, and he would continue with the work the Marina was currently doing. He referred to the 5 year goal for additional infrastructure and pointed out there are other pieces that he didn't have listed such as more bathrooms, more electricity, more water, etc. He stated there are plans to purchase a pump out boat with Department of Environmental Protection (DEP) financing 75% and the City paying 25%. He commented this would be a dual purpose vessel that if it can pump out sewage it can be reversed to pump water.

Ms. Moehring provided a recap of the departmental goals for ***Parks and Recreation***: Egans Creek Park enhancements, Parks and Recreation software, improve ground maintenance, purchase special event fencing, prioritize Parks and Recreation Master Plan, prioritize Bosque Bello Cemetery master plan, evaluate organizational structure of department, create tree maintenance plan, regain assistance with moving/lifting heavy items, provide quality special events and programs, promote department and educate public on services provided, create/foster public/private partnerships, become a National Healthy Kids Community, open road in new section of Bosque Bello Cemetery, and DEP permits to install Mobi Mat. There was a brief discussion about special event fencing to be purchased with impact fees.

Commissioner Smith suggested looking at having a pricing structure for special events to pay for what the City is providing. Parks and Recreation Director Nan Voit explained there are rental fees for the different facilities. There was some discussion about the fees collected for special events were based on the needs for that particular special event. Included in the discussion was to have the fees cover the costs for City personnel time and to analyze the impact of the event to the residents of the community. A placeholder was added for special events policy.

Ms. Moehring reviewed the 3 year Parks and Recreation goals: complete phase II of Main Beach boardwalk, sports lighting at soccer fields, expand MLK camp room, replace/remove beach access #40, prioritize/budget facilities renovations, provide quality events and programs, hire 2 full-time maintenance assistants, become more sustainable by upgrading fixtures and equipment, upgrade existing facilities for ADA compliance, Nassau County subsidize the City's Parks and Recreation, promote department and educate public on services, create/foster public/private partnerships, work with Grants Administration for grant opportunities, therapeutic recreation program, develop parks in the south area of City, and install park by the Airport. Commissioner Kreger suggested moving the sports lighting to the first year. There were no objections to this change. Ms. Moehring continued the review of the 5 year goals: complete Main Beach Master Plan; complete waterfront plan; multi-purpose recreational facility at Central Park; Nassau County transfer ownership of green space across from Central Park to City; make Peck Center an Arts, Education, and Culture Center; and install nature center and trails on 30 acres of City property near City Golf Course.

Ms. Moehring reviewed the ***Police Department*** goals: annexation, increase community policing programs, body cameras, reclaim forfeited staffing numbers, building maintenance, succession planning, manage critical incidents, reaccreditation, manage Police operations and high level of service, special events, manage crimes against person and property, and responsible budget.

Ms. Moehring provided a recap of the ***Utilities Department*** goals: reduce electricity consumption, promote water conservation, water meter replacement program, reduce inflow/infiltration of ground water, new gravity system in Old Town, new solar system in wastewater treatment area, gravity reline/lateral replacement program, lift station upgrades, stormwater document/inspect existing system, commence stormwater improvements North Fletcher area and complete Highland Drive area, and continue lining/sealing downtown area. Utilities Director John Mandrick briefly explained how the installed duck bills were part of the downtown lining/sealing to minimize the flow as the tides come in so there would be capacity in the downtown stormwater system. He stated he was continuing to work on Phase I to document the stormwater system to see where the City was. It was noted there would be a countywide workshop on February 24th on the flood maps. The City Commission continued its review of the Utilities Department goals. CDD Director Burke pointed out the City was working with the St. Johns River Water Management District (SJRWMD) on mapping, and it has been brought to the City's attention that some properties are constrained for purposes of providing

stormwater treatment. She stated the City could look at regional facilities, which is when the City provides stormwater and that is an incentive for redevelopment. Utilities Director Mandrick pointed out there would have to be a mechanism to charge for it as a utility. Vice-Mayor Lentz commented as a liaison for the Community Redevelopment Area (CRA) Advisory Board they have discussed stormwater a lot. She noted this was a 10 year goal, but she felt it was more important than 10 years and should be a 2-3 year goal. She inquired if there were grants that could help the City implement the types of systems Mr. Mandrick was talking about. Grants Administrator Cheryl Lilly replied possibly USDA, and pointed out our problem is we are such a small city and our median income is too high. She stated there are very low interest loans that are at the State level and the USDA for what the City has been talking about. Streets Maintenance Manager Lester commented he believes there are several grants through SJRWMD. There was some discussion about this.

5.4 GOAL PRIORITIZATION: Mr. Teeple requested the City Commission review the various goals and chose five from each of the goal categories (short-term, medium-term, and long-term). City Manager Martin questioned the measurement of the one year goals, because if it was one year from today the City budget was already set for this year. He suggested changing the short-term to a 2 year goal so that those goals will be completed at the end of next year's budget. He commented the timing of this goal setting session can be changed in the future to be more in line with the start of the budget process. He suggested the short-term goals to be completed by September 2017. Commissioner Poynter suggested in a few months from now as the City starts looking at the budget to keep the priority goals in mind and stated it has to be discussed in front of the public. He commented if the City has to borrow money then that is how the City is going to move forward. Vice-Mayor Lentz clarified her goal of involved budget process was to be able to talk with the individual departments. The City Commission reviewed and prioritized the goals.

The first City Commission short-term goal was to open Alachua (street and sidewalk), and there was some discussion to further clarify the intent of this goal included right-of-way parking on one side if feasible. The second short-term goal reviewed and discussed was additional lifeguard coverage (numbers determined by the Fire Chief) with supporting equipment, and to open discussions with County about renegotiating contract to cover costs for lifeguard coverage in the County. Part of the discussion about this second goal was to include preparing a comprehensive report on the needs of the City's water safety issues moving forward. The third short-term goal was identify priority stormwater projects, prioritize, move forward, and find funding. This goal was to proceed with the stormwater planning process with a goal of accomplishing it prior to the next budget. As part of this goal the City will review the existing 2010 plan for accuracy and make adjustments prior to the next budget year. There was some discussion about the stormwater fee and it was noted that an updated study would have to be done in order to change the fee. The fourth short-term goal were lights for soccer fields by the Airport. It was explained there were three phases to the project if the City determines it is necessary to light the fields, and the goal would be to have Phase I completed by the end of the 2016/2017 budget. The fifth short-term goal was zoning density increase, and there was some discussion that along 8th Street there would be new zoning and land use category. It was noted that for downtown a working group could be convened to evaluate and identify issues like was done for 8th Street. CDD Director Burke pointed out the Comprehensive Plan is moving staff to look at all the commercial corridors, and after 8th Street staff thought they needed to move to either Sadler or the Main Beach area. There was some discussion about utilizing a consultant to get the process going. The sixth goal discussed was become the most ADA friendly destination in Florida, and it was noted the City was the first city in the United States to come into ADA compliance. Mayor Miller commented there are structural issues in the historic district that aren't feasible. CDD Director Burke

pointed out historic structures can apply to the State for waivers. It was noted the idea was to seek input from the public on issues and fixes and improvements.

Mr. Teeple reviewed other goals that were brought up during the workshop, and questioned if any needed to be moved up on the priority list. There was some discussion about redesigning the City entrance at Lime Street, and this was added to finalize 8th Street improvements. There was general discussion about the goals and the City Commission worked to establish the medium-term goals. For stormwater the metric would be sustainable and a quarter of the way done. There was a discussion about infrastructure, maintenance, and records to make sure the City gets the appropriate life out of equipment as well as building structural issues (utilizing Facility Dude software).

Mr. Teeple referred to the goal of plan for Fire Department to combine to one location for response and admin, and noted the location needed to be determined. An in-house study would be done of coverage response time, optimal location, availability of potential land, size of facility, type of equipment, and administration space required by the end of fiscal year 2016/2017.

Mr. Teeple requested clarification of move Marina. Vice-Mayor Lentz replied moving the docks. Commissioner Poynter pointed out that is predicated on getting the study back that says the City should buy the property. Marina Director Springer commented the City should have something implemented on the results of the ATM studies.

Mr. Teeple read the goal energy independence (solar and hydro). Vice-Mayor Lentz questioned where the City was with the waterfront parking lot B because that was such a big issue last year. Mayor Miller replied the City Commission agreed to a plan and the City was waiting on the railroad to say it was ok to do that plan. There was some discussion about parking lot B and the idea of moving the Marina.

Mr. Teeple noted the goal about stormwater to extend it to three years, and read the goal to move City Hall and sell existing City Hall was self-explanatory. He referred to sea level rise. Commissioner Kreger replied the City has to look at historical data along with predictions and evaluate and set planning standards specifically along the riverfront. There was a brief discussion about this.

5.5 METRIC DEVELOPMENT: This was discussed in conjunction with item 5.4.

5.6 COMMISSION / STAFF GOAL ALIGNMENT: This was discussed in conjunction with item 5.4.

5.7 ORGANIZATIONAL STRUCTURE OPTIMIZATION: This item was tabled for staff to evaluate and come back with suggestions during a Workshop.

5.8 NEXT STEPS: It was noted the City Commission could have future Workshops to cover this item further.

6. PUBLIC COMMENT: Mr. Lynn Williams, 1899 South Fletcher, commented the idea of paid for parking has come up for the beaches a few times, and questioned if it was time to look at it again for parking at least having to do with the beaches. He pointed out City residents could be given a sticker so it was free for them, but then visitors would help pay a portion of the way to maintain the beaches.

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Mr. Phil Chapman, 2120 Florida Avenue, stated if people are made to pay to use the parking lots then eventually they'll start parking on the side streets for free and utilize the beach accesses. He briefly commented about this.

7. ADJOURNMENT: There being no further business to come before the Commission, the meeting was adjourned at 4:13 pm.

ATTEST:

CAROLINE BEST
City Clerk

JOHN A. MILLER
Mayor-Commissioner

The City Commission of the City of Fernandina Beach, Florida, met in a Regular Meeting on Tuesday, January 19, 2016 at 6:00 pm in the City Commission Chambers. Present were Mayor John A. Miller presiding, Vice-Mayor Robin Lentz, Commissioners Len Kreger, Tim Poynter, and Roy G. Smith. Also present were City Manager Dale L. Martin, City Attorney Tammi Bach, and City Clerk Caroline Best.

Mayor Miller called the meeting to order and led the Pledge of Allegiance to the Flag. The invocation was then given by Reverend Anthony Daniel of Macedonia A.M.E. Church.

4.1 PRESENTATION – COMMUNITY REDEVELOPMENT AREA (CRA) UPDATE: CRA Advisory Board Chair Arlene Filkoff reported the board continues to gather information about the CRA and the issues that exist within the CRA. She stated during the past month two City employees (Kelly Gibson and Rex Lester) have done a tremendous job of starting a stormwater survey of existing stormwater capabilities in the CRA. She pointed out Mr. John Mandrick was also providing input for the survey. She explained they asked that the ATM consultant that would be here looking at the feasibility of the expansion of the Marina to the north spend some time with the CRA Advisory Board to be able to ask specific questions regarding the possibilities, the issues, and the opportunities with that expansion. She commented the members of the public that have attended the meetings have raised questions regarding ownership of Front Street, and the City Attorney has been requested to attend the next CRA Advisory Board meeting. She requested the City Commission consider spending some internal time updating the parking study that was last done in 2010. She stated the board would like to know if there was an estimate done on a coastal flooding survey effort. She explained the next couple of meetings there would be a focus on the waterfront lots in the CRA, and pointed out the upland lots have far fewer issues than the waterfront lots. She noted there is a conceptual design for a hotel that is being brought to several boards, and commented that hotel looks very appealing and could help kick start the CRA a great deal. She stated the board voted to provide support for the park in parking lot “B”. The next CRA Advisory Board Meeting would be February 4th.

4.2 PRESENTATION – PARKS AND RECREATION: Recreation Manager Jay Robertson provided an overview of events and what they were looking forward to for 2016. He stated the Parks & Recreation Department has found they don’t do the best at marketing themselves both internally and externally. He commented that social media has allowed them to spread the word a little bit. Included in the PowerPoint presentation were pictures of past events as well as an overview of what the Parks and Recreation Department does. Mr. Robertson explained one of the department goals was getting program software to allow people to register for programs online, see reservations, and allow the users to be able to do things from home. He pointed out the department was excited about the finished master plan, and continuing work on various projects (Central Park bathrooms, multi-purpose court at Central Park, A/C for Peck gymnasium). He provided a slide showing a brief list of programs available for youth, seniors, aquatics, athletics, and instructor programs by partnering with outside companies. He noted that special events don’t always please everybody, but the department tries to offer a wide variety of events for a wide variety of users. He commented the Shrimp Drop was a great addition to the hometown feel of Fernandina Beach. He explained they want to put on events that showcase our facilities, our downtown, and our beaches. He stated over the past couple of years the department has worked on partnerships with outside organizations from non-profits to local businesses to help bring an event or program to the community. He explained the department wanted to keep the City Commission and the public informed about what the department has going on.

Commissioner Smith commented at the Parks & Recreation Advisory Committee (PRAC) meeting there was mention of the percentage between County and City residents in programs was about 65/35. Mr. Robertson replied a lot of programs we see a vast majority of non-City residents. He explained with the new software all that information would be available at the department’s fingertips. Commissioner

Kreger explained at the goal setting there was a discussion of special events and the cost issues. He stated he has received complaints about certain special events that significantly disrupt residents, and it is important to look closely at what we are doing and how it affects the residents. There was some discussion about special events, and it was pointed out that the City Manager has the final say on any outside special event.

Commissioner Smith commented the City needed to look at increasing what the County pays, because they are using the programs more than the City residents and it is a City recreation department. He stated it is not fair to taxpayers. Vice-Mayor Lentz referred to the running events and explained that Mr. Phil Scanlon was trying to get with the organizers of events to have these events inside one of three State parks. She stated when the City says no the City should offer these people a different solution, because the City has been hosting their events here for quite some time.

4.3 PRESENTATION – BEACH RENOURISHMENT / DREDGING UPDATE: Mr. Erik Olsen of Olsen Associates, presented a slide showing the beaches from the early 70's. He stated after Hurricane Dora, 1964, the Army Corps of Engineers (ACOE) revetted much of Fernandina with large granite stones. He explained over the years the stones subsided and the City had to resort to its own revetment using concrete slabs from the Airport. He pointed out in the 1970's a Federal Shore Protection project was authorized by Congress for the City of Fernandina Beach, and it extends from the south jetty down to a few thousand feet south of Sadler Road (approximately 3.8 miles). He stated it was authorized in the 70's but it was not constructed until 2008. He commented there has been a significant amount of sand placed on the beach from the St. Mary's entrance navigation project, which has saved the City of Fernandina Beach for a number of years. He stated normally counties are sponsors of Federal shore protection projects, but in this case Nassau County was not willing to be a sponsor. He explained the City has a 50 year project that was first constructed in 2008 and the authorized design size of the beach is 40 feet. He clarified they build a 40 foot wide beach and then they give you "X" number of years maintenance. He commented when they come back to nourish the beach the volume they need is about a million yards, and presented a slide showing the profile of the beach. He pointed out over the years the Navy has continued to put sand into your project, which has changed the renourishment interval. He stated the first 50% of the cost of the shore protection project is 100% Federal, and the remaining 50% is cost shared which is about 79% so the non-Federal share is 21%. He explained the City is also for eligible for assistance from the State of Florida under the beach management program and they can pay up to 50%. He noted the City has negotiated with the County to assist the City in defraying the cost share, which is what the taxing district was about (to have a funding source for the local share). He stated the original schedule was for the ACOE to come in 2013 and do renourishment, but due to the significant volume of sand that had been put in there was no reason to renourish in 2013. He explained the ACOE has made application for Federal funding and the next window was 2017, but expressed his opinion that money would not be seen within an election year cycle. He stated if they come in the non-federal share would be about \$3 million dollars and the Federal share would be about \$12 million. He commented they came up with an alternate renourishment plan, which was based on the ACOE's concept of regional sediment management. He explained the idea was to utilize the Navy maintenance sand and put it within the limits of the 3.8 mile project. He stated getting the material out of the channel, getting it to the beach, and getting it to the disposal area the Navy pays 100% of that. He pointed out if the City moves that sand down the beach farther and farther each year there is a cost to do that, and that would be done in the same cost sharing ratios for the big project. He explained he requested the ACOE come up with a memorandum of understanding to codify this, and that his estimate for the average annual cost share for the local sponsor was between \$50,000 to \$300,000. He commented at present there are about a million dollars in State appropriations to be dedicated to the big project, and the City needs to renegotiate its contract with the Department of Environmental Protection (DEP) as to how this money will be spent. He explained that the ACOE also has some money in escrow for design and planning of the big project. He stated for this

first incremental renourishment the local sponsor will not have to put up any money, because the Navy has defrayed it all. He pointed out next year and the following year there will be a cost share. He commented the beaches are about to get 300,000 to 400,000 cubic yards placed in a strategic manner.

Commissioner Kreger inquired if Mr. Olsen would renegotiate the contract with the State. Mr. Olsen replied he would assist, and commented it would be a unique contract to draw down State funds that are already there in a strategic manner to renourish the project in a different way. He stated the State will write the contract. Commissioner Kreger pointed out the Municipal Services Taxing Unit (MSTU) millage hasn't been set, and questioned at what point does the City need to go to the County based on the projections of future costs. Mr. Olsen stated he would escrow money as soon as you can, because there are unknown in the future to have that money available. Mayor Miller questioned if the sand would be the same sand that is on the beaches now. Mr. Olsen replied the sand that is there now was pumped from offshore so it was not the natural beach. He stated the sand that comes out of the channel is coarser and has a much higher shell content, which will provide a more stable beach overtime. Mayor Miller inquired if the turbidity would be monitored during this project and if so would it be done by an independent source. Mr. Olsen replied it is done by the ACOE's contractors and the turbidity from the material placed on the beach is very low.

4.4 BUDGET SUMMARY: Controller Patti Clifford was available to answer questions regarding the budget summary for December 2015.

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

PORT PROJECTIONS: Mr. Chip Ross, 210 North 3rd Street, commented it appears from public documents that the Port has plans that may have substantial impact on the City. He explained there are \$2.5 million dollars in the next five years for new berths, \$4 million in the next five years for channel dredging, and \$11.5 million dollars for new structures at the Port. He referred to their cargo projections and stated their imports were going from 22,000 tons to 220,000 and they expect to go from exporting 280,000 tons to 550,000 tons. He commented they also expect their cargo containers to go from 8,000 to 42,000 in the next five years. He pointed out their master plan projections were 134 truck trips per day to 603 truck trips per day. He requested the City Commission invite representatives of the Port to discuss how these projected capital improvements, cargo projections, and truck projections will affect City residents.

OCEAN HIGHWAY AND PORT AUTHORITY CITIZEN COMMITTEE: Mr. Frank Santry, 105 South 9th Street, stated at a meeting he was unable to attend the City selected him as a representative to the citizens committee for the Ocean Highway and Port Authority (OHPA). He explained he was pleased to hold that responsibility on behalf of the City, but subsequent to that the OHPA held a meeting and made the determination that Ms. Arlene Filkoff would be the representative of the City and that he serve as a representative of the citizens that he has been working with over the last year. He commented he was concerned that the OHPA who asked the City Commission to make nominations and appointments to the board altered those without consultation with the City Commission. He requested clarification from the City Commission, because after talking with Ms. Filkoff due to other commitments she would have to withdraw her appointment and suggested the City Manager stand in her stead. Vice-Mayor Lentz explained she spoke with Ms. Filkoff and thanked both her and Mr. Santry for their professionalism and caring for the City. She moved to go forward with having Mr. Martin represent the City and keeping Mr. Santry on. City Attorney Bach pointed out the City Commission could make a motion to amend the agenda to add that as an item, and it would take four of the five Commissioners to add that or the City Commission could wait until February 2nd. Commissioner Poynter noted the Port already appointed Mr.

Santry for that group. **A motion was made by Commissioner Poynter, seconded by Vice-Mayor Lentz, to amend the agenda to revise the Ocean Highway Port Authority appointment. Vote upon passage of the motion was taken by ayes and nays and being all ayes, carried.**

City Attorney Bach explained she spoke with the Port Attorney and he suggested that a member be appointed and also consider an alternate. **A motion was made by Vice-Mayor Lentz, seconded by Commissioner Poynter, to appoint City Manager Martin to be the City's representative.** Commissioner Smith questioned if the City Manager was interested in this. City Manager Martin explained Ms. Filkoff was in today and talked about it. He stated in her discussion perhaps his perspective as someone new he may be able to serve the needs of the City, and he was willing to do that. Commissioner Kreger commented he thought the Port was opposed to anyone in City administration being on it. He recommended that the City Manager be the representative. **Vote upon passage of the motion was taken by ayes and nays and being all ayes, carried.**

After a brief discussion, Ms. Arlene Filkoff clarify she attended the meeting and there was discussion about changing the structure of the committee altogether which led into changes in the names that were selected. She stated there was discussion about the need for Stand Up Amelia, which is the group that Mr. Santry has worked with for some time to have their own representation specific to their point of view. She explained having another position for the City of Fernandina Beach was in response to the City's request to have more representation because the Port sits with the City. She stated she spoke with Mr. Fullwood about what she recommended, and commented the OHPA has been open minded about what they think the City is looking for and there was no issue expressed with the City Manager being part of administration. City Attorney Bach reported that she would communicate this to the Port's attorney, Mr. Clyde Davis so they can put the appointment of Mr. Dale Martin on the OHPA's next agenda.

DOWNTOWN LIGHTING: Ms. Joan Bean, 141 North 15th Street, referred to her comments from the last meeting about more lighting at Main Beach and commented that downtown was a fantasyland for Christmas. She noted the Tourist Development Council (TDC) put up the extra lighting. She explained that she wanted the lighting the City had before to stay. She provided further comments in support of keeping lights downtown.

THANKS: Ms. LouAnne Harris extended thanks to the community and explained they are on a fundraising expedition. She clarified they are standup paddle boarding down the coast from Manhattan, New York to Key West, Florida. Ms. Julietz Gismordi commented it is very slow progress. Ms. Harris briefly explained the organizations that they were fundraising for. She also commented about the warm welcome they have received from Fort Clinch, the Salty Pelican, Lulu's, the Hampton Inn, and the amazing people they've met in the City.

6. CONSENT AGENDA: The following four items were on the Consent Agenda and were approved by one motion with the exception of item 6.4 Resolution 2015-128 which was removed at the request of Commissioner Poynter.

6.1 APPROVAL OF MINUTES: According to the agenda support documents, the Minutes of the Reorganizational Meeting of December 15, 2015; the Regular Meeting of December 15, 2015; and the Special Meeting of December 21, 2015 were presented for approval. Staff recommended approval as presented. **A motion was made by Commissioner Poynter, seconded by Vice-Mayor Lentz, to approve the recommendation. Vote upon passage of the motion was taken by ayes and nays and being all ayes, carried.**

6.2 RESOLUTION 2016-03 DECLARING CERTAIN TITLED CITY PROPERTY SURPLUS; AUTHORIZING THE CITY MANAGER TO DISPOSE OF SAID PROPERTY IN A MANNER CONSISTENT WITH THE CITY'S POLICIES AND PROCEDURES: According to the agenda support documents, this Resolution declares certain property as surplus, and authorizes the disposal of such. Staff recommended approval of Resolution 2016-03. **A motion was made by Commissioner Poynter, seconded by Vice-Mayor Lentz, to approve the recommendation. Vote upon passage of the motion was taken by ayes and nays and being all ayes, carried.**

6.3 RESOLUTION 2016-04 APPROVING A MEMORANDUM OF UNDERSTANDING (MOU) WITH AMELIA ISLAND CONVENTION AND VISITORS BUREAU AND THE AMELIA ISLAND FERNANDINA RESTORATION FOUNDATION FOR THE CITY TO CONTRIBUTE \$25,000 TOWARD THE CONSTRUCTION OF A PLATFORM AT THE TRAIN DEPOT IN FISCAL YEAR 2015/2016: According to the agenda support documents, this Resolution approves the Memorandum of Understanding with the Amelia Island Convention and Visitors Bureau and the Amelia Island Fernandina Restoration Foundation for the construction of a platform at the Train Depot. The total City financial contribution is \$25,000 in FY 2015/2016. Staff recommended approval of Resolution 2016-04. **A motion was made by Commissioner Poynter, seconded by Vice-Mayor Lentz, to approve the recommendation. Vote upon passage of the motion was taken by ayes and nays and being all ayes, carried.**

6.4 RESOLUTION 2015-128 APPROVING A FRANCHISE AGREEMENT WITH PNS ENTERPRISES OF YULEE D/B/A MS. KONE AND SON, A MOBILE ICE CREAM VENDOR, AND THE CITY OF FERNANDINA BEACH FOR THE SALE OF ICES, FROZEN TREATS, ICE CREAM, DAIRY PRODUCTS AND PREPACKAGED SNACKS: According to the agenda support documents, this Resolution grants a franchise agreement for retail sale of icees, frozen treats, ice cream, dairy products and prepackaged snacks to PNS Enterprises of Yulee for a period of one (1) year. Staff recommended approval of Resolution 2015-128. Commissioner Poynter noted the last time this was before the City Commission someone was deciding on the route. City Attorney Bach explained the franchisee was putting a route together and the language in the agreement does not allow them to be downtown in the Central Business District. After a review of the proposed route, Commissioner Poynter inquired how this would impact other businesses that want to vend on the streets. City Attorney Bach stated the City Ordinances specifically allow for ice cream vending through a franchise agreement and it is non-exclusive. **A motion was made by Commissioner Poynter, seconded by Vice-Mayor Lentz, to approve Resolution 2015-128.** Commissioner Smith inquired if there were noise limits on the music played by the truck. City Attorney Bach replied the City has a Noise Ordinance and in the agreement there is language that the music cannot play for longer than 2 minutes at a time. There was a brief discussion about the Noise Ordinance, and it was noted this agreement was for specific routes in neighborhoods with children. **Vote upon passage of the motion was taken by ayes and nays and being all ayes, carried.**

7.1 RESOLUTION 2016-05 AUTHORIZING THE USE OF AIRPORT PROPERTY DURING THE ANNUAL AMELIA ISLAND CONCOURS D'ELEGANCE EVENT ON MARCH 10-13, 2016; APPROVING THE METHODOLOGY FOR COLLECTION AND DISTRIBUTION OF PARKING FEES COLLECTED: According to the agenda support documents, this Resolution approves the use of Airport property for the annual Amelia Island Concours d'Elegance event to be held March 10-13, 2016, and the Facilities Use Agreement; approves the use of the municipal parking lot located in the vicinity of 3rd Street and Alachua Street on Thursday and Friday, March 10-11, 2016. Also approves the methodology for the collection and distribution of parking fees collected during the Amelia Island Concours d'Elegance. **A motion was made by Commissioner Poynter, seconded by Commissioner Smith, to approve Resolution 2016-05.** City Manager Martin pointed out there was an amendment to

reflect dual rate charges for parking (\$10 on Saturday and \$15 on Sunday). He stated the Resolution in the package says \$15, but a corrected copy was placed on the dais. He explained the parking fees are to be distributed equally among the three groups (Friends of Fernandina Airport, Experimental Aircraft Association, and the City of Fernandina Municipal Airport). City Attorney Bach explained in the agreement itself we need to make sure that it was clear what the beginning and end dates are (begin March 1, 2016 and end March 14, 2016). Commissioner Kreger stated for this item and items 7.2 and 7.3 the Airport Advisory Commission (AAC) understands these things are going to happen, but they had concerns with the method of how these items moved forward to the City Commission.

Mr. William C. Warner, 3700 Rueben Road, Jacksonville, explained in 1996 this started out as a very small car show primarily to fill a hotel on Easter weekend and raise funds for Community Hospice. He stated the event has grown to a show that now has 20,000 spectators; 5 auctions; and this year there will be a race. He commented they have raised almost \$3 million dollars that impacts the community directly with Micah's Place, Shop with Cops program, Navy/Marine Corps Relief Fund of Mayport, and Hospice. He stated the event's impact on Nassau County and Fernandina Beach is roughly \$15.7 million dollars. He expressed his thanks to the Commission, the merchants, and business people that have shared this vision. Mayor Miller noted they are the number one contributor to the Navy/Marine Corps Relief Society at Mayport, and commented that is a fantastic program that means a lot to the soldiers and sailors. He expressed his thanks for this support. **Vote upon passage of the motion was taken by ayes and nays and being all ayes, carried.**

7.2 RESOLUTION 2016-06 AUTHORIZING THE USE OF AIRPORT PROPERTY BY BONHAMS AND BUTTERFIELDS AUCTIONEER CORPORATION IN CONJUNCTION WITH ANNUAL AMELIA ISLAND CONCOURS D'ELEGANCE EVENT IN MARCH, 2016: According to the agenda support documents, this Resolution approves the use of Airport property for parking for the Bonhams Auction event to be held on March 8-11, 2016, along with the Facilities Use Agreement. **A motion was made by Commissioner Poynter, seconded by Vice-Mayor Lentz, to approve Resolution 2016-06. Vote upon passage of the motion was taken by ayes and nays and being all ayes, carried.**

7.3 RESOLUTION 2016-07 AUTHORIZING THE USE OF AIRPORT PROPERTY BY THE SPORTSCAR VINTAGE RACING ASSOCIATION (SVRA): According to the agenda support documents, this Resolution approves the use of Airport property for the SVRA event to be held March 17-20, 2016, and the Non-Aeronautical Rental and Use Agreement. Also approves the annual use of municipal Airport property for such and similar use each March until December 31, 2020. **A motion was made by Commissioner Poynter, seconded by Commissioner Kreger, to approve the Resolution 2016-07.** City Manager Martin stated there were some questions raised by Mr. Tony Parella. He pointed out one of the clauses talks about negotiating the rate on an annual basis, but Mr. Parella expressed his belief that the five year agreement locked in that price for the five years. He stated in an effort to find a middle ground that price will increase by 3% each year (approximately \$700.00). There were no objections to the proposed 3% increase to the fee each year. **Vote upon passage of the motion was taken by ayes and nays and being all ayes, carried.**

7.4 RESOLUTION 2016-08 APPROVING THE LEASE/PURCHASE OF A 2016 PIERCE PUMPER FIRE TRUCK FROM TEN-8 FIRE EQUIPMENT; APPROVING AMENDMENTS TO THE BUDGET FOR FISCAL YEAR 2015/2016; AMENDING THE FIVE YEAR CAPITAL PLAN: According to the agenda support documents, this Resolution approves the five (5) year lease/purchase of a 2016 Pierce Pumper for the Fernandina Beach Fire Department and a transfer in the amount of \$42,000 to the Fire Truck Equipment account. Also revises the Five Year Capital Improvement Plan by increasing the Fire Truck line from \$400,000 to \$442,000. Commissioner Poynter commented he thought this was \$400,000. Fire Chief Ty Silcox explained that it was budgeted as \$400,000 and the information that was

passed on to him by the previous Fire Chief the paperwork had the apparatus budgeted higher than that number. He stated from speaking with Fleet Maintenance Manager Jeremiah Glisson the \$400,000 apparatus was a demo model that had been shown all over the country at equipment shows. He pointed out the apparatus they were asking to purchase is an apparatus that is currently being constructed. Commissioner Kreger supported the purchase of the fire truck, and noted there is also a time element of the budget process. He suggested in the future the City look realistically at putting contingencies on these types of purchases to preclude this from happening. Vice-Mayor Lentz concurred with Commissioner Kreger and pointed out we set a price in the budget and we need to go by it. Fire Chief Silcox stated at the visioning workshop there was a discussion about having a plan so that the City Commission is aware of the apparatus that needs to be replaced and not having it all coming in one year. He clarified the City Commission would know 5-10 years out of where the City needs to be. **A motion was made by Commissioner Kreger, seconded by Vice-Mayor Lentz, to approve Resolution 2016-08. Vote upon passage of the motion was taken by ayes and nays and being all ayes, carried.**

7.5 RESOLUTION 2016-09 APPROVING AN AMENDMENT TO THE BUDGET FOR THE FISCAL YEAR 2015-2016: According to the agenda support documents, this Resolution approves a total increase of \$30,800 in two Police Equipment accounts for funds needed to purchase equipment for new vehicles. **A motion was made by Commissioner Poynter, seconded by Commissioner Kreger, to approve Resolution 2016-09. Vote upon passage of the motion was taken by ayes and nays and being all ayes, carried.**

7.6 RESOLUTION 2016-10 APPROVING THE PURCHASE OF ONE (1) DELL STORAGE DEVICE FOR \$22,750 FOR THE IT DEPARTMENT THROUGH THE WSCA/NASPO CONTRACT (#MNWNC-108): According to the agenda support documents, this Resolution approves the purchase of one (1) Dell EqualLogic storage unit for \$22,750 through the Florida Participation Addendum to the Dell WSCA/NASPO Contract #MNWNC-108. **A motion was made by Vice-Mayor Lentz, seconded by Commissioner Kreger, to approve Resolution 2016-10.** Commissioner Poynter requested clarification, because he thought the City was trying to get away from this type of equipment and use the cloud to back things up. Controller Clifford explained this item was included in the budget, and the reason it was before the City Commission was that it exceeds \$20,000. She stated this was equipment that the City needs. **Vote upon passage of the motion was taken by ayes and nays and being all ayes, carried.**

The City Commission took a brief recess at this time.

8.1 FIRST READING OF ORDINANCE 2015-36 LAND DEVELOPMENT CODE TEXT AMENDMENT – TREE PROTECTION & LANDSCAPE REQUIREMENTS: City Attorney Bach read Ordinance 2015-36 by title only, which was as follows: “AN ORDINANCE OF THE CITY COMMISSION OF THE CITY OF FERNANDINA BEACH, AMENDING THE LAND DEVELOPMENT CODE SPECIFIC TO TREE PROTECTION AND LANDSCAPE REQUIREMENTS AS CONTAINED IN CHAPTER 1, SECTION 1.07.00, CHAPTER 4, SECTION 4.05.00, AND CHAPTER 11, SECTION 11.04.08; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE.”

Mr. Colin Campbell, 600 North 8th Street, representing WestRock, pointed out there was different language proposed and the last version came to the affected industries on Thursday night. He commented they had concerns about the language and the impact it would have on WestRock of how they utilize their property. He noted different committees have taken a look at this, and back in 2014 the Planning Advisory Board (PAB) looked at this and decided as a group the industrial groups were not a part of this. He expressed his hope for a resolution without changing and pulling away the exemption they’ve had for many years. He commented they’ve done a lot of landscaping in and around their areas when it is not

required, and they would continue to do that. He requested the City Commission to leave the exemption alone.

Mr. Robert Prager, 1306 Autumn Trace, explained he was an advisor to the Amelia Tree Conservancy and recommended that no exemptions be included in the Land Development Code (LDC). He stated exemptions lead to challenges, and there is a process in place to handle exemptions (variances). He stated the purpose of variances is to allow exemptions under very specific circumstances. He explained blanket exemptions such as those proposed open the door to unintended consequences. He expressed his support of the formation of a Tree Commission as a public/private partnership.

Mr. Arthur Herman, 2116 Belvedere Avenue, representing the Amelia Tree Conservancy, concurred with Mr. Prager that there should be no exemptions for the mills. He stated they have other issues that they would like to see put into the Tree Ordinance (establishment of the Tree Commission, certified arborist, GPS inventory of all trees, and the requirement of onsite specific plans for developers to follow). He explained they felt the Tree Commission would consist of volunteers of professionals in arbor-culture, horticulture, land development, civil engineering, architecture, other related groups, and City officials. He stated the purpose of the group would be to advise on the handling of public and private trees in order to maintain the island's canopy. He provided further clarification of what the Tree Commission would do and comments in support of establishing such a group.

Mayor Miller commented we have heard from the mills they would have to take buildings down to make enough room to plant more trees. He questioned if this is a correct statement. Mr. Herman stated he didn't see a reason to take building down. He expressed his personal opinion that a Tree Commission or other group could work together with the mill or whoever had a project to work out the situation where everyone could agree it was the right thing to do.

City Planner Kelly Gibson explained the City's Tree Ordinance has been in effect in some form since 1891. She stated the most recent ordinance was passed in 2006 and it was working really well for the City for the most part. She pointed out there was a Comprehensive Plan change in 2011 and there was direction from that to make modifications in the tree and landscaping ordinances. She stated they found some general issues that needed minor tweaks to be made from working with the ordinance day-to-day. She clarified allowing for a range of tree replacement inches rather than requiring a 4 inch set requirement for replacement of trees, and removing the tree and landscaping tables that were out of date. She pointed out the code was not clearly articulating the direction for use of energy and water conservation measures using native and Florida friendly landscaping guidelines per the Florida Statute. She provided further clarification of this and explained that staff formed a working group in the summer of 2014 that looked at a broad range of communities throughout the United States and local to the State of Florida to strengthen the requirements and maintain compliance with the Comprehensive Plan. She stated the set of amendments the City Commission was reviewing serves to reasonably accomplish the wishes of the tree working group, it addresses staff's concerns, and it implements the Comprehensive Plan goals. She pointed out moving forward there were additional implementation measures they would like to see in place including a citizen brochure/guide put together with the tree permitting requirements and landscaping requirements. She commented the group also discussed the formation of a citizen working group, more proactive code enforcement, and providing citizens information about the benefits of trees within the community. She stated this set of revision serves as a starting point to have the conversation continue and to incorporate conservation site standards moving forward. She referred to the mills exemption and commented that did not come up at any point until it went to the PAB the second time in September and it was reviewed again in October. She pointed out there is an existing provision in Section 4.05.02(D)(5) that exempts the mills from compliance with landscaping and tree protection standards up to a 75 foot area that surrounds the site where there is any residentially zoned or used property. She

reminded the City Commission at first reading in December the mills requested that language be looked at, but City staff had not fully analyzed that language. She explained upon review there were some options and briefly explained these three options as outlined in the summary for this item. She noted that both mill properties and other industrial property owners continue to have concerns with the language being presented. She explained as staff she felt strongly that the ordinance with exception of this one section needs to move forward. She stated if the City Commission was not comfortable with moving forward on the Ordinance with this provision in place the recommendation would be to leave it as is with that section and give staff direction to bring it back at a certain date.

Ms. Diana Herman, 2116 Belvedere Avenue, representing the Amelia Island Tree Conservancy, explained the members are deeply concerned about our precious resource of trees. She expressed the conservancy's opinion that there should be no exemptions for the mills, and that the City should go with option 1. She noted the PAB feels the same way. She stated the mills should be treated the same as everyone else. She commented a Tree Commission could serve as an extra arm for the City Commission and City employees. She explained in a variance situation the Tree Commission could help facilitate the process to come up with the best solutions for all. She provided further comments in support of the idea of having a Tree Commission.

Ms. Judith Lane, 2408 Los Robles Drive, member of the PAB, pointed out the mills were not singled out with this, and explained this was vetted in fairness to all the industrial zoned areas. She requested the City Commission to approve this ordinance to have something to build on. She suggested stripping out that portion about the exemption for the mills, and let the PAB take a look at it again working with the mills, other industrial property owners, and the conservancy.

Mr. J. Shannon O'Conner, 2440 Lynndale Road, explained he has industrial property next to the Airport. He referred to the three options and commented those are not conducive for his family property. He pointed out it would make him build a wall that is useless, and would be very costly. He explained they advocate for the trees on their parcel of 46 ½ acres and there are a great deal of trees still on the parcel. He commented the only difference between his property and the mills is that he has multiple tenants versus a single use tenant. He referred to the City property and reminded the City Commission that there are not any trees around the hangars. He stated he was against mitigation without closing what that would cost, because it could put them out of business. He pointed out the biggest developers that are a problem for the trees are residential development, and suggested the City look at the residential side of it.

Commissioner Smith inquired about a wall having to be built. Mr. O'Conner replied that is part of the Tree Ordinance there is a wall that has been talked about as well as a 75 foot setback off the property line that touches another zoning other than industrial. City Planner Gibson stated she was not familiar with any wall requirement, and pointed out the requirement off the parkway was in keeping with the standards that are applied by Nassau County. After a brief discussion about this, Mr. O'Conner requested their property to be exempt if the mills are exempt. He also pointed out there needs to be a provision for the Airport due to all the aviation related businesses and Commerce Park. City Attorney Bach suggested if the City Commission was confused to take the rest of the speakers and either approve with the exception of this or pick an option.

A motion was Commissioner Poynter, seconded by Commissioner Kreger, to approve Ordinance 2015-36 with the exception Section 4.05.02(D)(5) and send that back to the Planning Advisory Board for further consideration/discussion with the mills and everyone else. Vice-Mayor Lentz questioned during the time it takes would it say they are exempt. City Attorney Bach clarified those exemptions would stay for the mills and nothing will change with regard to that, but the other industrial properties are not exempt so the current Tree Ordinance will apply to them. Commissioner Kreger

supported the motion, but suggested setting a timeline for this to come back. City Planner Gibson suggested the soonest this would be able to come back to the City Commission would be June 2016. She commented the PAB may have to have special meetings in order to make that timeline. Commissioner Smith requested people compromise and work together on this. He commented you can't say to someone that has had this for all these years that you aren't going to do it anymore. He explained you have to negotiate to come up with a compromise, because it can't be a one-way street. Mayor Miller agreed with reexamining the options. He inquired about the consensus of the City Commission about the Tree Commission idea. Commissioner Kreger commented the PAB or a subcommittee of the PAB would involve everybody. City Attorney Bach stated a Tree Committee or whatever it may be called would be something that is sanctioned by the City Commission not as a subcommittee of the PAB, but something that the City Commission approves as a change to the LDC for the committee to review as part of the development approval process. She stated there will be some in the community that don't appreciate that, because that would be another level of a development approval. After a brief discussion about the proposed amendments, Vice-Mayor Lentz suggested a discussion item at the next meeting regarding the idea of a Tree Commission. Mayor Miller inquired if there was a consensus for staff to look to see what it would entail to create a Tree Commission. He referred to the point about it adding another layer, and commented it may take a layer off. He stated while the process was going on there would be a person who specializes in species of trees, etc. that would be coming in to the City free of charge. Commissioner Poynter commented there could be unintended consequences, and suggested to vote on the motion to send it back to have everyone involved in this. He stated he didn't want to rush to another committee right now. Commissioner Kreger agreed with Commissioner Poynter, and expressed his support of passing this ordinance.

Mr. Russell Schweiss, 10 Gum Street, representing Rayonier Advanced Materials, referred to the question of whether the trees would fit on the property and pointed out Rayonier created that land for the footprint of the facility. He stated the Ordinance was written contemplating smaller parcels, and read that non-residential property should include 1 shade tree for every 1,500 square feet of gross area. He pointed out those trees are subject to spacing requirements. He stated their property is 250 acres (43,560 square feet in an acre) or 7,260 trees. He explained their property is mostly hard surface and they don't have a place to plant those trees as well as it creates sight line issues. He referred to seeking a variance and pointed out their attorney says they were not sure the property qualifies for a hardship and therefore that could be potentially challenged. He explained Rayonier was concerned with the options staff presented because they saw serious unintended consequences by saying if the property is redeveloped its then subject to that. He stated if they ever found the mill no longer feasible they have value in that land, and with the infrastructure on that property there is steam, natural gas, and rail. He commented they can't market that as shovel ready if it has to have 7,260 trees planted on it or go through a variance process. He pointed out changing from industrial to another use would require remediation and that process is intensive and takes a long time. He stated the City has two large industrial facilities here and if the City makes them unmarketable for industrial reuse the City could face the potential where the bookends of downtown are sitting abandoned for an unknown amount of time.

Ms. Julie Ferreira, 501 Date Street, commented the community wants to move forward and tree removal is a huge problem in our community. She stated throughout the process of the Tree Ordinance the mills and other industry have been welcome to participate. She explained unless we have a GPS survey of all the trees in the City then we don't know how many trees we are talking about. She pointed out the variance process is what other residents have to abide by, what other businesses have to abide by, and variances protect the community. She commented the mills say they are good neighbors, but we put up with pollution, traffic, and noise. She provided further comments in support of protecting trees, and urged the City Commission to pass the motion and adopt option 1.

Ms. Jan Cote-Merow, 1508 Penbrook Drive, questioned given the current Tree Ordinance the number of businesses/developers who were found to be in violation of the ordinance, were they fined, who assessed the fine, and where was the money going after it was collected. City Planner Gibson explained in terms of compliance with our existing code developers come through the Technical Review Committee (TRC) review process prior to obtaining a building permit. She stated the City was seeing compliance with the current code that was in place today. Ms. Cote-Merow inquired if over the past year or two years or five years has anyone been found to violate the current Tree Ordinance. City Planner Gibson replied staff has found a handful of instances over the past 8 years of residential property owners who have cut trees in violation of the code or abused them in some way that meant they would die very shortly thereafter, and the City has gone after them and requested mitigation fees be paid and replacement trees completed. Ms. Cote-Merow commented it seemed unusual the only violators over that period of time have been residential and no industrial or developers. Mayor Miller requested staff to clarify where the money goes. City Planner Gibson replied the City has a tree fund in place for when fees are collected, and a portion of tree removal fees go into that fund. She stated that fund is used to replace trees throughout the City.

After a clarification of the motion on the floor, City Attorney Bach recommended making a scrivener's correction to reflect WestRock and Rayonier Advanced Materials. **Vote upon passage of the motion was taken by ayes and nays and being all ayes, carried.**

8.2 FIRST READING OF ORDINANCE 2016-01 FUTURE LAND USE MAP AMENDMENT – 112 SOUTH 3RD STREET: City Attorney Bach read Ordinance 2016-01 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 FUTURE LAND USE MAP CATEGORY OF CENTRAL BUSINESS DISTRICT (CBD) FROM MIXED USE (MU), FOR A PARCEL TOTALING 0.22 ACRES OF LAND LOCATED AT 112 S. 3RD STREET; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE.” City Planner Kelly Gibson explained this was for consideration to rezone a property that was formerly a daycare and has sat abandoned since 2013. She stated the structure was built in 1976 and since that time the City’s flood maps have changed, which put this property within a special flood hazard area. She commented that has made reuse of that structure difficult because you have to obtain compliance with the FEMA flood standards for flood proofing the property. She explained this property has come in several times for discussion with staff, and it was found the existing structure would require costly upgrades in order to meet FEMA standards. She stated this property owner and potential future business owner was interested in reusing the existing structure. She pointed out the property is zoned as mixed use and it does allow for the potential use that the property owner was seeking as a restaurant. She explained the way the site was currently configured it does not allow for that property to achieve the minimum parking requirements (1 parking space per 50 square feet of customer service area). She provided further details about the request before the City Commission, and explained the Planning Advisory Board (PAB) unanimously recommended denial in November in that they did not feel that the CBD needed to be extended any further in this area. She noted there was a lot of community concern over the property being converted into a restaurant. She stated if the City Commission were to consider this request for CBD zoning and land use it places the burden of parking on the City, because that designation doesn’t require commercial property owners provide for parking on-site.

Ms. Julie Ferreira, 501 Date Street, commented her understanding was the restaurant owner is seeking to have a 150 seat restaurant. She inquired about the parking required for this. City Planner Gibson replied one parking space per 50 square feet of customer service area. Ms. Ferreira pointed out this property is adjacent to downtown as well as residential, which needs to be taken into consideration due to the impact on residential areas. She expressed her opinion there was a huge problem with placing the burden of responsibility of parking on the City, because there are already parking problems on that street.

Mr. Lynn Williams, 1899 South Fletcher Avenue, stated the bank lent the people who did the daycare center a lot of money and the bank was left holding the property. He noted the PAB voted unanimously to deny this change. He commented the proposal was for a chicken wing restaurant with a liquor license and in order to do that he has to have 150 seats. He explained one of the comments from the PAB was that it sounded like a downtown sports bar. He pointed out the City has 5 or 6 restaurants have opened over the last six months, but they aren't all going to make it. He stated with C-3 zoning there are no setback lines and can be built up to 45 feet high, which could allow for a big building there that doesn't fit. He expressed his opinion this should be denied.

Mr. David Coalson, 111 South 4th Street, explained his property is directly behind the subject property. He stated the zoning and parking is the real issue. He commented he didn't want it to be a restaurant either, but that was not the real issue. He expressed his opinion that it would not be a restaurant it was going to be a bar. He pointed out MU-1 is a transition between C-3 real commercial property and residential. He stated the rest of the property on that block is still residential except for two properties. He commented the two vacant parcels on Ash the property owner was planning on building a house. He provided further comments against the proposed change and his concerns about parking.

Ms. Merry Coalson, 111 South 4th Street, concurred with the concerns voiced by her husband. She referred to the plat map and pointed out they are all private residences surrounding that area. She stated parking is an issue in this area.

Mr. Randall Moore, 101 South 4th Street, explained he was against this change. He pointed out when he purchased his home he invested in the community, and to see this change was not a good thing for the existing social fabric. He stated his property was zoned commercial, but they are living in the home.

Mr. Roger Smith, 310 Ash Street, stated his property abuts the subject property. He commented at the PAB you heard the same things. He pointed out the neighborhood rejected the change as well as the PAB. He explained he couldn't imagine anyone wanting to go home to a sports bar in your backyard. After a brief discussion, City Planner Gibson clarified that the PAB is an advisory board to the City Commission and they issue recommendations for approval or denial to what is being proposed. She stated that was why the process continued beyond the PAB to the City Commission.

Mr. Rob Psulkowski, 710 Beech Street, explained the neighbors were all at the PAB meeting two months ago and the PAB gave a lot of research to this. He commented he thought since this was in the flood plain that had to be dealt with. He pointed out once the property is C-3 it never goes back, and someone has to take a stand on where commercial ends and where residential begins.

Mr. Mario Manganaro, 801 South 7th Street, commented with a 150 seat restaurant they would be able to sell alcohol. He stated when the restaurant has a problem then it will become a bar. He explained if it was going to be a 150 seat restaurant we need to look at where it is, and pointed out there could be issues with noise.

Mr. Clark Crook, 95068 Oak Berry Lane, came to apologize, because he had no intention of creating a situation of putting a business in a neighborhood where it wasn't a fit. He stated he erred in his original presentation to the PAB, and the 150 seats that were talked about was primarily because of the liquor requirements in Nassau County. He explained their business model is a 50 seat restaurant and that was what they are comfortable with and that is what a neighborhood bar is. He withdrew this request and stated they would not pursue C-3 zoning designation at this location. He pointed out there was a tremendous amount of work that needs to be done on the building in order to flood proof it and a

tremendous amount of money would have to go into it to make it viable. He noted they could put the 50 seat restaurant in under MU-1, but he didn't want to put a restaurant where it wasn't a fit.

City Attorney Bach pointed out if the applicant withdraws this application the City Commission is not going to take any action and the City Commission would not see this on a City Commission agenda again. Mr. Crook briefly commented about evaluating the merits of C-3 and what that could mean to the neighborhood in a positive way and stated that he withdraws his application. *There was no City Commission action on this item due to the applicant withdrawing their request.*

8.3 FIRST READING OF ORDINANCE 2016-02 ZONING CHANGE – 112 SOUTH 3RD STREET: *There was no City Commission action on this item due to the applicant withdrawing their request.*

9.1 SECOND READING OF ORDINANCE 2015-24 COMPREHENSIVE PLAN AMENDMENT - RECREATION AND OPEN SPACE ELEMENT: City Attorney Bach read Ordinance 2015-24 by title only, which was as follows: “AN ORDINANCE OF THE CITY COMMISSION OF THE CITY OF FERNANDINA BEACH, FLORIDA, STATING ITS INTENT TO AMEND ORDINANCE 2003-36 TO AMEND ACRONYMS AND DEFINITIONS AND OBJECTIVES 6.01, 6.02, 6.03, 6.04 AND 6.06 OF THE RECREATION AND OPEN SPACE ELEMENT OF THE CITY COMPREHENSIVE PLAN TO ADDRESS CHANGES RECOMMENDED AS A RESULT OF THE PARKS AND RECREATION MASTER PLANNING PROCESS; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE.” Mayor Miller opened the public hearing at this time.

Ms. Julie Ferreira, 501 Date Street, requested clarification of highlighting existing park facilities as venue based facilities as well as first class venues and venue focus concepts for existing and future facilities. She encouraged the City Commission to adopt the PAB suggested language. Community Development Department (CDD) Director Adrienne Burke stated the intent behind first class venues was to focus on excellence in our facilities. She explained the first step in the plan is focusing on the existing facilities and making them excellent. She stated the focus of venue based was coming from duplication of services in some of the facilities, and the community is not of a size that really needs some of that duplication. She related the example of Atlantic Recreation Center was imagined as the aquatics center and the Peck Center would be the educations, arts, and culture center. She explained it was trying to focus the uses since the City isn't a large community. She reminded the City Commission that this was a guidance document to be used in decision making.

Mayor Miller closed the public hearing at this time. **A motion was made by Commissioner Poynter, seconded by Vice-Mayor Lentz, to approve Ordinance 2015-24. Vote upon passage of the motion was taken by ayes and nays and being all ayes, carried.**

9.2 SECOND READING OF ORDINANCE 2015-35 LAND DEVELOPMENT CODE TEXT AMENDMENT – COMMUNITY REDEVELOPMENT AREA (CRA) UPDATES: City Attorney Bach read Ordinance 2015-35 by title only, which was as follows: “AN ORDINANCE OF THE CITY COMMISSION OF THE CITY OF FERNANDINA BEACH, AMENDING THE LAND DEVELOPMENT CODE SPECIFIC TO PROVISIONS WHICH REGULATE DEVELOPMENT OF THE AMELIA RIVER WATERFRONT COMMUNITY REDEVELOPMENT AREA, REVISING CHAPTER 4 SECTIONS 4.01.01 AND 4.02.03(E); AND CHAPTER 8, SECTION 8.01.02; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE.” Mayor Miller opened the public hearing at this time.

Ms. Julie Ferreira, 501 Date Street, commented the community went through a long process of charrettes and taking community input. She expressed her concern with the proposed changes, because she didn't think it was the intention of any of the people who participated in the charrettes. She suggested it was time for more community involvement, because there were a lot of people involved in the original visioning process. Vice-Mayor Lentz explained over the past year she has been the City Commission's liaison for the CRA Advisory Board and these items have been discussed over the past year. She pointed out those meetings are always open to the public and the board has welcomed feedback. She questioned staff if these changes were reviewed by Mr. Bill Tilson. City Planner Gibson explained in addition to the CRA Advisory Board meetings where these changes were openly discussed they were also reviewed at the Historic District Council (HDC) and the Planning Advisory Board (PAB). She stated staff also sought the input of Mr. Tilson who drafted the original CRA Design Guidelines.

Commissioner Kreger noted the original matrix was from 2009 and these changes tweak it a little bit. He stated he thought this was a good change. Mayor Miller closed the public hearing at this time. **A motion was made by Commissioner Smith, seconded by Vice-Mayor Lentz, to approve Ordinance 2015-35.** Commissioner Poynter expressed his concern that this was putting the cart before the horse. He commented he would like to see what someone wants to do and then see if the City can work with them. He stated he rather leave it the way it is and when someone comes in the City addresses that concern. He commented we are always trying to second guess what might happen down the road. **Vote upon passage of the motion was taken by ayes and nays and was as follows:**

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

Motion carried.

10.1 BOARD APPOINTMENT FOR THE BOARD OF TRUSTEES OF THE GENERAL EMPLOYEES' PENSION PLAN: According to the agenda support documents, there were two (2) appointments for the Board of Trustees of the General Employees' Pension Plan. **A motion was made by Vice-Mayor Lentz, seconded by Commissioner Poynter, to approve that Mr. Ron Heymann and Mr. Steven Herbert switch their seats for the Pension Board (Mr. Ron Heymann as the fifth trustee with a term expiring December 2016 and Mr. Steven Herbert as the resident trustee with a term expiring September 2017). Vote upon passage of the motion was taken by ayes and nays and being all ayes, carried.**

11.1 DISCUSSION – DIRECTION – ACTION ITEM - NORTHEAST FLORIDA REGIONAL COUNCIL (NEFRC) LEGISLATIVE PRIORITIES: Commissioner Kreger explained the NEFRC is a multi-purpose committee that is dedicated to plan and coordinate intergovernmental issues. He pointed out the Police have a legislative goal this year that will become controversial that has to do with the school district hotline. He presented a slide showing five of the twenty functions that NEFRC performs (local emergency planning, multipurpose regional organizations, problem solving forums, coordinators & conveners, and local government assistance). He explained the NEFRC can assist the City in planning and goal setting and help interface between the City of Fernandina Beach and the Port to come to reasonable accommodations that deal specifically with the issues here. Vice-Mayor Lentz commented she believed the Ocean Highway and Port Authority Commissioners stated at the last meeting that they wanted to bring in an outside person as a mediator, but she didn't think it was someone from the NEFRC.

Commissioner Kreger noted they wanted to bring someone from the State Port. He explained he would be going to the next NEFRC meeting to learn more.

CITY MANAGER REPORTS:

MARTIN LUTHER KING, JR. PARADE: City Manager Martin reported he attended the Martin Luther King, Jr. parade yesterday, and stated he was looking forward to working with the organizers to see what support the City can provide for next year.

VISIONING WORKSHOP: City Manager Martin thanked the City Commission for their comments and participation with the Visioning Workshop. He commented it has given staff good direction, and he was waiting for Mr. Teeple's comments for the City Commission's draft goals. He stated that staff will provide details on the effort related to each goal and present that to the City Commission to use as the City moves forward in the budget process.

WORKSHOPS: City Manager Martin reminded the City Commission about having Workshops and suggested monthly Workshops on the second Tuesday. He stated February 9th would be a Workshop on the organizational structure; March 8th stormwater improvements; April 12th waterfront park development; and May 10th special events. He pointed out these Workshops would be to get additional direction from the City Commission. He commented there has been some talk about a joint meeting between the City Commission and the Planning Advisory Board (PAB), and proposed meeting on February 23rd.

THANKS: City Manager Martin expressed his thanks to the Community Development Department for the partnership award from the Chamber of Commerce. He also expressed his thanks to the Police Department for removing over 60 snipe signs this past weekend.

FIRE DEPARTMENT: City Manager Martin reported he would be working with the Fire Department all day tomorrow.

RECYCLING: City Manager Martin presented a picture of the recycling center near Utility Billing overflowing with cardboard and other material even though the signs say do not dump anything on the ground if bins are full. He explained that Facilities Maintenance Manager Jeremiah Glisson has recommended closing this recycling center, because this problem happens every single Monday. He noted this site was available prior the weekly recycling program and the community recycling events. He stated staff was looking for some direction on what to do with this ongoing issue. Commissioner Kreger commented the County has a recycling center on Bailey Road, one in Yulee, and one at the old landfill in Callahan. He stated the City could look at having Advance Disposal provide larger containers. There was some discussion about this issue and it was pointed out that residents can recycle cardboard with their containers at home. Mayor Miller suggested setting up a tour of the recycling center. City Manager Martin pointed out the community recycling day is scheduled for April 16th, and there will also be a food drive for Barnabus.

CITY ATTORNEY REPORTS:

TRAIN DEPOT: City Attorney Bach referred to the train depot platform and reminded the City Commission that the memorandum of understanding was approved at this meeting. She stated the plaque the Restoration Foundation would be paying for and putting up at the site would not have the names of current members of the Restoration Foundation, but would honor the founding members of the foundation

from 1972. She pointed out the Restoration Foundation was the catalyst to get the historic district to become the historic district, and to form the Historic District Council.

CITY CLERK REPORTS:

SUNSHINE LAW TRAINING: City Clerk Best reminded the City Commission of the Sunshine Law Training on January 28th.

MAYOR/COMMISSIONER COMMENTS:

RETURNED GRANT: Commissioner Kreger explained that he is the Executive Director of Keep Nassau Beautiful, which is a part-time paid job. He stated the City gave Keep Nassau Beautiful a \$1,000 grant, but he returned that grant to the City to eliminate any potential ethics conflict.

FRONT STREET CLEANUP: Commissioner Kreger announced that there is a tentative cleanup of Front Street on March 19th, which would be part of the St. Marys River cleanup. He explained on April 16th the County also has household hazardous collection.

AIRPORT: Commissioner Kreger reported he attended the Airport Advisory Commission (AAC) meeting and the members had concerns with runway closures and notification. He stated there was also an issue with drones.

MLK BREAKFAST: Commissioner Kreger stated he attended the MLK Breakfast and the parade was wonderful.

VISIONING WORKSHOP: Commissioner Smith commented the Visioning Workshop was very helpful and it was nice to have staff there.

PERSONAL ELECTRONICS: Commissioner Smith reminded the City Commission about his comment on not using personal electronic devices during City Commission meetings. He stated it is rude and the Commission is not transparent. City Attorney Bach explained the law says you can vote on things even if they are not on an agenda, but if it might be controversial or people might be interested then you should stay away from that. She expressed her opinion that this would be an internal rule. There was some discussion about this, and Commissioner Poynter commented he thought it was ridiculous to forbid it. He stated there are times he has to be notified by his business. Commissioner Smith referred to what happened in Jacksonville with the union texting the Commissioners. *A motion was made by Commissioner Smith that we not allow the use of personal electronic devices on the Commission dais. The motion fails for lack of second.*

There was a brief discussion about being responsible during the City Commission meetings and it was noted there are times when a Commissioner may have information on their personal electronic device.

LIBRARY: Commissioner Poynter announced the library grand opening is February 4th and tickets are available at the library or on the website www.fernandinafol.org. Vice-Mayor Lentz stated it was Food for Thought on February 4th and tickets are \$100.00 with the event starting at 6:15 pm.

WOLFSON'S CHILDREN'S HOSPITAL: Vice-Mayor Lentz reported that Wolfson's Children's Hospital is hosting a Wolfson Children Challenge on Saturday, January 30th. She stated several firefighters have put together a team for her daughter called "On Fire for Maddox". She explained the event would be at the baseball grounds in Jacksonville.

WELL WISHES: Vice-Mayor Lentz wished Mr. Jack Bradley well and expressed her hope to see him back soon.

FERNANDINA BEACH YOUTH ADVISORY COMMITTEE: Vice-Mayor Lentz reported the Youth Council would be meeting tomorrow at 2:30 pm.

MLK EVENT: Mayor Miller commented the MLK events over the past couple days were really moving. He stated the parade turnout was better than usual.

PORT: Mayor Miller noted the Port DRI has come up a couple of times, especially the coal transfer from ship to shore. He noted the mill doesn't want it, and the Port has brought up it as an outdated thing from the 1990's. He explained in order to adjust the DRI there needs to be an agreement between the OHPA and the City to update the items that do not apply anymore. He briefly commented about talking to the OHPA Chair about this.

HOME RULE: Mayor Miller explained in Tallahassee home rule has reared its ugly head again on another bill. He stated the City recently passed a Resolution on fracking, and now bill 218 would basically preempt any current Ordinance or Resolution in opposition of any kind of energy exploring. He pointed out he would be going to Tallahassee next week, and this would be one of the issues he would be discussing. City Attorney Bach explained she has a colleague in Bonita Springs where fracking is going on, and she was also working with the Florida League of Cities lobbying attorneys to make sure they are aware it is another way to erode home rule power.

PADDLEBOARD: Mayor Miller referred to the paddleboard people and stated the community helped these individuals out. He explained Fort Clinch gave them a campsite and the Hampton Inn gave them a room. He commented he was glad that Fernandina Beach was a stay on their multi-state trip.

ADJOURNMENT: There being no further business to come before the Commission, the meeting was adjourned at 9:38 pm.

ATTEST:

CAROLINE BEST
City Clerk

JOHN A. MILLER
Mayor-Commissioner

The City Commission of the City of Fernandina Beach, Florida, met in a Regular Meeting on Tuesday, February 2, 2016 at 6:00 pm in the City Commission Chambers. Present were Mayor John A. Miller presiding, Vice-Mayor Robin Lentz, Commissioners Len Kreger, Tim Poynter, and Roy G. Smith. Also present were City Manager Dale L. Martin, City Attorney Tammi Bach, and City Clerk Caroline Best.

Mayor Miller called the meeting to order and led the Pledge of Allegiance to the Flag. The invocation was then given by Reverend James Tippins, Senior Chaplain of Baptist Medical Center Nassau.

4.1 PROCLAMATION - AFRICAN-AMERICAN HISTORY MONTH & A CELEBRATION OF PECK HIGH AND ROSENWALD SCHOOLS: Mayor Miller read the Proclamation in full recognizing February as African-American History month and celebrating Peck High and Rosenwald Schools and presented a copy to Mr. Neil Frink and members of the Peck Alumni Association group. Mr. Frink commented growing up here he never heard of Rosenwald, but Ms. Burke gave him a lot of papers and things Mr. Rosenwald did throughout his life. He stated this isn't black or white history this is American History, and expressed his thanks for the Proclamation.

4.2 PRESENTATION – NASSAU COUNTY ECONOMIC DEVELOPMENT BOARD: City Manager Martin explained this proposal was brought forward by the Nassau County Economic Development Board (NCEDB) regarding a tentative joint venture between Rayonier Advanced Materials and Borregaard. Ms. Laura DiBella, NCEDB, explained this is a unique opportunity involving a European manufacturer with a strong reputation for innovation and sustainability. She stated this project is something that community leaders from around the United States have traversed the globe to try to recruit, and by the City's own luck they have shown up on our doorstep. She explained Borregaard of Norway has partnered with Rayonier Advanced Materials to form a business entity called Ligno Tech Florida. She pointed out this business is estimated to bring a minimum of \$110 million in capital investment along with 50 high paying jobs. She stated it is a clean project, a green project, a project that we are competing for on a global scale, and it would serve the greater good of the community. She introduced Mr. Anders Sjöde (Borregaard; via computer), Mr. Jerry Gargulak (Borregaard), Mr. Mark Homans (Rayonier Advanced Materials), Mr. C. A. MacDonald (Rayonier Advanced Materials), and Mr. Russell Schweiss (Rayonier Advanced Materials).

Mr. Mark Homans, Project Manager on behalf of Rayonier Advanced Materials, explained that Ligno Tech Florida is offering a public open house on Friday, February 12th from 3:00 pm to 6:30 pm. He stated it would be a forum for citizens that have questions and there would be booths setup with the appropriate subject matter experts from Ligno Tech Florida, Borregaard, and Rayonier Advanced Materials. He pointed out that Rayonier would also be offering a tour to a limited number of people that night as well.

Mr. Anders Sjöde explained this was a potential joint venture between Borregaard and Rayonier Advanced Materials. He stated Borregaard would own 55% of this venture and Rayonier would hold 45%. He commented the venture would produce a chemical called "lignosulfonate", which is a product based on residue of wood. He provided a brief history and information about Borregaard, which included the fact the company was 127 years old and based out of Norway. He commented being green is really important in Europe, and when they market their products they always claim they are sustainable, friendly to the environment, and they substitute petrochemicals. He stated lignin is Borregaard's core business, which was previously a byproduct of cellulose mills. He explained the growing markets are in Asia and America, which was why this project was so interesting for

Borregaard as an expansion of their existing business. He pointed out from lignin you can make quite a few things such as: a binding agent and a dispersing agent; construction additive; crop protection; animal feed pellets; additive in ceramics; automotive battery crystal growth modifier; soil conditioner; and dispersant in gypsum board production. He stated they have almost 3,000 customers with more than 600 applications, and they are the only global supplier of lignin. He explained they are looking at several locations where they could potentially build new plants, and they have not decided whether they would execute in Fernandina Beach yet. He stated hopefully by the second quarter of this year they would have a decision, which would immediately be followed by an 18 month construction period. He pointed out Phase 1 would be in commercial operation by the first quarter of 2018, and the second phase goes out to 2022 with full commercial operation. He provided further details about this environmentally friendly project that would help improve the air quality. He explained it was important that they feel there is an interest from the community to have them here, and if there is massive resistance it would be hard for them to go against that and invest in a plant. He stated they were asking for local support of this project, and pointed out the liquid they prefer to ship by rail and the powder usually goes by truck. He presented a slide showing the proposed plant location.

Mr. Homans explained this was not an expansion of Rayonier Advanced Materials, but a startup project that will be based on its own merits. He stated they would maintain their current capabilities, because if they are not sending the lignin they would burn the lignin. He pointed out they would replace the lignin with another fuel to maintain the energy balance, and that would be with natural gas. He commented with that comes a lot of improvements in local emissions, because natural gas is a cleaner burning fuel. He explained the City has the potential for additional revenue from the gas utility. He pointed out the land is currently used as storage of equipment and material so it would be an improvement to the tax base. He explained this plant would be close to the raw materials, however it was at the end of the facility. He showed on the map the road they plan on developing for the lignin plant. He commented they don't currently have rail to that end of the site so the rail would be extended into that site for the export of the product. He pointed out they started the Florida Department of Environmental Protection (FDEP) permitting process, and expect to have the construction permit in place prior to board approval. He stated they expect to follow a similar process with water and the City building permits. He explained this project was consistent with Rayonier Advanced Materials' philosophy of asset optimization. He commented if this project is approved there will be four different entities on the property.

Ms. Laura DiBella stated with the capital investment involved they were trying to help as much as possible to offset some of that as well as help in the recruiting efforts to bring them here. She explained they were looking at the following incentive options and briefly described these incentives as contained in the presentation: qualified target industry tax refund (QTI); local economic development grant (EDG); and economic development transportation fund (EDTF). Mr. Homans presented a graphic to represent the property tax benefit associated with this project versus the first two incentives. He clarified that the blue line represents the cumulative effect if you were to stack all the bars on top of each other, and that after the first year it would be positive. He emphasized that this project doesn't happen without Borregaard, and it offers an opportunity to monetize a byproduct of the facility which in effect will lower the plant's cost structure. He stated the project is also a tremendous opportunity for the City and would create 50-70 jobs that pay at least 1 ½ times the median income of the County. He commented by providing high paying career opportunities these jobs will contribute to the long term sustainability of the community. He provided further comments in support of this project.

Commissioner Kreger referred to the \$20,000 incentive split with the County and inquired if that was \$11,000 a year. Ms. DiBella replied correct \$11,250 per year over four years (2019 through 2022). Mayor Miller inquired how the Wisconsin plant was similar to this community. Mr. Jerry Gargulak, Business Development Manager for Ligno Tech USA, explained the community size is about 100,000 people and it was a relationship where Borregaard solely owns that operation and there is a relationship with the pulp mill next door. Mayor Miller inquired how close they were to the city in Wisconsin. Mr. Gargulak replied they are on the edge of the community. There was a brief discussion about the relationship in that community that has been there since around 1929.

Mayor Miller inquired about the demand for the lignin or would it have to be stored until demand increased. Mr. Gargulak stated the business is always growing, and there are times where there is some inventory. Mr. Sjöde pointed out they are supplying it to the construction industry for the growing population demand of the world, they are supplying it to the feed industry for the growing demand of food in the world, and they are also supplying the agrochemical business for farmers. He stated they feel comfortable that the growth and demand for the product will continue for the coming years and will increase more. Mayor Miller questioned if there was lignin that wasn't needed for use was there a possibility of switching back to burn it again. Mr. Gargulak explained at the Wisconsin mill they sell all of the mills output.

Mr. Chip Ross, 210 North 3rd Street, commented he sent a number of questions to the City Commission and the NCEDB. He pointed out in the application they stated that they would be building the plant on a marshland. He expressed his concern that this will not comply with the City's Comprehensive Plan, because part of that states the City will not have a chemical processing plant in the City, that we will not build in wetlands, and that we will not store hazardous materials in the wetlands. He requested an open and transparent process as the City vets this project.

Mr. Frank Santry, 1005 South 19th Street, requested care be taken in the evaluation of tax incentives. He suggested the City and County evaluate this on a taxpayer basis. He expressed his opinion the appropriate basis should be the amortization of the foregone taxes for the period of time that they are undertaken against the total tax revenue for the life of the business. He commented it was important to run amortization numbers taking into account the lost value of that money, because there is a reasonable possibility given the synergies of this business that the plant will come here with or without some of these incentives. He explained we have to know the cost to the citizenry versus the benefit to the citizenry both with the plant coming without the tax incentives and not coming.

Mr. Philip Chapman, 2120 Florida Avenue, requested the NCEDB work with the Tourist Development Council (TDC) to see what impact this project may have on that. He commented when you talk about multiple years of construction and another plant the TDC needs to study what could be the possible income for that. He questioned whether this would impact tourism with construction trucks rolling in and more trucks leaving with materials.

Mr. Sam Lane, 2408 Los Robles Drive, commented this sounds almost too good to be true. He pointed out citizens are depending on the City Commission to do the due diligence on behalf of the citizenry. He requested the City Commission to pay particular attention to things like the impact on wetlands, chemical releases, chemical storage, air quality, etc. He commented there may be unstated downsides to this wonderful story that we haven't thought through.

Mr. Lynn Williams, 1899 South Fletcher Avenue, commented when we look at the presentation and what it means that was looking out 3-4 years. He suggested we look long range 20-25 years, because

the mills today take about 30-32 million gallons a day out of our aquifer. He suggested asking Borregaard and Rayonier Advanced Materials to partner with the City in getting some promises of what they will do when the water starts to turn a little bit salty. He referred to trucks on the road and pointed out people are looking at the possibility of barging chips in. He commented if the City could get a promise of help with a desalinization plant 20 years down the road that would be great.

Mr. Medardo Monzón, 2960 South Fletcher, welcomed Borregaard to the community. He explained he had many years of experience with the chemical plants in Finland and Sweden. He stated he was impressed by the care that Nordic countries take with their chemical facilities, and how they are integrated into the community as well as their environmental stewardship. He commented the open house would be helpful to the community. He explained that he was opposed to tax incentives, because taxes are put to good use and this community has a lot of needs. He provided further comments against the idea of giving a tax incentive. He stated this appears to be a beautiful merger in terms of technology between Rayonier and Ligno Tech. He expressed his concern if the facility in 2022 would be bringing in the liquor from Jessup to be processed here, because that would be a nightmare in transportation.

Mr. Michael Harrison, 820 Someruelus Street, commented he looks forward to being able to see the joint venture in operation. He expressed his hope that this plan goes ahead. He welcomed Borregaard. He questioned what happens when the demand for lignin from Rayonier exceeds the demand for cellulose. He inquired whether Rayonier would run this as a lignin plant and as a result they would have excess cellulose, and how would that be disposed of.

Ms. Julie Ferreira, 501 Date Street, appreciated the idea of reduced pollution in the area. She had questions about water use, and stated over the years we've heard that our water supply is shrinking to some extent. She expressed her concern about the sound of manufacturing and how it would affect people. She inquired about what Phase 2 was comprised of.

Commissioner Kreger stated when he looked at this he thought it was a good idea. He liked that lignin replaces petro chemicals. He referred to the concern about water and commented he didn't think we have a water problem here. He explained he was told if the mills were to shut down we would have flooding, but those are things that need to be addressed. He pointed out any Comprehensive Plan questions need to be addressed. Commissioner Smith inquired about the water usage to make this material. Mr. Sjöde replied they use a limited amount of water to process the chemical, and it was not noticeable compared to what Rayonier uses today.

Mayor Miller inquired if there was a plan to bring lignin in from another plant. Mr. Sjöde replied they would not import from the Jessup mill or any other mill, because it was the wrong type of lignin and it was not economically feasible to transport the product. Mayor Miller questioned if there would be any construction on wetlands. Mr. Homans replied no. Mayor Miller inquired if the processing of lignin requires any additional chemistry or hazardous materials. Mr. Sjöde explained lignin is not a hazardous material. He stated there are chemicals used in the process, but they are non-hazardous. Mayor Miller questioned if this process creates any additional noise in the community. Mr. Sjöde stated it would be impossible to hear from anywhere outside.

Vice-Mayor Lentz requested clarification on the proposed construction, because the application said marshland. Mr. Homans replied the context of the marshland was related to the infrastructure challenges. He stated the challenges on this site are the soil conditions, which are silt and sand. He explained per engineering standards and code that requires pilings, heavy foundations, structural

frames, and everything being anchored down. Vice-Mayor Lentz referred to the tax incentives and stated the City would be getting the tax benefits of it eventually but it would take a little longer. Ms. DiBella replied correct. Vice-Mayor Lentz explained they are being offered this because they meet the criteria of offering high paying jobs in a rural area. Ms. DiBella clarified that the taxes have to be paid by Ligno Tech Florida and then the refunds will be delivered. She pointed out there are performance metrics in order for them to receive that refund.

Commissioner Poynter commented we hear about the tourist business but we also hear about what makes this island so special is that we have industry here. He thinks this is a terrific thing for the island, which adds onto and creates a better value with this environmentally friendly project. He stated it was important to get answers to the questions that were raised, and he wanted to leave the impression that he is excited about the project. Vice-Mayor Lentz concurred and stated this will add to a diverse economy and that is what sustains us. She commented this was another way to revitalize a very long standing manufacturing facility.

Commissioner Kreger inquired if the City FPU franchise fee would apply to Rayonier using natural gas. Commissioner Poynter replied yes. Mayor Miller reminded the community of the open house, and commented moving forward with this sends a good signal that Fernandina Beach is not anti-industry just anti-dirty industry. City Attorney Bach explained for the City and County to do this the State has requirements for the qualified target industry, and it provides that 80% of the incentives come from the State and 20% come from local. She stated we are talking about splitting the 20% between the City and County. She commented her understanding was that the County Commissioners were waiting for this presentation, and to see what the City's level of support would be. She explained the statute requires a Resolution not an Ordinance so it only requires one formal action and one meeting by the City Commission. She clarified that it would be a Resolution endorsing the project, and designating the NCEDB to answer questions that come from the State to Ligno Tech Florida in terms of whether they have met the benchmarks. Vice-Mayor Lentz commented she sensed a majority of support from the City Commission, and questioned if it was too late to draft a Resolution for the February 16th agenda. City Attorney Bach replied no. She briefly explained that if they are not meeting the performance metrics then the tax incentive would not be refunded. Ms. DiBella pointed out this was from the Department of Economic Opportunity and it goes beyond us here where the compliance has to be met. She stated there are a lot of checks and balances. Commissioner Smith inquired when we would have the answers to the questions that were raised by Mr. Ross and Mr. Santry. Mr. Homans replied the open house is a good forum for that. There was some discussion about this and it was suggested that there be answers to the questions in a written form prior to the open house.

City Attorney Bach pointed out the City was responsible to answer Mr. Ross' question with regard to consistency with the Comprehensive Plan, and explained she intended to put that in the Resolution. She commented another question was a cost benefit analysis of the tax refunds. She stated the other questions would be for the industry to answer. The open house would be at Rayonier on February 12th from 3:00 pm to 6:30 pm.

5. PUBLIC COMMENT REGARDING ITEMS NOT ON THE AGENDA OR ITEMS ON THE CONSENT AGENDA: There were no requests to speak at this time.

6. CONSENT AGENDA: The following two 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 of the Regular Meeting of December 1, 2015; the Special Meeting of December 29, 2015; the Special Meeting of December 31, 2015; and the Regular Meeting of January 5, 2016 were presented for approval. Staff recommended approval as presented. **A motion was made by Vice-Mayor Lentz, seconded by Commissioner Kreger, to approve the recommendation. Vote upon passage of the motion was taken by ayes and nays and being all ayes, carried.**

6.2 RESOLUTION 2016-11 APPROVING A FACILITIES USE AGREEMENT WITH SCCA BUCCANEER REGION - JAXSOLO TO USE AIRPORT PROPERTY FOR SCCA AUTOCROSS SOLO DRIVING EVENTS ON VARIOUS DATES IN 2016: According to the agenda support documents, this Resolution approves a Facilities Use Agreement for SCCA Autocross Solo Driving Events in 2016. Staff recommended approval of Resolution 2016-11. **A motion was made by Vice-Mayor Lentz, seconded by Commissioner Kreger, to approve the recommendation. Vote upon passage of the motion was taken by ayes and nays and being all ayes, carried.**

7.1 RESOLUTION 2016-12 APPROVING THE PURCHASE OF A HIGH EFFICIENCY BY-PASS PUMP FROM THOMPSON PUMP & MANUFACTURING COMPANY, INC: According to the agenda support documents, this Resolution authorizes the purchase of one bypass pump from Thompson Pump & Manufacturing Company, Inc. City Manager Martin explained this was a request for a replacement pump and it was before the City Commission due to the cost of approximately \$36,000. Utilities Director John Mandrick stated the pump is used for large water main breaks. He explained a few weeks ago there were some issues on Beech Street and the existing pump has issues when it starts to pull up some limerock. He pointed out the replacement pump can take a three inch solid and move a large volume. He stated this pump was in the capital improvement plan and funds were available. It was noted this was a diesel powered high volume pump. Commissioner Smith inquired if this was the only price. Utilities Director Mandrick replied it was part of the State contract and it was very competitively priced. He stated Thompson Pump is a niche pump company when it comes to dewatering, which involves a lot of vacuum. He pointed out that is what the City needs in this particular application (ability to move a lot of air so that it can then suck the water). **A motion was made by Vice-Mayor Lentz, seconded by Commissioner Poynter, to approve Resolution 2016-12. Vote upon passage of the motion was taken by ayes and nays and being all ayes, carried.**

7.2 RESOLUTION 2016-13 AUTHORIZING A GROUND LEASE AGREEMENT BETWEEN THE CITY OF FERNANDINA BEACH AND DAVID A. AND NANCY L. PEDERSEN AT THE FERNANDINA BEACH MUNICIPAL AIRPORT: According to the agenda support documents, this Resolution authorizes the proposed Ground Lease Agreement with Dave A. and Nancy L. Pedersen. City Attorney Bach clarified this was a 20 year ground lease agreement for now vacant land where the old Humane Society buildings were. She stated this was for them to build a hangar to keep non-aeronautical things. Vice-Mayor Lentz questioned since this was a non-aviation use was this in compliance. City Attorney Bach replied yes the City has a release from the Federal Aviation Administration (FAA) for the non-aeronautical use of that land. Commissioner Poynter noted the Airport Advisory Commission (AAC) approved this. **A motion was made by Commissioner Poynter, seconded by Vice-Mayor Lentz, to approve Resolution 2016-13. Vote upon passage of the motion was taken by ayes and nays and being all ayes, carried.**

8.1 BOARD APPOINTMENT FOR THE BOARD OF TRUSTEES OF THE FIRE AND POLICE PENSION PLAN: According to the agenda support documents, there was one (1) appointment for the Board of Trustees of the Fire and Police Pension Plan. **A motion was made by Vice-Mayor Lentz, seconded by Commissioner Poynter, to reappoint Mr. Don McFadyen. Vote upon passage of the motion was taken by ayes and nays and being all ayes, carried.**

CITY MANAGER REPORTS:

CONGRATULATIONS: City Manager Martin congratulated the Police Chief and the Police Officers for the award ceremony. He extended his congratulations to Officer Shane Gothard who received Officer of the Year.

MEETINGS: City Manager Martin reported he has several meetings scheduled and there is one with regard to public transportation. He stated he would be having a tour of the Parks and Recreation facilities on Wednesday. He explained as the recent appointment by the City Commission to the Port Authority Charter Review he attended the organizational meeting and they would be meeting on the fourth Monday of each month. He commented he was reviewing the Charter and applicable State Statutes at this time. He reminded the City Commission of the Special Meeting related to the proposed settlement with Ms. Robin Marley on Wednesday afternoon.

LIBRARY: City Manager Martin pointed out on Thursday evening the library would have their grand opening gala.

PRESS RELEASE: City Manager Martin stated the City did a press release regarding 8th Street and there would be activities beginning this weekend.

REALTORS ASSOCIATION: City Manager Martin commented he was scheduled to speak before the Realtors Association next Tuesday.

WORKSHOP: City Manager Martin reminded the City Commission of the Workshop next Tuesday at 5:00 pm focusing on the organizational staff structure.

EVENTS: City Manager Martin pointed out the City's website has information on the events related to African-American History Month at the Peck Center.

GOLF COURSE: City Manager Martin reported he was scheduled to have his work day at the Golf Course on February 17th.

CITY ATTORNEY REPORTS: The City Attorney had no reports at this time.

CITY CLERK REPORTS: The City Clerk had no reports at this time.

MAYOR/COMMISSIONER COMMENTS:

RECYCLING: Commissioner Kreger requested the City take a closer look at the recycling center and look at some options. He commented he received lots of calls about it. He reported he was going to meet with Advance Disposal and they might have some valuable input too. He pointed

out the County Bailey Road recycling center would move to Burney Beach when the County maintenance yard is moved.

BARNABUS: Commissioner Kreger reported he had a tour of Barnabus today, and it's an impressive place that serves 7,000 people annually.

THANKS: Vice-Mayor Lentz reported she attended the awards for the Police Department and it was great. She extended her thanks to Police Chief Hurley for the invitation. She also extended her thanks to several firefighters who participated in the Wolfson's Children Challenge.

8th STREET: Vice-Mayor Lentz pointed out there would be an 8th Street walking tour at 11 am this Saturday (starts at Lime Street and 8th Street).

TOUR: Vice-Mayor Lentz reported that tomorrow the Youth Advisory Council would have a tour of maintenance facilities and water utilities.

LIBRARY: Vice-Mayor Lentz pointed out that tickets were still on sale for the library event Thursday night for their grand opening.

THANKS: Commissioner Smith thanked Chief Hurley for the invitation to the awards banquet. He stated it was nice meeting all the Police Officers and recognizing those that received awards. Commissioner Poynter agreed that it was a great event Friday night, and thanked the Police Chief.

MEETING: Commissioner Poynter announced that this Thursday he would not have his get together at Café Karibo, because he would be at the library event. He rescheduled his monthly get together to next week, February 11th.

CEREMONY: Mayor Miller reported he attended the American beach ceremony on Saturday, and it is an amazing community. He explained County Commissioner Kelley presented a Proclamation and the words were very moving.

THANKS: Mayor Miller expressed his thanks to the County Commission for their Resolution to ban fracking and any kind of injection of water that could damage our drinking water.

ADJOURNMENT: There being no further business to come before the Commission, the meeting was adjourned at 7:50 pm.

ATTEST:

CAROLINE BEST
City Clerk

JOHN A. MILLER
Mayor-Commissioner

The City Commission of the City of Fernandina Beach, Florida, met in a Special Meeting on Wednesday, February 3, 2016 at 3:30 pm in the Commission Chambers in City Hall. Present were Mayor John A. Miller presiding, Vice-Mayor Robin Lentz, Commissioners Len Kreger, Tim Poynter, and Roy G. Smith. Also present were City Manager Dale L. Martin, City Attorney Tammi Bach, and City Clerk Caroline Best.

Mayor Miller called the meeting to order and led the Pledge of Allegiance to the Flag.

4.1 RESOLUTION 2016-14 APPROVING THE SETTLEMENT AGREEMENT IN THE CASE OF ROBIN JOY MARLEY V. CITY OF FERNANDINA BEACH: City Attorney Bach replied this was a settlement agreement that was executed by the plaintiff, Robin Marley. She explained the City Commission would be approving the settlement by Resolution. She reported she met with the City Manager yesterday to review the terms of the employment contract that he was part of negotiating. She explained the City Manager had no reservations with signing that agreement. She inquired if the City Manager still felt the same way about the employment agreement. City Manager Martin replied he had no reservations and he looked forward to working with Ms. Marley and moving the City forward. City Attorney Bach explained staff recommended approval. **A motion was made by Vice-Mayor Lentz, seconded by Commissioner Poynter, to approve Resolution 2016-14.** Commissioner Kreger stated he would approve this, but nobody wins in this situation. He commented he was disappointed how this was leaked out by the attorneys, which caused a lot more problems. He explained key for him was that the performance (of Robin Marley) was not properly documented. He stated when you have an evaluation that is excellent with a pay raise then you deserve to be reinstated.

Mr. Ron Sapp, 415 Alachua Street, expressed his thanks to the Mayor and City Manager for addressing the street sweeper issue downtown. He had a procedural question of when you reach a settlement agreement that basically instructs the City Manager to rehire someone how does that square against with Section 10 of the Charter (City Commission cannot dictate the hiring or the firing of any employee under the City Manager's purview.) City Attorney Bach stated reinstatement was not a remedy that was new. She explained in termination or wrongful termination lawsuits reinstatement is the preferred remedy, and with reinstatement you have to have Commission approval. She further explained the City Manager was part of a "shade" meeting (Executive Session) that was held in December where for the first time there was talk about reinstatement, and the City Manager was able to voice his concerns. She stated this reinstatement was a remedy and the City Commission was not dictating nor discussed the terms of the employment agreement with Mr. Martin or her. Mr. Sapp explained he was concerned about the Charter and preserving Section 10. City Attorney Bach explained she did consider that, and she conferred with colleagues. She pointed out reinstatement was not uncommon across the State of Florida. She stated that reinstatement happens by the City Commission authorizing the settlement agreement. Mr. Sapp inquired about the rules and regulations regarding advertising jobs, because this job would not be advertised. City Attorney Bach explained it was not advertised because this was reinstating Ms. Marley to her position. Mr. Sapp questioned if the attorney's opinion was when you have reinstatement - a negotiated settlement that basically trumps the Charter, codes, and everything else. City Attorney Bach replied yes.

Commissioner Poynter stated this whole thing wasn't handled properly from the beginning. He commented we have a terrific City Manager moving forward, and a lot of the problems that brought this to the forefront were from the Fire Department. He pointed out we have a terrific Fire Chief now, and things seem to be moving along very well. He stated this is something we need to put behind us, and Ms. Marley should not be made out to be the bad person on this. He commented he has heard various unfounded and untrue things around town, and expressed his hope with this settlement we move forward and learn from our mistakes. Mayor Miller reported he received emails and calls from concerned citizens. He expressed his appreciation for the concerns and the input. He commented moving forward hopefully we never find ourselves in this situation again. City Attorney Bach pointed out there would be budget

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amendments coming forward to the City Commission to cover the costs (Ms. Marley's salary, back pay, benefits). **Vote upon passage of the motion was taken by ayes and nays and being all ayes, carried.**

ADJOURNMENT: There being no further business to come before the Commission, the Special Meeting was adjourned at 3:44 pm.

ATTEST:

CAROLINE BEST
City Clerk

JOHN A. MILLER
Mayor-Commissioner

The City Commission of the City of Fernandina Beach, Florida, met in a Workshop on Tuesday, February 9, 2016 at 5:00 pm in the Commission Chambers in City Hall. Present were Mayor John A. Miller presiding, Vice-Mayor Robin Lentz, Commissioners Len Kreger, Tim Poynter, and Roy G. Smith. Also present were City Manager Dale L. Martin, City Attorney Tammi Bach, and City Clerk Caroline Best.

Mayor Miller called the meeting to order and led the Pledge of Allegiance to the Flag.

4. PRESENTATION – STAFF ORGANIZATION: City Manager Martin expressed his thanks to City staff for the information they provided as well as their participation this evening. He pointed out the goal of this Workshop was to get some general direction and guidance of where the City Commission wants to go as staff moves into budget preparation. He explained the City's current staff includes 165 full-time employees led by 17 senior department level directors and 148 frontline staff. He pointed out the 165 is a reduction of 45 employees from 2010. He stated the City has 52 part-time employees and 75 seasonal employees. He commented it is a diverse group, which is reflected by the 116 job descriptions. He explained the City has a very talented and experienced group of senior departmental directors. He pointed out the average tenure for all employees is approximately 12 ½ years and there are four retirements slated in 2016 and 2017. He stated the personnel budget was a little over \$16 million dollars, which represents 37% of the City's budget (\$10.5 million salaries/wages, additional non-pension/retirement costs \$2.9 million, and pension costs \$2.8 million). He commented typically local government unlike State and Federal government are more personnel expenses than program expenses, which is reflective of the 37% of the City's budget. He pointed out the departments were presented in the order as they are in the budget documents, and the summaries include their key responsibilities.

City Clerk – City Clerk Best explained she felt the Clerk's office was staffed sufficiently at this point. She reminded the City Commission they increased the part-time position to full-time, which has had a dramatic impact on the level of productivity. She pointed out the staffing level is a decrease from the 2014 level, but at this time the staffing levels do not need to be increased.

City Attorney – City Attorney Bach reported she was not recommending any changes, because the staffing levels are appropriate. She stated the staffing has been the same since the full-time City Attorney was put into place in 2002. She commented over the last five years she has had legal interns from Florida Coastal Law School come in and that has been very helpful. She explained in the future she was looking at changing the job title from Legal Assistant to Paralegal and writing a new job description for that.

City Manager – City Manager Martin referred to the organizational chart in the PowerPoint presentation and commented the City has extremely professional staff. He stated on an individual basis he has had discussions about other opportunities to explore, and that would be addressed later in the presentation. He explained the staff has been invaluable in his transition into his role as City Manager.

Deputy City Manager – Deputy City Manager Marshall McCrary stated he was not proposing any staffing changes, and commented that administrative support would be great one of these days. He explained he enjoys staying involved with the Community Development Department (CDD) and working closely with CDD staff. He pointed out that he also works with the Parks and Recreation Department on project coordination. He explained that he handles City procurement as well as site plan review for the Technical Review Committee. Mayor Miller inquired how the administrative duties are currently handled. Deputy City Manager McCrary stated there are partnerships for key things that need to be done, but otherwise he handles it himself. He pointed out Ms. Bednar is helpful too.

Finance – Controller Patti Clifford presented the department’s existing organizational chart and requested that the part-time person in Utility Billing be increased to full-time. She stated the department is handling more customers. She clarified in 2003/2004 the City had just under 7,800 customers and billing was handled with four full-time people. She stated the part-time person was added when the customers went to 8,500. She explained she was asking for the increase to full-time due to an increase in 628 customers as well as the department adding storm water. She commented this position would increase costs about \$36,500 per year. She pointed out this position would be paid for from charges to the enterprise funds that use utility billing services. She stated the enterprise funds are helping to pay for the ERP solution. Commissioner Kreger referred to the increase in staffing and questioned if this was talking about next year’s budget or now. City Manager Martin explained this was mainly for moving into next year’s budget and this was to get direction from the City Commission to prioritize as part of the discussion on level of service. He commented staff will incorporate the City Commission’s goals and analyze how to achieve those goals as well as determine if additional staffing or resources are needed. Commissioner Poynter noted the City was investing in software and questioned if that would alleviate redundancies of what staff has to do. Controller Clifford replied the City may see that in the future, but not in next year’s budget because it would take that long to cycle through. Commissioner Kreger commented he would like to know about productivity and standards compared with other municipalities.

Human Resources – Human Resources Director Ashley Metz explained the director and the generalist are full-time positions. She expressed her opinion that it would be beneficial for the part-time staff assistant to become a full-time position. She stated there is a need in benefits administration. Commissioner Poynter inquired if the costs would be similar to Finance for the position to go to full-time. Human Resources Director Metz replied yes. City Manager Martin pointed out Ms. Metz was offered to be the full-time Human Resources Director for Nassau County, and details of the transition were still being finalized. He acknowledged the work and support that Ms. Metz has provided during his tenure. The City Commission offered their thanks and congratulations to Ms. Metz.

Maintenance (Facilities and Fleet) Department – Maintenance Director Jeremiah Glisson pointed out Mr. Rex Lester helps shoulder aspects of Sanitation due to the bulk of the operation being privatized. He requested a part-time position in the Fleet Department. He stated the staffing has remained vastly unchanged for the last 30 years even though the fleet has doubled in size. He explained the part-time position would help with shuttling and moving things around. He pointed out the department does outsource quite a bit of the work due to the variety of equipment that needs to be worked on. He stated provided the level of service stays the same the Facilities Department was staffed ok. He explained a part-time position was added over the last two or three years, because the City privatized the janitorial services and then it was taken back to be done in-house. Commissioner Kreger inquired if Mr. Glisson had enough people to service the City infrastructure facilities, building HVAC, plumbing, and stay ahead of it with a preventative maintenance program. Maintenance Director Glisson replied from the facility side no, because there is always room for improvement. He stated fleet has an aggressive preventative maintenance approach. He commented on the building side it has largely been reactive rather than preventative, but now about 30% of their work was proactive. Commissioner Poynter pointed out he wasn’t seeing maintenance done to the level he would like to see. He explained he hoped staff would make the case to the City Commission of why these types of things are needed and show cost savings over time. He stated he’d like to see the dollars and rationale to go along with the request. Maintenance Director Glisson explained he didn’t add a facilities position, because he didn’t have the foundation to support that yet. There was a brief discussion about this.

Commissioner Kreger referred to the utilization of staff and the ability to do things in-house. He commented he understands doing work in-house if that was matching for a grant, but many times work is

deferred or maintenance is deferred because the City can do the work in-house. He suggested looking at this as a whole organization in relation to productivity and the cost. There was a brief discussion about this and that personnel have also been utilized to setup for special events.

Commissioner Poynter expressed his support of outsourcing things that make sense to outsource and use skilled City staff to maintain other things. He related an example of putting out a bid for cutting the grass at Central Park, and then utilizing City personnel to do other things that the City needs done.

Police – Police Chief James Hurley presented a basic organizational chart and explained the names shown in pink are reserve officers that are either not paid or paid a minimal amount when they work. He commented the department over the past decade has managed risk and the budget. He stated they anticipated for many years that dispatch would move to the County, which was finally done and that resulted in five positions out of the department. He pointed out the department has lost 12 full-time positions in the last six years. He clarified the department has been reduced from 35 sworn officers in 2006 down to 30 sworn officers. He stated a School Resource Officer was added to the middle school, which was taken from the detective division and the school pays for 75% of that officer's position. He commented cuts have been made as people retired to get to this point. He pointed out when officers are out for an extended period of time that has caused a lot of difficulty. He explained the department has minimum staffing, which on the street is a sergeant and three officers. He requested to get back to having two officers to work downtown (3 pm to 3 am). He clarified the request would be to reduce the lieutenant position if Lieutenant Bradley does not come back to a sergeant position. He also requested a full-time Police Service Aide (PSA), which could act as an event coordinator working with Parks and Recreation on special event logistics as well as be available for parking enforcement, traffic, etc. He stated the department has a 2 ½ minute response time for all serious crime, and last year the department handled over 23,000 calls for service and wrote more than 1,000 citations. He pointed out over the last year the department was involved in two escalating situations that resulted in Police shootings and there was a hit and run fatality that had to be investigated. He commented these things take resources, and they have to have trained officers. It was noted the Police Department was asking for two positions for next year (1 full-time Police Officer and 1 full-time PSA), and that this year the department would get 1 full-time Police Officer in April.

Mayor Miller questioned the duties of a Communications Supervisor when there isn't a dispatch. Police Chief Hurley clarified he is involved in all of the research with the computer aided dispatch. He stated that information has to be pulled on calls for service and that person is the liaison with the County. He explained this person makes sure complaints City officers generate from dispatch issues are addressed; that information in the computer is populated correctly; they deal with the State on compliance Issues; entering evidence; etc. Commissioner Kreger noted there are new homes being developed and commented you can't add that many people without somehow affecting the levels of service. Police Chief Hurley stated the proper way for them to project the department's needs is to do it incrementally, and do it at the best cost possible. He pointed out the Police Department budget has been flat for ten years, and prior to that it was out of control. Mayor Miller inquired if the Police Chief considered having a beach officer during the summer season. Police Chief Hurley explained in the summer they use the School Resource Officer and the ATV, but he would keep the idea in mind. Vice-Mayor Lentz inquired if overtime was an issue in the Police Department. Chief Hurley replied the department gets demands for service that they haven't calculated, but the department tries to keep overtime down.

Fire Department – Fire Chief Ty Silcox pointed out the Fire Department is governed by a lot of regulations when it comes to minimum staffing. He stated the City took great steps several years ago and adopted an Ordinance on minimum manning for the Fire Department. He explained when the recession

hit every government agency throughout the United States had to start cutting, and the same thing happened here. He noted in 2010 the City received a grant for staffing firefighters, and brought the staffing up to 30 firefighters (10 per shift). He pointed out they work a 24 hour shift and are off for 48 hours (A, B, and C shift). He stated the City used to have a full-time Ocean Rescue Lieutenant, but that position was cut. He requested to bring the staffing up to 10 per shift to meet the regulations, and regain the 2010 staffing level. He pointed out this would allow the department to accommodate schooling, vacation, sick leave, or injuries without having to pay a lot of overtime to bring people in. He provided further comments in support of bringing on two additional firefighters this year.

Commissioner Poynter noted that overtime was out of control last year. He requested an analysis if the City adds two people on what level of overtime that would reduce. Chief Silcox stated that can be done, and reported that staff has already started to try to figure that out. Commissioner Kreger noted the hazmat team issue has been floating around, and originally there was not any support for it. He questioned how that fits into staffing. Chief Silcox replied the Fire Department has become an all hazards type of business. He commented it used to be a Fire Department then they got into Emergency Medical Services (EMS), which has become our primary mission. He stated you add terrorism, hazmat, special operations, and the department runs Ocean Rescue with seasonal part-time people. He pointed out any additional mission that is added to the fire service strains the number of personnel that we have. He explained at this time he was not ready to embark on pursuing a hazmat team, but it may be something we can do in the future. He noted the City had a hazmat team at one time, and it requires a lot of training (160 hours for a person to be trained as a hazmat technician) as well as ongoing training annually to keep that certification. It was noted there is a lot of equipment associated with hazmat, and that equipment has to be maintained/calibrated to operate properly when needed.

Commissioner Smith questioned what the two Deputy Chief do. Chief Silcox explained one of the Deputy Chiefs is the Fire Marshal who oversees the plans review and inspections. He stated that Deputy Chief is also tasked with additional personnel matters as well as helping with the budget. He explained the other Deputy Chief is in charge of logistics, oversees the operations of Ocean Rescue, and is the EMS Chief to ensure the department is in compliance and up to date. Commissioner Smith inquired before the problems how many assistant chiefs did the department have. Chief Silcox stated he didn't know the whole history, but he believed the City had the same and the titles were changed to Deputy Chief from Division Chief. There was a brief discussion about this and it was noted the Deputy Chiefs have all of their classes and were tasked to take their certification test to get Fire Officer 1 this year.

Mayor Miller inquired if 50 seasonal employees were enough for Ocean Rescue. Chief Silcox stated that was increased a little bit, because last year was about 40. He commented he has been going to the trainings and the tryouts for lifeguard and he has been told it was a better turnout this year than any prior year. Mayor Miller questioned if there was aging equipment for communications between lifeguard towers. Chief Silcox explained there wasn't much he could do with that this year due to the budget and noted some of that equipment is aging. He pointed out equipment should be on a replacement schedule, and his goal was to have all the Fire Department's equipment on a rotation so the City Commission knows what is needed to keep the equipment where it needs to be. There was some discussion about Ocean Rescue and it was explained that in April a class would be held to certify the City's firefighters in Ocean Rescue (operational level and technician level). It was noted there are seven stands for lifeguards in the County and eight stands in the City that are covered. Commissioner Smith requested a breakdown of the cost to cover the County. Chief Silcox explained he has talked with the Controller about going into the budget they would do a better job at breaking out the line items to better track Ocean Rescue expenses. He stated he took the budgeted amount for Ocean Rescue and ran numbers of what it costs the City to cover the 12-14 miles of beach and the City was doing it much cheaper than cities to the south of

us per mile of beach. Mayor Miller commented there is a group of qualified lifeguards in the international lifeguard association that are willing to setup a volunteer organization to respond afterhours or during rip season. He inquired if anyone reached out about this. Chief Silcox stated he had not heard anything.

Community Development Department – CDD Director Adrienne Burke pointed out CDD is classified as a public safety department with enforcing safety codes with buildings, with Code Enforcement, and with Planning and Zoning. She explained the department has three priorities with staffing and one was talked about at the goal setting workshop, Code Enforcement. She commented historically the City has had two full-time Code Enforcement Officers, but currently the City has one for 12,000 residents and all the businesses. She stated when that officer is out the City doesn't have any Code Enforcement Officer. She pointed out Ms. Lester handles 50% Code Enforcement administration as well as the business tax receipts, resort rentals, and vehicles for hire. She pointed out Code Enforcement Officers are certified under the State and have special training. She requested to add an officer to better support the community, and to be more proactive. She explained another position she would like in the upcoming year or the following was a part-time planning and zoning technician to be able to do the basic zoning and permit processing. She commented in terms of succession planning it is important to consider a Deputy Building Official. She pointed out the State was making it increasingly difficult to become a Building Official, and the City needs to be prepared to think about that. There was some discussion about the requirements to be a Code Enforcement Officer, which was through the Florida Association of Code Enforcement (FACE).

Vice-Mayor Lentz referred to the idea of a Deputy Building Official and questioned if there was anyone in succession that meets those requirements. CDD Director Burke explained they've been looking at working with the Senior Plans Examiner and he has expressed an interest. There was a brief discussion about this noting that the Building Department was self-sufficient as required by State law. It was pointed out that building codes are set at the State level. A portion of the Building Department reserve would be used for the upcoming ERP software, and the department was looking to purchase electronic permitting software. It was noted the City currently has one Building Inspector, and the Building Official was also doing a lot of inspections. There was a brief discussion about the duties of the Building Official that include meeting with customers to get clarity on things before starting a project, looking at plans with the Plans Examiner, being in the field, and serving as the floodplain manager.

CDD Director Burke explained the City is part of the Community Rating System (CRS), which relates to floodplain management. She stated the book the City uses to get the rating certification renewed was being updated, and that takes a lot of work. Commissioner Poynter expressed his opinion the City needs another Building Inspector, because there are times where the Plans Examiner is going out which means he is not reading plans. There was some discussion about the staffing needs and whether any of the staffing could be outsourced as needed. It was noted there are private companies and the City has contracted with a retired inspector on occasion to inspect residential.

Commissioner Smith inquired if Code Enforcement keeps sheets of what they do each day. CDD Director Burke replied no and explained they keep track of Code Enforcement through the current software program (citizen services). Commissioner Smith explained he has heard concerns that the City was not getting out of Code Enforcement what we should be getting. He stated he didn't understand how reactive enforcement got started, but there are so many things that the City needs to be on top of. He commented we don't fine anyone and we have a broken system. CDD Director Burke stated she has a memo on proactive Code Enforcement that she wrote, and having more staff helps the City move towards being proactive. She explained it was reactive not because it's a choice, but it was reactive because that is

all we can do. There was some discussion about Code Enforcement and it was noted that citations and fines would be a system change for the City. It was noted the City currently follows the State statutes with a process for initial notification to give the person time to come into compliance, etc. For each potential violation there is associated office time to find out who owns the property, contacting the owner, proper documentation, etc.

CDD Director Burke explained she was willing to stand behind what the City Commission wants to do in term of shifting the culture, but staff would bear the brunt of all the complaints and the anger for that change. She stated that is where staff needs the political support for those changes. Commissioner Poynter referred to “snipe signs” that keep appearing and commented the signs keep coming back because no one is fining anyone. He expressed his support of changing the system. CDD Director Burke stated she would meet with the City Attorney to make sure it is consistent with the procedures in State law. City Attorney Bach explained the City can use a citation system for Code Enforcement. She commented Pirate Painting was on the last Code Enforcement and Appeals Board (CEAB) agenda, but Pirate Painting did not pick up their certified mail so the board could not rule until next month. CDD Director Burke noted that was per State law. City Attorney Bach commented cases like that take a lot of time, and the Code Officer is doing that administrative work. Commissioner Poynter requested to change to active enforcement.

Commissioner Kreger inquired if everything was fine with planners. CDD Director Burke replied they were looking to add a part-time tech to help with the permitting load. Vice-Mayor Lentz pointed out she receives a lot of compliments about the great customer service in the department.

The City Commission took a brief recess at this time.

Maintenance (Street and Parks) Department – Maintenance Director Rex Lester pointed out he has three part-time positions and two of those are open as well as a full-time Senior Maintenance Worker. He explained he would like to make the three positions full-time. He stated the department works off daily log sheets, which includes duties of equipment maintenance, working downtown, street sweeping, tree work, etc. He presented a sample sheet to the City Commission and briefly described the work that is categorized for what is done throughout the City. He pointed out employees have to be specially trained to do certain things such as tree removal. Commissioner Kreger explained the City has to look at what the City is doing and how it is being done. He commented when the City does special events that takes away from other City work, but the City still has to take care of the streets and the parks.

Maintenance Director Lester briefly explained that street resurfacing is very expensive and a lot of it has to be done throughout the City. Commissioner Kreger referred to the storm water project on 4th Street and expressed his opinion that some of these types of things the City would be better off contracting out. Maintenance Director Lester stated with smaller projects like that during this time of year the City can do those, but larger projects need to be contracted out due to the City not having enough resources. Vice-Mayor Lentz referred to the log sheets and questioned if there was an analysis if any part of these tasks could be put out to bid such as mowing the lawns in the parks. Maintenance Director Lester replied yes, but he didn't think it would be cheaper. There was some discussion about the idea of possibly outsourcing certain tasks and evaluating the costs associated with certain tasks. It was noted that skilled workers would be available to do other things if certain tasks were outsourced. There was a brief discussion about whether to privatize street sweeping, and it was noted this was discussed in the past and it has been cheaper for the City to do it.

Parks and Recreation Department – Parks and Recreation Director Nan Voit explained the department currently consists of eleven full-time employees and 46 part-time employees. She pointed out these employees are spread throughout seven divisions with a variety of duties. She stated the department has many strengths, but there are areas that need to be refined. She explained with the implementation of the new software a dedicated full-time staff assistant is essential. She further explained the front office is currently staffed by three part-time employees, which does not offer the stability needed to ensure the highest quality of administrative efficiency. She clarified this would change one of the three part-time employees to full-time while still retaining the other two part-time positions. She pointed out in 2012 the parks maintenance staff was transferred to streets in an effort to consolidate services, and in doing so the appearance of the parks have deteriorated below acceptable standards. She proposed transferring that staff back to Parks. She noted there are concerns with the increasing number of special events and the management of the permitting process and implementation. She proposed changing two existing positions (Parks and Recreation Manager to Events Marketing Manager and Administrative Coordinator to Events Coordinator), which would allow them to have an onsite presence at outside events as well as create and improve our brand marketing. She stated with a position change from Administrative Coordinator to Event Coordinator that would create the need to change a part-time office assistant to a cemetery position. She clarified the proposal was for a part-time cemetery coordinator to facilitate the operation. She referred to the organizational chart and proposed changing a Parks and Recreation Manager to an Assistant Director to oversee the administration, aquatics, Greenway, childcare, the three recreational centers, and the parks and facilities management.

Commissioner Poynter requested a copy of what was being proposed. He pointed out there are costs associated with taking a person and making them a director. He explained he would like these changes quantified as well as the costs associated with doing that. It was noted that the proposed positions did not exist in the current job and classification plan.

Vice-Mayor Lentz noted the City runs a VPK and childcare. Parks and Recreation Director Voit replied the City has pre-school, after school, summer programs, and a tutoring program. It was pointed out the City is licensed for infants and up, but does not offer VPK. Vice-Mayor Lentz questioned whether the program pays for itself. Parks and Recreation Director Voit replied yes and explained the youth program budget is under one umbrella and the pre-school does pay for itself. There was some discussion about whether the City should be in the business of childcare under Parks and Recreation. It was noted that it was typical of Parks and Recreation Departments to have these programs.

Parks and Recreation Director Voit provided a brief history of the program that started around 2002 when the City had requests from parents who couldn't get into the other pre-schools or couldn't afford to send them. She stated the program started and filled up right away. She commented the City was not in competition with other programs, and the fees are just about the same as theirs. There was a brief discussion about this.

Commissioner Kreger referred to transferring people back to Parks and Recreation from Streets and noted the idea was to dedicate them to the maintenance of the parks. He commented soon we will have everyone dedicated to certain tasks and we won't be able to do the rest of the City. Parks and Recreation Director Voit explained she was just trying to put it back the way it used to be when it was successful. There was a brief discussion about this noting that this type of recommendation has consequences of putting Streets in the position of lowering their level of service. It was noted in some communities they have a Parks and Street Department and a Recreation Department. Parks and Recreation Director Voit pointed out the department manages every park from what takes place in it and provides information to the appropriate departments.

Commissioner Smith commented it bothered him that 2 out of every 3 people in the programs are from the County (non-City residents). He stated he thought the taxpayers have a problem that the City is supplying a recreation department for the County, and charging the City residents for it. Parks and Recreation Director Voit stated the department doesn't have updated records on the ratios because now the department charges 25% more for non-City residents. Commissioner Smith commented looking at the number of programs the City offers is amazing for a town this size. There was a brief discussion about this, and it was noted that contractors come in to provide some programs. It was pointed out that the City doesn't lose money on a paying program, but the City also has a lot of free programs or reduced rate programs for City residents such as tutoring at MLK.

Commissioner Smith suggested the special events workshop move up in the system. City Manager Martin reminded the City Commission that the upcoming proposed workshops were storm water (March), waterfront project (April), and then special events. *The consensus of the City Commission was to move special events forward and to come back to the City Commission a potential meeting date.*

Golf Course – Golf Manager Steve Murphy, Billy Casper Golf, reported the Golf Course has no additional staffing needs. He commented they have two maintenance positions open that are hard to fill.

Utilities Department – Utilities Director John Mandrick referred to outsourcing work and explained in the Utilities Department they contracted out the sewer line cleaning (69,000 feet of sewer would be cleaned by a contractor). He pointed out in-house staff couldn't do it as efficiently and have concise records. He commented there are a number of jobs that the department contracts out, but there are some small projects he'll work with other departments and do the jobs in-house. After a brief discussion, Utilities Director Mandrick referred to the organizational chart and explained if the City wanted the level of service to stay the same there needs to be more resiliency in staffing. He clarified three positions in wastewater would be changed over to operator positions, which is a licensed State operator. He commented the pay is a little bit more, but the person is more technically competent to be able to run the plant. He stated several employees have recently passed their Class "B" wastewater test, which is a State exam. He pointed out the wastewater superintendent position has remained open, because he wanted to promote from within. He referred to storm water and noted there would be workshop and suggested the City Commission think about maintaining storm water year round and staff appropriately. He explained they do a lot of purchases in Utilities and his Warehouse Technician ends up wearing multiple hats. He requested this title be changed to a Purchase Agent, because that is 70-80% of his job. He briefly commented about the quality of water and noted some have brought up salinity in the water. He stated for 15 years the City tests the wells twice a year, and the chloride levels are dropping. He referred to wastewater and pointed out we don't have near the stoppages the City used to.

Commissioner Kreger questioned when the sewer cleaning is outsourced how does that affect the workforce. Utilities Director Mandrick explained two years ago he went through a layoff of four personnel when there was a slowdown in new construction and the department had put in new lift stations and automation. He stated when the City replaces old infrastructure it doesn't require the same number of people to be reactive, because they can be proactive with less people. After some discussion about this, it was noted that the department was installing their photovoltaic system when they have flex time. Commissioner Kreger suggested bidding out a project such as this. He commented that the City has to take care of the major storm water projects, and noted that would be discussed next month.

Vice-Mayor Lentz questioned if Utilities didn't need any more staffing, but needed to fill the empty positions and change the classification of several jobs to help entice people. Utilities Director Mandrick

replied yes. There was a brief discussion about the proposed change in classification of the Warehouse Technician to reflect the job that the individual was doing. It was noted that the Old Town project has been ongoing since November/December. There was some discussion about the idea of bidding projects out such as this.

Mayor Miller questioned if volunteers could help with the photovoltaic project. Utilities Director Mandrick replied certainly if there was an interest in learning about solar voltaic.

Marina – Marina Manager Joe Springer reported that everything was going well at the Marina. He explained he has seven full-time people and any given day two people are off. He stated there is one person opening the Marina and two people closing the Marina and he couldn't get any leaner than that. He commented this is the slow season and they've reduced hours to help with the pricing. He explained he utilizes City departments to help out with projects at the Marina. He pointed out as the Marina changes the needs will change, and if the Marina expands to the north he would need more people and if we increase the mooring field he'll need more people. He commented the City and Westrec will work out what's going to be the best way of doing it. He expressed his thanks to the City for letting Westrec do what they do. Mayor Miller commented the Marina has done a fantastic job.

Immediate Needs – City Manager Martin requested the City Commission to consider their desired level of services, proposed new services, and consider the goals from the visioning session. He pointed out some short-term opportunities for inclusion in next year's budget include the need for a full-time Airport Manager, an Engineer/Project Manager position, public safety needs, infrastructure maintenance, and contractual services. He commented some long-term challenges are that the City will be losing some of senior staff soon and how was the City prepared to maintain that same level of service and experience. He noted staff mentioned junior staff development, and this is often overlooked. He pointed out the City needs to groom people to stay here to achieve their career and personal goals. He referred to volunteer resources and stated the Police Department is supported by 70 volunteers through the Police Auxiliary. He commented a lot of volunteers are elderly and questioned how the City would replace those volunteers. He referred to the political environment and the talk of the City and County building synergies and opportunities. He presented a slide showing the mission statement of the City and pointed out the second paragraph talks to the goal of providing exceptional service beginning with recruiting and retaining quality employees. He requested the City Commission review the mission statement, and if these words don't mean what you want them to say then change them. He stated if the words do mean what you want them to say then lets live up to them. Commissioner Poynter stated he was comfortable with that mission statement.

5. DISCUSSION: Commissioner Kreger suggested the need to look at the present structure and how it works. He stated he thought the City has the staff, but sometimes the direction hasn't been great. He commented storm water is something that was no one's job and it needs a defined chain of command.

Commissioner Poynter commented this meeting was productive and staff has a sense that this City Commission was politically supportive. He stated this Commission wants to move the City in the best direction they can at the best value to the community. He commented you can't stick with the same staffing level when the City keeps getting bigger, more people moving in, and more tourists visiting. He explained staff has to make the case for their departments so that the Commission can make the case to the community, because the Commission sets the millage so that the dollars that the City is asking for are being spent wisely.

DRAFT

MINUTES
City Commission Workshop
February 9, 2016
Page 10 of 10

Vice-Mayor Lentz concurred with Commissioner Poynter. She referred to contractual services and explained every time the City hires an employee it was not just a salary, its healthcare, pension, and other benefits. She stated she wanted to make sure when we do this we do it with thought.

Mayor Miller expressed his thanks for the good information from this workshop. He concurred with Commissioner Poynter that he wasn't afraid to hire more people if we need them. He commented it was interesting to hear the departments get their points across about their day-to-day operations.

6. ADJOURNMENT: There being no further business to come before the Commission, the meeting was adjourned at 7:51 pm.

ATTEST:

CAROLINE BEST
City Clerk

JOHN A. MILLER
Mayor-Commissioner

CITY COMMISSION AGENDA ITEM
City of Fernandina Beach



SUBJECT: **Resolution 2016-24**
Authorization of Mosquito Control Flights by the City of Jacksonville

ITEM TYPE: Ordinance Resolution Other
 Proclamation Presentation

REQUESTED ACTION: **Approve Resolution 2016-24**

SYNOPSIS: The City of Jacksonville Mosquito Control Division is preparing an annual application to the Federal Aviation Administration (FAA) to renew its congested-area plan of operations that specifically describes low-level mosquito spray flights. The operations area of aerial mosquito spraying includes the jurisdiction of the Amelia Island Mosquito Control District (AIMCD) in Nassau County.

In order to complete its annual application to the FAA, the City of Jacksonville Mosquito Control Division is requesting written authorization from the City of Fernandina Beach in accordance with Federal Aviation Administration Regulations (FAR 137.51(b)(1): "prior written approval must be obtained from the appropriate official or governing body of the political subdivision over which the operations are conducted."

FISCAL IMPACT: None.

2015 STRATEGIC PRIORITIES: Waterfront Funding (Priority 1) Fire Department (Priority 1)
 8th Street (Priority 1) Department Goals (Priority 1)
 Trolley System (Priority 2) Beach Renourishment (Priority 2)
 4 Year Terms (Priority 2) 8th Street Entrance (Priority 2)
 Waterfront Park- Lot B (Priority 3)

CITY ATTORNEY COMMENTS: No additional comments.

CITY MANAGER RECOMMENDATION(S): I recommend that the City Commission adopt proposed Resolution 2016-24 *DLM*

DEPARTMENT DIRECTOR Submitted by: Dale L. Martin, City Manager Date: 2/15/16

CONTROLLER Approved as to Budget Compliance _____ Date: _____

CITY ATTORNEY Approved as to Form and Legality *TEB* Date: *2/19/16*

CITY MANAGER Approved Agenda Item for 03/01/16 *DLM* Date: 2/15/16

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

RESOLUTION 2016-24

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF FERNANDINA BEACH, FLORIDA, AUTHORIZING THE OPERATIONS OF CITY OF JACKSONVILLE AERIAL MOSQUITO SPRAYING WITHIN CITY LIMITS; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the City of Fernandina Beach received a letter from the City of Jacksonville, Florida, Neighborhoods Department, Mosquito Control Division, attached hereto as Exhibit "A". They have requested written approval from the City of Fernandina Beach to renew its congested-area low level mosquito spray flights; and

WHEREAS, this request is in accordance with the Federal Aviation Administration Regulations (FAR 137.51 (b)(1)); and

WHEREAS, aerial spraying will be conducted in accordance with the inter-local agreement between the City of Jacksonville and the Amelia Island Mosquito Control District; and

WHEREAS, the City Commission desires to authorize City of Jacksonville, Florida Neighborhoods Department, Mosquito Control Division to fly aircraft within official City limits and over mosquito breeding locations in the City of Fernandina Beach when engaged in mosquito control spraying operations May 1, 2016 through April 30, 2017.

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 of Jacksonville, Florida Neighborhoods Department, Mosquito Control Division to fly aircraft within official City boundaries and over mosquito breeding locations in the City of Fernandina Beach when engaged in mosquito control spraying operations May 1, 2016 through April 30, 2017.

SECTION 2. This Resolution shall take effect immediately upon adoption.

ADOPTED this 1st day of March, 2016.

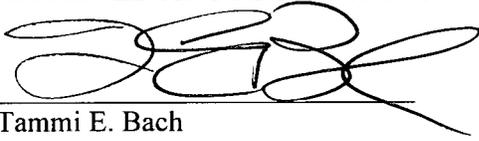
CITY OF FERNANDINA BEACH

John A. Miller
Commissioner-Mayor

ATTEST:

APPROVED AS TO FORM & LEGALITY:

Caroline Best
City Clerk



Tammi E. Bach
City Attorney



FEB 02 2016 4:26

CITY CLERK'S OFFICE

CITY OF FERNANDINA BEACH

February 1, 2016

The Honorable John Miller
Mayor of Fernandina Beach
204 Ash Street
Fernandina Beach, Florida 32034

Dear Mayor Miller:

The City of Jacksonville Mosquito Control Division is preparing an annual application to the Federal Aviation Administration to renew its congested-area plan of operations that specifically describes low-level mosquito spray flights. The operations area for aerial mosquito spraying includes the jurisdiction of the Amelia Island Mosquito Control District (AIMCD) in Nassau County.

We are requesting written authorization from the City of Fernandina Beach in order to complete our application for 2016. In accordance with the Federal Aviation Regulations (FAR 137.51(b)(1)), "prior written approval must be obtained from the appropriate official or governing body of the political subdivision over which the operations are conducted."

Aerial spraying will be conducted in accordance with an inter-local agreement between the City of Jacksonville and the Amelia Island Mosquito Control District.

A draft letter is enclosed. Please mail your original authorization to me and a copy of your authorization to the Amelia Island Mosquito Control District, attention Mr. Bruce Hyers, for his files.

Thank you for your prompt attention to this matter.

Sincerely,

A handwritten signature in black ink that reads "Richard W. Smith". The signature is written in a cursive style.

Richard W. Smith
Superintendent

/rl

Enclosure

CITY COMMISSION AGENDA ITEM
City of Fernandina Beach



SUBJECT: **Resolution 2016-25**
City Seal Usage Approval - Sportscar Vintage Racing Association (SVRA)

ITEM TYPE: Ordinance Resolution Other
 Proclamation Presentation

REQUESTED ACTION: **Approve Resolution 2016-25**

SYNOPSIS: Section 2-1 (b) (2) of Ordinance 2011-06 states that "It shall be unlawful for any person to manufacture, use, display, or otherwise employ in any manner or for any purpose whatsoever the seal of the City or any facsimile or reproduction thereof, except: such persons or entities that shall have first obtained the written permission of the City Commission."

Ms. Terry Ozment of the Sportscar Vintage Racing Association (SVRA) contacted City Manager Martin requesting the use of the City of Fernandina Beach seal for use on Amelia Island Vintage Gran Prix banners. This event is scheduled for March 17-20, 2016, at the Fernandina Beach Municipal Airport. See attached letter for tentative banner locations.

FISCAL IMPACT: None.

2015 STRATEGIC PRIORITIES: Waterfront Funding (Priority 1) Fire Department (Priority 1)
 8th Street (Priority 1) Department Goals (Priority 1)
 Trolley System (Priority 2) Beach Renourishment (Priority 2)
 4 Year Terms (Priority 2) 8th Street Entrance (Priority 2)
 Waterfront Park- Lot B (Priority 3)

CITY ATTORNEY COMMENTS: No additional comments.

CITY MANAGER RECOMMENDATION(S): I recommend that the City Commission adopt proposed Resolution 2016-25, allowing for the use of the City seal on banners promoting the Sportscar Vintage Racing Association events at the Fernandina Municipal Airport, March 17-20. *DM*

DEPARTMENT DIRECTOR Submitted by: Dale L. Martin, City Manager Date: 2/15/16
CONTROLLER Approved as to Budget Compliance Date:
CITY ATTORNEY Approved as to Form and Legality *TEB* Date: *2/19/16*
CITY MANAGER Approved Agenda Item for 03/01/16 *DM* Date: 2/15/16

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

RESOLUTION 2016-25

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF FERNANDINA BEACH, FLORIDA, APPROVING THE USE OF THE CITY SEAL IN ACCORDANCE WITH ORDINANCE 2011-06 FOR THE SPORTSCAR VINTAGE RACING ASSOCIATION (SVRA) TO USE THE CITY SEAL ON BANNERS ADVERTISING THE AMELIA ISLAND VINTAGE GRAN PRIX; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, Ms. Terry Ozment of the Sportscar Vintage Racing Association (SVRA) contacted City Manager Martin requesting the use of the City of Fernandina Beach seal for use on Amelia Island Vintage Gran Prix banners; and

WHEREAS, this event is scheduled for March 17-20, 2016, at the Fernandina Beach Municipal Airport.

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 use of the City seal in black and white as seen on the attached Exhibit "A" by Ms. Terry Ozment of the Sportscar Vintage Racing Association (SVRA) for use on Amelia Island Vintage Gran Prix banners.

SECTION 2. This Resolution shall become effective immediately.

ADOPTED this 1st day of March, 2016.

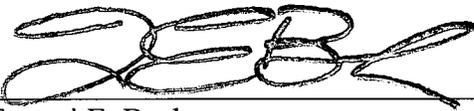
CITY OF FERNANDINA BEACH

John A. Miller
Commissioner – Mayor

ATTEST:

APPROVED AS TO FORM AND LEGALITY:

Caroline Best
City Clerk



Tammi E. Bach
City Attorney





February 10, 2016

Ms. Nicole Bednar
Administrative Services Manager
City of Fernandina Beach

Hi Nicole,

The Sportscar Vintage Racing Association (SVRA) would like to request the use of the City Seal of the City of Fernandina Beach on four banners that are being produced to announce and welcome people to the Amelia Island Vintage Gran Prix being held at the Fernandina Beach Municipal Airport March 17-20, 2016.

Three of the banners will be installed at locations around the event and a fourth banner will be at the Fernandina Beach "Welcome" sign on 8th Street. We think it would be appropriate to include the City Seal on these materials as Fernandina Beach is the FAA Official Sponsor of the event.

Please let me know if SVRA will be granted permission to use the City Seal for this purpose.

Sincerely,

Terry

Terry Ozment
SVRA National Director of Event Management
785-817-5817
terry@svra.com

CITY COMMISSION AGENDA ITEM
City of Fernandina Beach



SUBJECT:

Resolution 2016-26
Facilities Use Agreement – Florida Army National Guard

ITEM TYPE:

- | | | |
|---------------------------------------|------------------------------------------------|--------------------------------|
| <input type="checkbox"/> Ordinance | <input checked="" type="checkbox"/> Resolution | <input type="checkbox"/> Other |
| <input type="checkbox"/> Proclamation | <input type="checkbox"/> Presentation | |

REQUESTED ACTION: **Approve Resolution 2016-26**

SYNOPSIS: The 2-111th Regiment, Airfield Operations Battalion, Florida Army National Guard wishes to provide local Airport advisory services at the Fernandina Beach Municipal Airport during the 2016 Amelia Island Concourse d'Elegance (March 10-13, 2016).

Aviation support will include Instrument Flight Rules (IFR) Clearance Delivery, and IFR arrival down time reports in support of Federal Aviation Administration (FAA), Air Traffic Services (ATS) and general aviation use relating to the Airport. No fee will be charged to the Florida Army National Guard since they are providing a free service to the City during this eventful time.

FISCAL IMPACT: None.

2015 STRATEGIC PRIORITIES:

- | | |
|--------------------------------------------------------------|-----------------------------------------------------------------------|
| <input type="checkbox"/> Waterfront Funding (Priority 1) | <input type="checkbox"/> Fire Department (Priority 1) |
| <input type="checkbox"/> 8 th Street (Priority 1) | <input type="checkbox"/> Department Goals (Priority 1) |
| <input type="checkbox"/> Trolley System (Priority 2) | <input type="checkbox"/> Beach Renourishment (Priority 2) |
| <input type="checkbox"/> 4 Year Terms (Priority 2) | <input type="checkbox"/> 8 th Street Entrance (Priority 2) |
| <input type="checkbox"/> Waterfront Park- Lot B (Priority 3) | |

CITY ATTORNEY COMMENTS: No additional comments.

CITY MANAGER RECOMMENDATION(S): I recommend that the City Commission adopt proposed Resolution 2016-26 ^{DLM}.

DEPARTMENT DIRECTOR	Submitted by: Dale L. Martin, City Manager	Date: 2/16/16
CONTROLLER	Approved as to Budget Compliance	Date: _____
CITY ATTORNEY	Approved as to Form and Legality TEB	Date: 2/19/16
CITY MANAGER	Approved Agenda Item for 3/1/16 ^{DLM}	Date: 2/16/16

COMMISSION ACTION:

- | | |
|-----------------------------------------------------|----------------------------------------------------|
| <input type="checkbox"/> Approved As Recommended | <input type="checkbox"/> Disapproved |
| <input type="checkbox"/> Approved With Modification | <input type="checkbox"/> Postponed to Time Certain |
| <input type="checkbox"/> Other | <input type="checkbox"/> Tabled |

RESOLUTION 2016-26

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF FERNANDINA BEACH, FLORIDA, APPROVING A FACILITIES USE AGREEMENT FOR THE 2-111TH REGIMENT, AIRFIELD OPERATIONS BATTALION, FLORIDA ARMY NATIONAL GUARD TO PROVIDE LOCAL AIRPORT ADVISORY SERVICES DURING THE 2016 AMELIA ISLAND CONCOURSE D'ELEGANCE; AUTHORIZING EXECUTION; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the 2-111th Regiment, Airfield Operations Battalion, Florida Army National Guard wishes to provide local Airport advisory services at the Fernandina Beach Municipal Airport during the 2016 Amelia Island Concourse d'Elegance (March 10-13, 2016); and

WHEREAS, aviation support will include Instrument Flight Rules (IFR) Clearance Delivery, and IFR arrival down time reports in support of Federal Aviation Administration (FAA), Air Traffic Services (ATS) and general aviation use relating to the Airport; and

WHEREAS, no fee will be charged to the Florida Army National Guard since they are providing a free service to the City during this eventful time.

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 Facilities Use Agreement, attached hereto as "Exhibit A", for the 2-111th Regiment, Airfield Operations Battalion, Florida Army National Guard to provide local Airport advisory services at the Fernandina Beach Municipal Airport during the 2016 Amelia Island Concourse d'Elegance.

SECTION 2. The City Manager and City Clerk are hereby authorized to execute said agreement, upon review and approval by the City Attorney.

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

ADOPTED this 1st day of March, 2016.

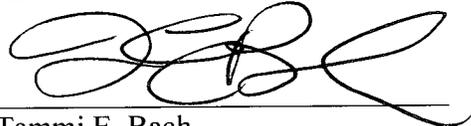
CITY OF FERNANDINA BEACH

John A. Miller
Commissioner – Mayor

ATTEST:

APPROVED AS TO FORM & LEGALITY:

Caroline Best
City Clerk



Tammi E. Bach
City Attorney

CITY OF FERNANDINA BEACH FACILITIES USE AGREEMENT

This FACILITIES USE AGREEMENT (herein after called the AGREEMENT) is made and entered into this 4 day of February, 2016, by and between the CITY OF FERNANDINA BEACH, a Florida municipal corporation, whose address is 204 Ash Street, Fernandina Beach, FL 32034 (herein called "CITY"), and 2-111TH Regiment, Airfield Operations Battalion, Florida Army National Guard who's address is 5629 State Road 16 West, Building 3581, Starke, Florida 32091-9703 (herein called "USER").

WHEREAS, CITY owns, controls and operates that certain public facility known as the Fernandina Beach Municipal Airport (herein called "FACILITY"); and

WHEREAS, USER has expressed a desire to use said FACILITY to provide local airport advisory services, Instrument Flight Rules (IFR) Clearance Delivery, and IFR arrival down time reports in support of Federal Aviation Administration (FAA), Air Traffic Services (ATS) and general aviation use relating to the FACILITY during the 2016 Amelia Island Concourse d'Elegance. FACILITY utilization by the USER will be March 9-14, 2016.

NOW, THEREFORE, the parties agree as follows:

1. USER shall be permitted to use the FACILITY described above for the purpose of providing local airport advisory services, IFR Clearance Delivery, and IFR arrival down time reports in support of FAA, ATS and general aviation activity. Equipment set up and take down will occur no earlier than March 9 and no later than 14, 2016. Aviation support activities will occur March 10-13, 2016. USER will set up and use the FACILITY on a continuous basis during this period. USER equipment will be established within near vicinity to the FACILITY Management Office Trailer. Equipment will be established in such a way that it will not occupy available aircraft ramp parking space.
 2. USER shall pay CITY the sum of \$ N/A for use of FACILITY during the period designated, payable with returning this signed AGREEMENT.
 3. As condition to USER's right to use the facilities herein, USER agrees to and shall comply with the following:
 - a. USER shall not exclude any person from its services because of race, sex, age, religion, disability, national origin or other prohibited discrimination.
 - b. USER shall have competent, responsible, and able supervision on the premises at all times that its service is operational.
 - c. USER shall not interfere with emergency operations of CITY or other authorized users of the FACILITY.
 - d. USER shall keep premises in a clean and sanitary condition, and be responsible for cleanup on a daily basis and removal of temporary structures at the site upon completion of the event and returning property to same condition as when received.
 - e. CITY shall have the right, acting through its agents or employees, to enter upon the premise at reasonable hours and times for the purpose of making inspections.
 - f. USER will obtain all required Federal, State, County and City permits including any applicable fees.
 - g. USER shall not undertake any alterations or changes in the construction of the facility premises, without prior written consent of CITY.
- ~~h. USER agrees to assume liability for and indemnify, hold harmless, and defend the CITY, its commissioners, mayor, officers, employees, agents, and attorneys of, from, and against all liability and expense, including reasonable attorney's fees, in connection with any and all claims, demands, damages, actions, causes of action, and suits in equity of whatever kind or nature, including claims for personal injury, property damage, equitable relief, or loss of use;~~

Facilities Use Agreement

Approved by Resolution # 2016-26

~~arising directly or indirectly out of or in connection with any negligent and/or deliberate act or omission of USER, its officers, employees, agents, and representatives. USER's liability hereunder shall include all attorney's fees and costs incurred by the CITY in the enforcement of this indemnification provision. This includes claims made by the employees of USER against the CITY and USER hereby waives its entitlement, if any, to immunity under Section 440.11, Florida Statutes. The obligations contained in this provision shall survive termination of this Agreement and shall not be limited by the amount of any insurance required to be obtained or maintained under this Agreement. Nothing contained in the foregoing indemnification shall be construed to be a waiver of any immunity or limitation of liability the CITY may have under the doctrine of sovereign immunity or Section 768.28, Florida Statutes.~~

- i. USER shall not rent, sublet, or assign space in the FACILITY premises without the prior written consent of CITY.
- j. USER has priority over the portion of the FACILITY as described during the time agreed upon in this AGREEMENT, and can use specified areas during the time of this AGREEMENT.
- k. CITY reserves the right to cancel this AGREEMENT at any time, without cause, by giving USER 30 days notice of such cancellation.
- ~~l. USER shall maintain liability insurance, in amounts as deemed necessary and appropriate by the City Attorney, show the CITY as additional insured thereon, and shall provide proof of it to CITY, upon commencement of this AGREEMENT, and thereafter, as required by CITY. USER will provide insurance on all their equipment being used in the FACILITY.~~
- m. USER shall, at all times, abide by Federal, State, and local laws, in the operation of its programs or services at the FACILITY. Sale and/or consumption of alcohol not allowed on Airport property unless properly permitted by the City.

4. Term of Agreement: The term of the AGREEMENT is as noted in paragraphs 1 and 2 above, unless terminated sooner.

5. The addresses for giving notices are as follows:

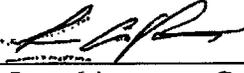
USER: 2-111TH AVN (AOB)
5629 State Road, 16W, Building 3581
Starke, FL 32091-9703
Attn: Commander

CITY: City of Fernandina Beach
204 Ash Street
Fernandina Beach, FL 32034
Attn: City Manager

IN WITNESS WHEREOF, the parties have hereunto set their hands and seals this day and year first above written.

USER: 2-111TH AVN (AOB)

CITY OF FERNANDINA BEACH

By: 
Lynn A. Pate, Lieutenant Colonel
Its: Commander

By: _____
Dale L. Martin
Its: City Manager

N/A
Employer ID #

By: _____
Caroline Best
Its: City Clerk

WITNESS: 
Print Name: Adam P. Zenny

APPROVED AS TO FORM AND LEGALITY:

Tammi E. Bach
Its: City Attorney

CITY COMMISSION AGENDA ITEM
City of Fernandina Beach



SUBJECT: **Resolution 2016-27**
Facilities Use Agreement – The Coordinator, Inc.

ITEM TYPE: Ordinance Resolution Other
 Proclamation Presentation

REQUESTED ACTION: **Approve Resolution 2016-27**

SYNOPSIS: The City Commission approves a Resolution each year authorizing the use of the Airport for parking for the Amelia Island Concours d'Elegance.

In conjunction with the 2016 Amelia Island Concours d'Elegance, The Coordinator, Inc. wishes to use Airport property for parking associated with a fundraiser event being held in two hangars located at 3990 & 4001 Centurion Way on March 11, 2016. The fee is set at \$125.00 for the use of Airport property during the time requested.

FISCAL IMPACT: The revenue for this activity will be deposited into the Airport Other Revenue account number 420-369.9000.

2015 STRATEGIC PRIORITIES: Waterfront Funding (Priority 1) Fire Department (Priority 1)
 8th Street (Priority 1) Department Goals (Priority 1)
 Trolley System (Priority 2) Beach Renourishment (Priority 2)
 4 Year Terms (Priority 2) 8th Street Entrance (Priority 2)
 Waterfront Park- Lot B (Priority 3)

CITY ATTORNEY COMMENTS: No additional comments.

CITY MANAGER RECOMMENDATION(S): Airport tenants have recently raised concerns as to the use of airport property for non-aeronautical events. I recommend that the City Commission adopt proposed Resolution 2016-27^{DLM}.

DEPARTMENT DIRECTOR Submitted by: Dale L. Martin, City Manager Date: 2/16/16

CONTROLLER Approved as to Budget Compliance *PHC* Date: 2/18/16

CITY ATTORNEY Approved as to Form and Legality *TEB* Date: 2/19/16

CITY MANAGER Approved Agenda Item for 3/1/16 *DLM* Date: 2/16/16

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

RESOLUTION 2016-27

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF FERNANDINA BEACH, FLORIDA, APPROVING THE FACILITIES USE AGREEMENT ALLOWING THE COORDINATOR, INC. TO USE AIRPORT PROPERTY FOR PARKING ASSOCIATED WITH A FUNDRAISER EVENT ON MARCH 11, 2016, IN CONJUNCTION WITH THE 2016 AMELIA ISLAND CONCOURS D'ELEGANCE EVENT; AUTHORIZING EXECUTION; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the Amelia Island Concours d'Elegance is an annual event and the City of Fernandina Beach allows for parking on airport property located at Fernandina Beach Municipal Airport; and

WHEREAS, in conjunction with the 2016 Amelia Island Concours d'Elegance event, The Coordinator, Inc. wishes to use Airport property for parking associated with a fundraiser event being held in two hangars located at 3990 & 4001 Centurion Way on March 11, 2016, for a fee of \$125.00; and

WHEREAS, the fee collected will be deposited into the Airport Fund, Other Revenue Account No. 420-369-9000.

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 Facilities Use Agreement, attached hereto as "Exhibit A", for The Coordinator, Inc. to use Airport property for parking associated with a fundraiser event being held in two hangars located at 3990 & 4001 Centurion Way on March 11, 2016.

SECTION 2. The City Manager and City Clerk are hereby authorized to execute the Agreement upon review and approval of the City Attorney.

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

ADOPTED this 1st day of March, 2016.

CITY OF FERNANDINA BEACH

John A. Miller
Commissioner – Mayor

ATTEST:

APPROVED AS TO FORM & LEGALITY:



Tammi E. Bach
City Attorney

Caroline Best
City Clerk

nature, including claims for personal injury, property damage, equitable relief, or loss of use, arising directly or indirectly out of or in connection with any negligent and/or deliberate act or omission of USER, its officers, employees, agents, and representatives. USER's liability hereunder shall include all attorney's fees and costs incurred by the CITY in the enforcement of this indemnification provision. This includes claims made by the employees of USER against the CITY and USER hereby waives its entitlement, if any, to immunity under Section 440.11, Florida Statutes. The obligations contained in this provision shall survive termination of this Agreement and shall not be limited by the amount of any insurance required to be obtained or maintained under this Agreement. Nothing contained in the foregoing indemnification shall be construed to be a waiver of any immunity or limitation of liability the CITY may have under the doctrine of sovereign immunity or Section 768.28, Florida Statutes.

- i. USER shall not rent, sublet, or assign space in the FACILITY premises without the prior written consent of CITY.
- j. USER has priority over the portion of the FACILITY as described during the time agreed upon in this AGREEMENT, and can use specified areas during the time of this AGREEMENT.
- k. CITY reserves the right to cancel this AGREEMENT at any time, without cause, by giving USER 30 days notice of such cancellation.
- l. USER shall maintain liability insurance, in amounts as deemed necessary and appropriate by the City Attorney, show the CITY as additional insured thereon, and shall provide proof of it to CITY, upon commencement of this AGREEMENT, and thereafter, as required by CITY. USER will provide insurance on all their equipment being used in the FACILITY.
- m. USER shall, at all times, abide by Federal, State, and local laws, in the operation of its programs or services at the FACILITY. Sale and/or consumption of alcohol not allowed on Airport property unless properly permitted by the City.

6. Term of Agreement: The term of the AGREEMENT is as noted in paragraphs 1 and 2 above, unless terminated sooner.

7. The addresses for giving notices are as follows:

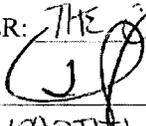
USER: The Coordinator Inc
P.O. Box 540556
Orlando, Florida 32854

CITY: City of Fernandina Beach
204 Ash Street
Fernandina Beach, FL 32034
Attn: City Manager

IN WITNESS WHEREOF, the parties have hereunto set their hands and seals this day and year first above written.

USER: THE COORDINATOR INC.

CITY OF FERNANDINA BEACH

By: 

By: _____

TIMOTHY W WEBBER

Dale L. Martin

Its: PRESIDENT

Its: City Manager

59-3536170

Employer ID #

By: _____

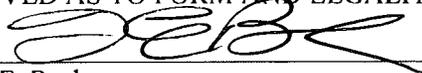
Caroline Best

Its: City Clerk

WITNESS:

APPROVED AS TO FORM AND LEGALITY:

Print Name: MAUREEN MARBLE


Tammi E. Bach
Its: City Attorney



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
12/1/2015

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 Insurance Office of America, Inc. 1855 West State Road 434 Longwood, FL 32750	CONTACT NAME: Angle Dail PHONE (A/C, No, Ext): (407) 788-3000 E-MAIL ADDRESS: angle.dall@loausa.com	FAX (A/C, No): (407) 788-7933	
	INSURER(S) AFFORDING COVERAGE		NAIC #
INSURED The Coordinator, Inc. dba Exquisite Foods & Picnic Co. PO Box 540556 Orlando, FL 32854	INSURER A: Nationwide Insurance Company of America		25453
	INSURER B: Star Insurance Company		18023
	INSURER C:		
	INSURER D:		
	INSURER E:		

COVERAGES **CERTIFICATE NUMBER:** **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 SUBR INSD WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER	X	GLZO3026391100	12/07/2015	12/07/2016	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 \$ 2,000,000
A	AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input checked="" type="checkbox"/> ALL OWNED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input checked="" type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS	X	ACP3026391100	12/07/2015	12/07/2016	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
A	<input type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> EXCESS LIAB OCCUR <input type="checkbox"/> CLAIMS-MADE		CAP3026391100	12/07/2015	12/07/2016	EACH OCCURRENCE \$ 4,000,000 AGGREGATE \$ 4,000,000
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) if yes, describe under DESCRIPTION OF OPERATIONS below	Y/N <input type="checkbox"/> N/A	WC0745978	12/07/2015	12/07/2016	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000
A	Liquor Liability		GLZO3026391100	12/07/2015	12/07/2016	Each Occurrence 1,000,000
A	Liquor Liability		GLZO3026391100	12/07/2015	12/07/2016	Aggregate 2,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
certificate holder is additional insured with respects to General & Auto Liability as required by written contract. Umbrella is follow form.

CERTIFICATE HOLDER

CANCELLATION

City of Fernandina Beach
 204 Ash St.
 Fernandina Beach, FL 32034

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
 - A221073

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.
COMMERCIAL GENERAL LIABILITY
COVERAGE ENHANCEMENT ENDORSEMENT
INCLUDING MEDICAL PAYMENTS

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE FORM

SECTION I - COVERAGES, COVERAGE A BODILY INJURY AND PROPERTY DAMAGE LIABILITY, 2. Exclusions is amended as follows:

1. g. Aircraft, Auto Or Watercraft (2) (a) is replaced with:
 - (a) Less than 51 feet long; and
2. The following paragraphs are added to j. Damage to Property (4) :

However, this exclusion does not apply to:

- (a) "property damage" to borrowed equipment while not in use, while at the insured's premises or a job site; or
- (b) to Customers goods while on the insured's premises for the purpose of being worked on or used in a manufacturing process.

Limit of Insurance - The most we will pay for damages for "property damage" coverage provided by this coverage in any one "occurrence" is \$10,000.

Deductible - Our obligation to pay for a covered loss applies only to the amount of loss in excess of \$500. We will pay the deductible amount to effect settlement of any claim or "suit" and, upon notification of this action having been taken, you shall promptly reimburse us for the deductible as has been paid by us. This insurance is excess over any other valid and collectible insurance.

3. The last paragraph of 2. Exclusions is replaced with:

If **Damage To Premises Rented to You** is not otherwise excluded, exclusions c. through n. do not apply to damage by fire, lightning, explosion, smoke or sprinkler leakage to premises while rented to you or temporarily occupied by you with permission of the owner. A separate limit of insurance applies to this coverage as described in **Section III-Limits of Insurance**.

SECTION I - COVERAGES, SUPPLEMENTARY PAYMENTS - COVERAGES A AND B is amended as follows:

1. 1. b. replaced with:
 - b. Up to \$2,500 for cost of bail bonds required because of accidents or traffic law violations arising out of the use of any vehicle to which the Bodily Injury Liability Coverage applies. We do not have to furnish these bonds.
2. 1. d. replaced with:
 - d. All reasonable expenses incurred by the insured at our request to assist us in the investigation or defense of the claim or "suit", including actual loss of earnings up to \$500 a day because of time off from work.

SECTION II - WHO IS AN INSURED is amended as follows:

1. 3. a. is replaced with:
 - a. Coverage under this provision is afforded only until the 180th day after you acquire or form the organization or the end of the policy period, whichever is earlier;
2. The following is added:
 4. **Additional Insured - Automatic Status When Required in an Agreement With You**

Who Is An Insured includes person(s) or organization(s) described in Paragraphs a. - l. below with whom you have agreed in writing in a contract or agreement that such person or organization be added as an additional insured on your policy.

- a. **Co-Owners of Insured Premises** - with respect to their liability as co-owner of the premises.

However, their status as additional insured under this policy ends when you

CITY COMMISSION AGENDA ITEM
City of Fernandina Beach



SUBJECT: **Resolution 2016-28**
Facilities Use Agreement – Rotary Club of Amelia Island Sunrise

ITEM TYPE: Ordinance Resolution Other
 Proclamation Presentation

REQUESTED ACTION: **Approve Resolution 2016-28**

SYNOPSIS: Rotary Club of Amelia Island Sunrise wishes to use a portion of Jamestown Road located on Airport property for parking associated with a fundraiser event being held on March 5, 2016. The fee is set at \$100.00 for the use of Airport property during the time requested.

FISCAL IMPACT: The revenue for this activity will be deposited into the Airport Other Revenue account number 420-369.9000.

2015 STRATEGIC PRIORITIES: Waterfront Funding (Priority 1) Fire Department (Priority 1)
 8th Street (Priority 1) Department Goals (Priority 1)
 Trolley System (Priority 2) Beach Renourishment (Priority 2)
 4 Year Terms (Priority 2) 8th Street Entrance (Priority 2)
 Waterfront Park- Lot B (Priority 3)

CITY ATTORNEY COMMENTS: No additional comments.

CITY MANAGER RECOMMENDATION(S): Airport tenants have recently raised concerns as to the use of airport property for non-aeronautical events. I recommend that the City Commission adopt proposed Resolution 2016-28 ^{DLM}_{do}.

DEPARTMENT DIRECTOR	Submitted by: Dale L. Martin, City Manager	Date: 2/18/16
CONTROLLER	Approved as to Budget Compliance <i>DTL</i>	Date: 2/18/16
CITY ATTORNEY	Approved as to Form and Legality <i>TEB</i>	Date: 2/19/16
CITY MANAGER	Approved Agenda Item for 3/1/16 <i>DLM</i>	Date: 2/18/16

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

RESOLUTION 2016-28

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF FERNANDINA BEACH, FLORIDA, APPROVING THE FACILITIES USE AGREEMENT ALLOWING THE ROTARY CLUB OF AMELIA ISLAND SUNRISE TO USE A PORTION OF JAMESTOWN ROAD LOCATED ON AIRPORT PROPERTY FOR PARKING ASSOCIATED WITH A FUNDRAISER EVENT ON MARCH 5, 2016; AUTHORIZING EXECUTION; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the Rotary Club of Amelia Island Sunrise wishes to use a portion of Jamestown Road located on Airport property for parking associated with a fundraiser event being held on March 5, 2016; and

WHEREAS, the fee is set at \$100.00 for the use of Airport property during the time requested; and

WHEREAS, the fee collected will be deposited into the Airport Fund, Other Revenue Account No. 420-369-9000.

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 Facilities Use Agreement, attached hereto as "Exhibit A", for the Rotary Club of Amelia Island Sunrise wishes to use a portion of Jamestown Road located on Airport property for parking associated with a fundraiser event being held on March 5, 2016.

SECTION 2. The City Manager and City Clerk are hereby authorized to execute the Agreement upon review and approval of the City Attorney.

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

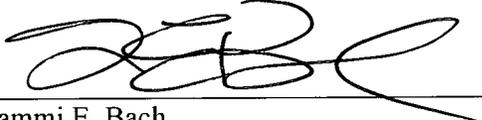
ADOPTED this 1st day of March, 2016.

CITY OF FERNANDINA BEACH

John A. Miller
Commissioner – Mayor

ATTEST:

APPROVED AS TO FORM & LEGALITY:



Tammi E. Bach
City Attorney

Caroline Best
City Clerk

CITY OF FERNANDINA BEACH FACILITIES USE AGREEMENT

This FACILITIES USE AGREEMENT (herein after called the AGREEMENT) is made and entered into this 18th day of February, 2016, by and between the CITY OF FERNANDINA BEACH, a Florida municipal corporation, whose address is 204 Ash Street, Fernandina Beach, FL 32034 (herein called "CITY"), and the ROTARY CLUB OF AMELIA ISLAND SUNRISE whose address is P.O. Box 15608, Fernandina Beach, Florida 32035 (herein called "USER").

WHEREAS, CITY owns, controls and operates that certain public facility known as the Fernandina Beach Municipal Airport (herein called "FACILITY"); and

WHEREAS, USER has expressed a desire to use said FACILITY for parking passenger vehicles.

NOW, THEREFORE, the parties agree as follows:

1. USER shall be permitted to use the FACILITY described above for the purpose of parking passenger vehicles on March 5, 2016.
2. USER will set up and use the FACILITY on a continuous basis during this period for the use of A portion of Jamestown Road located on airport property.
3. USER shall pay CITY the sum of \$100.00 for use of FACILITY during the period designated, payable with returning this signed AGREEMENT.
4. As condition to USER's right to use the facilities herein, USER agrees to and shall comply with the following:
 - a. USER shall not exclude any person from its services because of race, sex, age, religion, disability, national origin or other prohibited discrimination.
 - b. USER shall have competent, responsible, and able supervision on the premises at all times that its service is operational.
 - c. USER shall not interfere with emergency operations of CITY or other authorized users of the FACILITY.
 - d. USER shall keep premises in a clean and sanitary condition, and be responsible for cleanup on a daily basis and removal of temporary structures at the site upon completion of the event and returning property to same condition as when received.
 - e. CITY shall have the right, acting through its agents or employees, to enter upon the premise at reasonable hours and times for the purpose of making inspections.
 - f. USER will obtain all required Federal, State, County and City permits including any applicable fees.
 - g. USER shall not undertake any alterations or changes in the construction of the facility premises, without prior written consent of CITY.
 - h. USER agrees to assume liability for and indemnify, hold harmless, and defend the CITY, its commissioners, mayor, officers, employees, agents, and attorneys of, from, and against all liability and expense, including reasonable attorney's fees, in connection with any and all claims, demands, damages, actions, causes of action, and suits in equity of whatever kind or nature, including claims for personal injury, property damage, equitable relief, or loss of use, arising directly or indirectly out of or in connection with any negligent and/or deliberate act or omission of USER, its officers, employees, agents, and representatives. USER's liability hereunder shall include all attorney's fees and costs incurred by the CITY in the enforcement of this indemnification provision. This includes claims made by the employees of USER against

Facilities Use Agreement

Approved by Resolution # 2016-28

the CITY and USER hereby waives its entitlement, if any, to immunity under Section 440.11, Florida Statutes. The obligations contained in this provision shall survive termination of this Agreement and shall not be limited by the amount of any insurance required to be obtained or maintained under this Agreement. Nothing contained in the foregoing indemnification shall be construed to be a waiver of any immunity or limitation of liability the CITY may have under the doctrine of sovereign immunity or Section 768.28, Florida Statutes.

- i. USER shall not rent, sublet, or assign space in the FACILITY premises without the prior written consent of CITY.
- j. USER has priority over the portion of the FACILITY as described during the time agreed upon in this AGREEMENT, and can use specified areas during the time of this AGREEMENT.
- k. CITY reserves the right to cancel this AGREEMENT at any time, without cause, by giving USER 30 days notice of such cancellation.
- l. USER shall maintain liability insurance, in amounts as deemed necessary and appropriate by the City Attorney, show the CITY as additional insured thereon, as evidenced with a certificate of insurance including a 2nd page endorsement, and shall provide proof of it to CITY, upon commencement of this AGREEMENT, and thereafter, as required by CITY. USER will provide insurance on all their equipment being used in the FACILITY.
- m. USER shall, at all times, abide by Federal, State, and local laws, in the operation of its programs or services at the FACILITY. Sale and/or consumption of alcohol not allowed on Airport property unless properly permitted by the City.

5. Term of Agreement: The term of the AGREEMENT is as noted in paragraphs 1 and 2 above, unless terminated sooner.

6. The addresses for giving notices are as follows:

USER: Rotary Club of Amelia Island Sunrise
P.O. Box 15608
Fernandina Beach, Florida 32035
Attn: Christal L. Fish

CITY: City of Fernandina Beach
204 Ash Street
Fernandina Beach, FL 32034
Attn: City Manager

IN WITNESS WHEREOF, the parties have hereunto set their hands and seals this day and year first above written.

ROTARY CLUB OF AMELIA ISLAND SUNRISE

CITY OF FERNANDINA BEACH

By: Christal L. Fish
Christal L. Fish
Its: Event Chair

By: _____
Dale L. Martin
Its: City Manager

By: _____
Caroline Best
Its: City Clerk

WITNESS:

Print Name: _____

APPROVED AS TO FORM AND LEGALITY:
Tammi E. Bach
Its: City Attorney



CERTIFICATE OF LIABILITY INSURANCE

7/1/2016

DATE (MM/DD/YYYY)
01/26/2016

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 LOCKTON COMPANIES 500 West Monroe, Suite 3400 CHICAGO IL 60661 (312) 669-6900	CONTACT NAME: Lockton Companies PHONE (A/C, No, Ext): 1-800-921-3172 E-MAIL ADDRESS: Rotary@lockton.com	FAX (A/C, No): 1-312-681-6769
	INSURER(S) AFFORDING COVERAGE	
INSURED 1379367 All Active US Rotary Clubs & Districts Attn: Risk Management Department 1560 Sherman Ave. Evanston, IL 60201-3698	INSURER A: Westchester Fire Insurance Company	
	INSURER B:	
	INSURER C:	
	INSURER D:	
	INSURER E:	
	INSURER F:	

COVERAGES ROTINO1 **CERTIFICATE NUMBER:** **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 SUBR INSD WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> Liquor Liability Included GENL AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:		PMI G23861355 007	7/1/2015	7/1/2016	EACH OCCURRENCE \$ 2,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 500,000 MED EXP (Any one person) \$ XXXXXXXX PERSONAL & ADV INJURY \$ 2,000,000 GENERAL AGGREGATE \$ 10,000,000 PRODUCTS - COMP/OP AGG \$ 4,000,000 \$
A	<input type="checkbox"/> AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS		PMI G23861355 007	7/1/2015	7/1/2016	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ XXXXXXXX BODILY INJURY (Per accident) \$ XXXXXXXX PROPERTY DAMAGE (Per accident) \$ XXXXXXXX \$ XXXXXXXX
	<input type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$		NOT APPLICABLE			EACH OCCURRENCE \$ XXXXXXXX AGGREGATE \$ XXXXXXXX \$ XXXXXXXX
	<input type="checkbox"/> WORKERS COMPENSATION AND EMPLOYERS' LIABILITY <input type="checkbox"/> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in HI) <input type="checkbox"/> Y/N <input type="checkbox"/> N/A If yes, describe under DESCRIPTION OF OPERATIONS below		NOT APPLICABLE			PER STATUTE OTHER E.L. EACH ACCIDENT \$ XXXXXXXX E.L. DISEASE - EA EMPLOYEE \$ XXXXXXXX E.L. DISEASE - POLICY LIMIT \$ XXXXXXXX

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
The Certificate Holder is included as Additional Insured where required by written and signed contract or permit subject to the terms and conditions of the General Liability policy, but only to the extent bodily injury or property damage is caused in whole or in part by the acts or omissions of the insured.

CERTIFICATE HOLDER City of Fernandina Beach Attn: City Manager 204 Ash Street Fernandina Beach, FL 32034 RE: Rotary Club of Amelia Island Sunrise	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 
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THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

**ADDITIONAL INSURED – DESIGNATED
PERSON OR ORGANIZATION**

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART
SCHEDULE

<p>Name Of Additional Insured Person(s) Or Organization(s):</p> <p>City of Fernandina Beach 204 Ash Street Fernandina Beach, FL 32034</p> <p>RE: Rotary Club of Amelia Island Sunrise (FL) Fernandina Beach Municipal Airport Parking, March 5, 2016</p> <p>Where required by written contract provided that such was executed prior to the date of loss per schedule on file with Lockton Companies.</p> <p>This endorsement is only valid when additional insured information is completed including name and address.</p> <p>Information required to complete this Schedule, if not shown above, will be shown in the Declarations.</p>

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 your acts or omissions or the acts or omissions of those acting on your behalf:

1. In the performance of your ongoing operations; or
2. In connection with your premises owned by or rented to you.

However:

1. The insurance afforded to such additional insured only applies to the extent permitted by law; and
2. If coverage provided to the additional insured is required by a contract or agreement, the insurance afforded to such additional insured will not be broader than that which you are required by the contract or agreement to provide for such additional insured.

B. With respect to the insurance afforded to these additional insureds, the following is added to Section III – Limits Of Insurance:

If coverage provided to the additional insured is required by a contract or agreement, the most we will pay on behalf of the additional insured is the amount of insurance:

1. Required by the contract or agreement; or
 2. Available under the applicable Limits of Insurance shown in the Declarations;
- whichever is less.

This endorsement shall not increase the applicable Limits of Insurance shown in the Declarations.

CITY COMMISSION AGENDA ITEM
City of Fernandina Beach



SUBJECT: **Resolution 2016-29**
Grant Application Submittal Approval – Florida Department of Environmental Protection (FDEP)

ITEM TYPE: Ordinance Resolution Other
 Proclamation Presentation

REQUESTED ACTION: **Approve Resolution 2016-29**

SYNOPSIS: City staff requests permission to apply for a grant in the amount of \$75,000 (75%) from the Florida Department of Environmental Protection (FDEP) Clean Marina Program. The City will contribute \$25,000 (25%) matching funds for the purchase of a pumpout boat that can provide service to boats anchored in the mooring field.

A feasibility study completed in 2015 by Applied Technologies and Management, Inc. (ATM) provided a methodology and proposal for an expansion of the Fernandina Harbor Marina mooring field. The City is in the process of increasing the capacity of the mooring field from 20 to 100 mooring devices to fill the need for transient and local boaters to have an affordable and secure location to moor their vessels.

The Fernandina Harbor Marina operates a marine pumpout station on the dock for vessels to properly dispose of raw sewage. Even with two pumpout systems, having several large boats waiting in line to use the system can cause congestion at the docks. As the number of moored boats increases, a pumpout boat would allow Marina personnel to go to the moored boats and pump sewage into a holding tank that can then be disposed of properly at the pumpout station.

FISCAL IMPACT: Funding for the pumpout boat is budgeted in the Marina Machinery/Equipment account #480-7500-575.6400 in FY 2015/2016.

2015 STRATEGIC PRIORITIES: Waterfront Funding (Priority 1) Fire Department (Priority 1)
 8th Street (Priority 1) Department Goals (Priority 1)
 Trolley System (Priority 2) Beach Renourishment (Priority 2)
 4 Year Terms (Priority 2) 8th Street Entrance (Priority 2)
 Waterfront Park- Lot B (Priority 3)

CITY ATTORNEY COMMENTS: No additional comments.

CITY MANAGER RECOMMENDATION(S): I recommend that the City Commission adopt proposed Resolution 2016-29, *DLM*

DEPARTMENT DIRECTOR Submitted by: Joe Springer, *Joe Springer* Date: 2/8/16
Marina Manager
CONTROLLER Approved as to Budget Compliance *PHC* Date: 2/18/16
CITY ATTORNEY Approved as to Form and Legality *TEB* Date: 2/19/16
CITY MANAGER Approved Agenda Item for 3/1/16 *DLM* Date: 2/18/16

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

RESOLUTION 2016 - 29

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF FERNANDINA BEACH, FLORIDA, AUTHORIZING THE SUBMISSION OF GRANT APPLICATION TO THE FLORIDA DEPARTMENT OF ENVIRONMENTAL PROTECTION, CLEAN VESSEL ACT PROGRAM FOR THE PURCHASE OF A PUMPOUT BOAT FOR SEWAGE COLLECTIONS; AUTHORIZING EXECUTION; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the City of Fernandina Beach seeks to apply for funding from the Florida Department of Environmental Protection, Florida Clean Marina Program, Clean Vessel Act Grant for the purchase of a pumpout boat; and

WHEREAS, the grant will fund \$75,000 (75%) of the total purchase price of \$100,000 with a local matching requirement of 25% on behalf of the City of Fernandina Beach in the amount of \$25,000; and

WHEREAS, funding for the pumpout boat is budgeted in the Marina Machinery/Equipment account #480-7500-575.6400 in FY 2015/2016.

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 submittal of a grant application to the Florida Department of Environmental Protection, Florida Clean Marina Program, Clean Vessel Act program in the amount of \$75,000 for the purchase of a pumpout boat for sewage collections. The City agrees to provide a 25% match in the amount of \$25,000.

SECTION 2. The City Manager and the City Clerk are hereby authorized to execute the grant application and all documentation pertaining to the Grant Agreement, if awarded, upon review and approval by the City Attorney.

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

ADOPTED this 1st day of March, 2016.

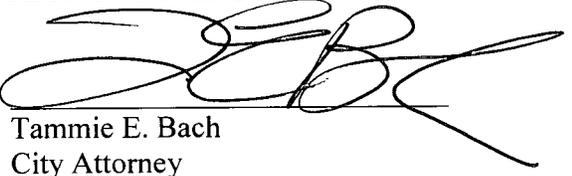
CITY OF FERNANDINA BEACH

John A. Miller
Commissioner – Mayor

ATTEST:

Caroline Best
City Clerk

APPROVED AS TO FORM & LEGALITY:



Tammie E. Bach
City Attorney

CITY COMMISSION AGENDA ITEM
City of Fernandina Beach



SUBJECT: **Resolution 2016-30**
Budget Amendment – Human Resources Department

ITEM TYPE: Ordinance Resolution Other
 Proclamation Presentation

REQUESTED ACTION: **Approve Resolution 2016-30**

SYNOPSIS: According to Code Section 2-412 and Charter Section 74, the Commission must approve any budget transfers over \$7,500. This Budget Amendment is to transfer funds to the Human Resources Department for expenses associated with the Marley settlement and to transfer the incremental funds needed to pay Ms. Marley in FY 2015/2016.

FISCAL IMPACT: The proposed budget amendment transfers \$114,000 from the General Fund Contingency account, 001-8200-581.9900, and \$31,000 from the General Fund Reserve account, 001-8201-581.9530, for the retroactive compensation and transfers an additional \$38,350 from the General Fund Reserve account, 001-8201-581.9530, for the incremental funds needed to pay Ms. Marley for the remainder of FY 2015/2016. This amendment depletes the General Fund Contingency account (budget) and reduces the General Fund budgeted Reserve amount by \$69,350.

2015 STRATEGIC PRIORITIES: Waterfront Funding (Priority 1) Fire Department (Priority 1)
 8th Street (Priority 1) Department Goals (Priority 1)
 Trolley System (Priority 2) Beach Renourishment (Priority 2)
 4 Year Terms (Priority 2) 8th Street Entrance (Priority 2)
 Waterfront Park- Lot B (Priority 3)

CITY ATTORNEY COMMENTS: None.

CITY MANAGER RECOMMENDATION(S): I recommend that the City Commission adopt proposed Resolution 2016-30. *DLM*

DEPARTMENT DIRECTOR Submitted by: Dale Martin Date: 2/15/2016
City Manager
CONTROLLER Approved as to Budget Compliance *PTK* Date: 2/15/2016
CITY ATTORNEY Approved as to Form and Legality *TJB* Date: *2/19/16*
CITY MANAGER Approved Agenda Item for 3/1/16 *DLM* Date: 2/15/2016

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

RESOLUTION 2016-30

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF FERNANDINA BEACH, FLORIDA APPROVING AN AMENDMENT TO THE BUDGET FOR FISCAL YEAR 2015/2016; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the City adopts and operates under a budget for the fiscal year and the City Charter requires that the City Commission approve any budget amendment over \$7,500; and

WHEREAS, on February 3, 2016, the Commission agreed to a settlement with and the reinstatement of Ms. Robin Marley via Resolution 2016-14; and

WHEREAS, a budget amendment is required since this action was not anticipated in the FY 2015/2016 budget; and

WHEREAS, staff recommends the following budget amendment to allow for sufficient funding for the backpay and related personnel expenses: a transfer of \$114,000 from the General Fund Contingency account, 001-8200-581.9900, to the Salaries account, 001-1350-513.1200 (\$102,200); to the FICA account, 001-1350-513.2100 (\$8,000); to the Retirement account, 001-1350-513.2200 (\$3,800); and a transfer of \$31,000 from the General Fund Reserve account, 001-8201-581.9530 to the Retirement account, 001-1350-513.2200; and

WHEREAS, staff recommends the following budget amendment to allow for sufficient funding for the incremental personnel expenses for FY 2015/2016 due to the reinstatement of Ms. Marley. The amounts have been reduced by the anticipated savings due to the resignation of Ms. Metz: a transfer of \$38,350 from the General Fund Reserve account, 001-8200-581.9530, to the Salaries account, 001-1350-513.1200 (\$26,500); to the FICA account, 001-1350-513.2100 (\$2,000); to the Retirement account, 001-1350-513.2200 (\$8,800); to the Health Insurance account, 001-1350-513.2300 (\$750) to the Life Insurance account, 001-1350-513.2301 (\$200); and to the Workers' Comp account, 001-1350-513.2400 (\$100).

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 following budget amendment: a transfer of \$114,000 from the General Fund Contingency account, 001-8200-581.9900, to the Salaries account, 001-1350-513.1200 (\$102,200); to the FICA account, 001-1350-513.2100 (\$8,000); to the Retirement account, 001-1350-513.2200 (\$3,800); and a transfer of \$31,000 from the General Fund Reserve account, 001-8201-581.9530, to the Retirement account, 001-1350-513.2200.

SECTION 2. The City Commission hereby approves the following budget amendment: a transfer of \$38,350 from the General Fund Reserve account, 001-8200-581.9530, to the Salaries account, 001-1350-513.1200 (\$26,500); to the FICA account, 001-1350-513.2100 (\$2,000); to the Retirement account, 001-1350-513.2200 (\$8,800); to the Health Insurance account, 001-1350-513.2300 (\$750) to the Life Insurance account, 001-1350-513.2301 (\$200); and to the Workers' Comp account, 001-1350-513.2400 (\$100).

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

ADOPTED this 1st day of March, 2016.

ATTEST:

CITY OF FERNANDINA BEACH

Caroline Best
City Clerk

John A Miller
Commissioner-Mayor

APPROVED AS TO FORM AND LEGALITY:

A handwritten signature in black ink, appearing to read 'TEB', written over a horizontal line.

Tammi E. Bach
City Attorney

**CITY OF FERNANDINA BEACH
REQUEST FOR BUDGET AMENDMENT**

BUDGET AMENDMENT NUMBER:

DATE: 2/11/2016

DEPARTMENT: City Manager and HR

REQUEST THAT THE ADOPTED BUDGET FOR THE FOLLOWING ACCOUNTS BE AMENDED:

FROM	TO	AMOUNT
001-8200-581.9900 General Fund Contingency	001-1350-513.1200 HR Salaries	102,200 a
001-8200-581.9900 General Fund Contingency	001-1350-513.2100 FICA	8,000 a
001-8200-581.9900 General Fund Contingency	001-1350-513.2200 Retirement	3,800 a
001-8201-581.9530 General Fund Reserve	001-1350-513.2200 Retirement	31,000 a
001-8201-581.9530 General Fund Reserve	001-1350-513.1200 HR Salaries	26,500 b
001-8201-581.9530 General Fund Reserve	001-1350-513.2100 FICA	2,000 b
001-8201-581.9530 General Fund Reserve	001-1350-513.2200 Retirement	8,800 b
001-8201-581.9530 General Fund Reserve	001-1350-513.2300 Health Insurance	750 b
001-8201-581.9530 General Fund Reserve	001-1350-513.2301 Life Insurance	200 b
001-8201-581.9530 General Fund Reserve	001-1350-513.2400 Workers' Comp	100 b

REASON FOR TRANSFER:

- a To transfer funds for Marley backpay, FICA, Pension and agreed to other expenses. (Up to \$10,000 of the other expenses will be charged against the Insurance Allocation account to be used for deductibles).
- b To transfer funds for Marley reinstatement - salary and all related expenses for 7 months less savings due to Metz resignation.

Only \$114,000 is available in the General Fund Contingency account, the balance of the budget amendment is using General Fund Reserve funds.

RECOMMENDATIONS/COMMENTS:

P. H. Clifford 2/12/16
 CONTROLLER DATE

 CITY MANAGER DATE

CITY COMMISSION AGENDA ITEM
City of Fernandina Beach



SUBJECT: **Resolution 2016-31**
LignoTech Florida, LLC Qualified Target Industry Tax Refund

ITEM TYPE: Ordinance Resolution Other
 Proclamation Presentation

REQUESTED ACTION: **Approve Resolution 2016-31**

SYNOPSIS: LignoTech Florida LLC, is partially owned by Rayonier Performance Fibers, LLC, a subsidiary of Rayonier Advanced Materials, Inc., the leading global supplier of high-purity, cellulose specialties products, which has, with over 300 employees, remained one of the largest industrial employers in Nassau County since 1939.

LignoTech Florida LLC has been identified as a Qualified Target Industry Business and falls within one of the high-impact sectors designated under Section 288.108, Florida Statutes, specifically advanced manufacturing. LignoTech Florida is eligible to apply for the Qualified Target Industry Tax Refund with a High-Impact Sector Bonus, pursuant to Section 288.106, Florida Statutes. LignoTech Florida, LLC is the entity established through a joint venture between Rayonier Advanced Materials, Inc. and Borregaard ASA (45% ownership and 55% ownership, respectively) for the purpose of engaging in the advanced manufacturing of high purity, natural lignin-based products at the Fernandina Beach facility. If, following the completion of a detailed engineering phase, a final decision is made to proceed with the project, the project is expected to require an estimated \$110 million in capital investment and create an estimated 50 jobs in Nassau County, with Rayonier Advanced Materials and Borregaard ASA becoming 45% and 55% joint venture partners, respectively.

Pursuant to the provisions of Section 288.106, Florida Statutes, governing the State of Florida's Qualified Target Industry Tax Refund Program, 20% of the total tax refund is required to come from "local financial support". The intent is for the City of Fernandina Beach and Nassau County to share the 20% local financial support which totals \$90,000 over 4 years. The local financial support is in the form of ad valorem tax refunds in the amount of \$11,250 from both the City and Nassau County for the 2019 tax year through the 2022 tax year.

FISCAL IMPACT: See above.

2015 STRATEGIC PRIORITIES: Waterfront Funding (Priority 1) Fire Department (Priority 1)
 8th Street (Priority 1) Department Goals (Priority 1)
 Trolley System (Priority 2) Beach Renourishment (Priority 2)
 4 Year Terms (Priority 2) 8th Street Entrance (Priority 2)
 Waterfront Park- Lot B (Priority 3)

CITY ATTORNEY COMMENTS: See above.

CITY MANAGER RECOMMENDATION(S): I recommend that the City Commission adopt proposed Resolution 2016-31. *RLM*

CITY COMMISSION AGENDA ITEM
City of Fernandina Beach



DEPARTMENT DIRECTOR	Submitted by: Tammi E. Bach City Attorney	Date: 02/23/16
CONTROLLER	Approved as to Budget Compliance <i>PHC</i>	Date: 02/24/16
CITY ATTORNEY	Approved as to Form and Legality <i>TEB</i>	Date: 02/23/16
CITY MANAGER	Approved Agenda Item for <i>03/01/16 DM</i>	Date: 02/23/16

COMMISSION ACTION:

<input type="checkbox"/> Approved As Recommended	<input type="checkbox"/> Disapproved
<input type="checkbox"/> Approved With Modification	<input type="checkbox"/> Postponed to Time Certain
<input type="checkbox"/> Other	<input type="checkbox"/> Tabled

**QUALIFIED TARGET INDUSTRY TAX REFUND
WITH HIGH-IMPACT SECTOR BONUS AND CASH LFS**

RESOLUTION 2016-31

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF FERNANDINA BEACH, FLORIDA, RECOMMENDING LIGNOTECH FLORIDA LLC BE APPROVED AS A QUALIFIED TARGET INDUSTRY BUSINESS PURSUANT TO SECTION 288.106, FLORIDA STATUTES; PROVIDING FOR LOCAL FINANCIAL SUPPORT IN THE FORM OF CASH FOR THE QUALIFIED TARGET INDUSTRY TAX REFUND WITH HIGH-IMPACT SECTOR BONUS; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the business under consideration is a manufacturing business, specifically, LignoTech Florida LLC; and

WHEREAS, LignoTech Florida LLC, is partially owned by Rayonier Performance Fibers, LLC, a subsidiary of Rayonier Advanced Materials, Inc., the leading global supplier of high-purity, cellulose specialties products, which has, with over 300 employees, remained one of the largest industrial employers in Nassau County since 1939; and

WHEREAS, LignoTech Florida LLC will be located at 6 Gum Street, Fernandina Beach, Florida 32034; and

WHEREAS, LignoTech Florida LLC has been identified as a Qualified Target Industry Business and, moreover, falls within one of the high-impact sectors designated under Section 288.108, Florida Statutes, specifically advanced manufacturing, and is eligible to apply for the Qualified Target Industry Tax Refund with a High-Impact Sector Bonus, pursuant to Section 288.106, Florida Statutes; and

WHEREAS, LignoTech Florida, LLC is the entity established through a joint venture between Rayonier Advanced Materials, Inc. and Borregaard ASA (45% ownership and 55% ownership, respectively) for the purpose of engaging in the advanced manufacturing of high purity, natural lignin-based products at the Fernandina Beach facility. If, following the completion of a detailed engineering phase, a final decision is made to proceed with the project, the project is expected to require an estimated \$110 million in capital investment and create an estimated 50 jobs in Nassau County, with Rayonier Advanced Materials and Borregaard ASA becoming 45% and 55% joint venture partners, respectively; and

WHEREAS, under the provisions of Section 288.106, Florida Statutes, governing the State of Florida's Qualified Target Industry Tax Refund Program, 20% of the total tax refund is required to come from "local financial support".

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

SECTION 1. The City Commission recommends that LignoTech Florida LLC be approved as a Qualified Target Industry Business pursuant to Section 288.106, Florida Statutes.

SECTION 2. The City Commission has determined the basis of this project's average private sector wage commitment calculation shall be 150% of the Nassau County, Florida average annual wage.

SECTION 3. The City Commission agrees that a cash commitment of local financial support for the Qualified Target Industry Tax Refund with High-Impact Sector Bonus exists for LignoTech Florida LLC in the amount of \$90,000.00, which includes \$70,200.00 for the Qualified Target Industry Tax Refund and \$19,800.00 for the High-Impact Sector Bonus. These refund amounts will be shared equally between the City of Fernandina Beach and Nassau County and be made available in accordance with the guidelines set forth by the Department of Economic Opportunity with the stipulation that these funds are intended to represent "local financial support" pursuant to Section 288.106, Florida Statutes.

SECTION 4. This Resolution shall become effective immediately upon passage.

ADOPTED this 1st day of March, 2016.

CITY OF FERNANDINA BEACH

John A. Miller
Mayor - Commissioner

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 2016-32**
Economic Development Transportation Fund Grant Application
for LignoTech Florida, LLC Development

ITEM TYPE: Ordinance Resolution Other
 Proclamation Presentation

REQUESTED ACTION: **Approve Resolution 2016-32**

SYNOPSIS: Pursuant to Section 339.2821, Florida Statutes, the Florida Department of Transportation (FDOT), in consultation with the Department of Economic Opportunity (DEO) and Enterprise Florida, Inc., may make and approve expenditures and contract with the City of Fernandina Beach for the direct costs of transportation projects such as transportation facilities for LignoTech Florida, LLC that FDOT deems necessary to facilitate the economic development and growth of the state. The Nassau County Economic Development Board and LignoTech Florida, LLC have requested that the City Commission agree to be the governmental body that applies to FDOT for transportation project grant funding to design, construct and maintain transportation facilities, including a road and rail spur that will support LignoTech Florida, LLC's proposed industrial project.

If this Resolution is approved, the City Commission would be the local governing body that will make application to FDOT the Economic Development Transportation Fund for a transportation project estimated to cost Three Million One Hundred Thirty-Eight Thousand Dollars (\$3,138,000.00) to support LignoTech Florida, LLC's industrial project proposed to be located in Fernandina Beach, Florida. The City Commission should understand that FDOT may fund all, some or none of the project costs included in the application. If the FDOT grant is awarded to the City, the City Commission would enter into a separate future agreement with LignoTech Florida, LLC to formalize how the City will manage any grant funds received from FDOT, but the City will not be expending any public funds or tax dollars to complete the transportation facilities for LignoTech Florida, LLC. Instead, the City will act as the statutory agency in charge of applying for and spending any grant funds awarded pursuant to Section 339.2821, Florida Statutes on transportation facilities that facilitate LignoTech Florida, LLC's development.

FISCAL IMPACT: None.

2015 STRATEGIC PRIORITIES: Waterfront Funding (Priority 1) Fire Department (Priority 1)
 8th Street (Priority 1) Department Goals (Priority 1)
 Trolley System (Priority 2) Beach Renourishment (Priority 2)
 4 Year Terms (Priority 2) 8th Street Entrance (Priority 2)
 Waterfront Park- Lot B (Priority 3)

CITY ATTORNEY COMMENTS: See above.

CITY MANAGER RECOMMENDATION(S): I recommend that the City Commission adopt proposed Resolution 2016-32. *DM*

CITY COMMISSION AGENDA ITEM
City of Fernandina Beach



DEPARTMENT DIRECTOR	Submitted by: Tammi E. Bach City Attorney	Date: 02/23/16
CONTROLLER	Approved as to Budget Compliance	Date:
CITY ATTORNEY	Approved as to Form and Legality <i>TEB</i>	Date: 02/23/16
CITY MANAGER	Approved Agenda Item for 03/01/16 <i>DEM</i>	Date: 02/23/16

COMMISSION ACTION:

<input type="checkbox"/> Approved As Recommended	<input type="checkbox"/> Disapproved
<input type="checkbox"/> Approved With Modification	<input type="checkbox"/> Postponed to Time Certain
<input type="checkbox"/> Other	<input type="checkbox"/> Tabled

RESOLUTION 2016-32

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF FERNANDINA BEACH, FLORIDA, AUTHORIZING SUBMISSION OF AN ECONOMIC DEVELOPMENT TRANSPORTATION FUND GRANT APPLICATION TO FLORIDA DEPARTMENT OF TRANSPORTATION FOR DESIGN AND CONSTRUCTION OF A TRANSPORTATION PROJECT PURSUANT TO SECTION 339.2821, FLORIDA STATUTES TO SUPPORT LIGNOTECH FLORIDA, LLC'S PROPOSED PROJECT AS A QUALIFIED TARGET INDUSTRY; AUTHORIZING EXECUTION; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, pursuant to Section 339.2821, Florida Statutes, the Florida Department of Transportation (FDOT), in consultation with the Department of Economic Opportunity (DEO) and Enterprise Florida, Inc., may make and approve expenditures and contract with the City of Fernandina Beach for the direct costs of transportation projects such as transportation facilities for LignoTech Florida, LLC that FDOT deems necessary to facilitate the economic development and growth of the state; and

WHEREAS, the Department of Economic Opportunity and the Department of Environmental Protection may formally review and comment on recommended transportation projects, although FDOT has final approval authority for any project authorized under Section 339.2821, Florida Statutes; and

WHEREAS, the Nassau County Economic Development Board and LignoTech Florida, LLC have requested that the City Commission agree to be the governmental body that applies to FDOT for transportation project grant funding to design, construct and maintain transportation facilities, including a road and rail spur that will support LignoTech Florida, LLC's proposed industrial project.

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

SECTION 1. The City Commission hereby understands and agrees that it will be the local governing body that will make application to the Florida Department of Transportation (FDOT) for the Economic Development Transportation Fund for a transportation project estimated to cost Three Million One Hundred Thirty-Eight Thousand Dollars (\$3,138,000.00) to support LignoTech Florida, LLC's industrial project proposed to be located in Fernandina Beach, Florida. The City Commission further understands that FDOT may fund all, some or none of the project costs in the application.

SECTION 2. The City Commission plans to enter into a separate future agreement with LignoTech Florida, LLC to formalize how the City will manage any grant funds received from FDOT, but the City will not be expending any public funds or tax dollars to complete the transportation facilities for LignoTech Florida, LLC but instead will act as the statutory agency in charge of applying for and spending any grant funds awarded pursuant to Section 339.2821, FL Statutes on transportation facilities that facilitate economic development.

SECTION 3. The City Manager and City Clerk are hereby authorized to execute the grant application and all documentation pertaining to the grant agreements with FDOT, if awarded, after review and approval of the City Attorney.

SECTION 4. EFFECTIVE DATE. This Resolution shall take effect immediately upon passage.

ADOPTED this 1st day of March, 2016.

CITY OF FERNANDINA BEACH

John A. Miller
Commissioner - Mayor

ATTEST:

APPROVED AS TO FORM & LEGALITY:



Caroline Best
City Clerk

Tammi E. Bach
City Attorney

To: The Florida Department of Transportation

LignoTech Florida LLC is a newly formed Joint Venture between Rayonier Advanced Materials Inc (RYAM) and Borregaard AS (BAS). LignoTech Florida (LTF) is evaluating an opportunity to fund and build a new facility for the advanced manufacturing of high purity, natural lignin-based products at its Fernandina Beach, FL location. The project is an outstanding opportunity for the City of Fernandina Beach and the State of Florida to secure a significant capital investment within the state from a leading Norwegian manufacturer.

The project is expected to require \$110-130 million in capital investment and create an estimated 50 jobs in Nassau County. If final agreement is reached, Rayonier Advanced Materials will become a 45% owner in the joint venture with Borregaard owning 55%. A comprehensive evaluation process is underway pursuant towards a final decision on the project by the respective boards at the end of the second quarter 2016. This evaluation will include an economic analysis to determine the viability of this project. Assistance with incentives from The Florida Department of Transportation and other government entities will be critical to ensure we maintain an edge over competing locations around North and South America.

The proposed scope of work includes several major projects to be installed at the RYAM Fernandina Beach plant site. In addition to the construction of the LTF plant, there are projects within the RYAM plant that will be required to support the delivery of the raw material and other site services to the LTF plant. The LTF plant will be constructed on property leased to LTF from RYAM. This parcel of land is located at the end of the RYAM plant site as shown in Exhibit A, which is lacking the infrastructure required for access unlike other competing, out-of-state industrial park sites.

If the project is approved, the LTF plant will supply a product to the construction industry with tremendous global environmental benefits. Cement kilns represent 6-8% of greenhouse gas emissions globally. Small doses of lignin as a concrete admixture dramatically reduce the use of cement and water in concrete production. The volume of lignin admixture produced by this facility will displace enough production of cement to reduce greenhouse gas emissions by an amount equivalent to removing more than 500,000 cars off of the road.

Upon approval and permitting, the project will commence construction in July 2016. The construction period is expected to be 18-months with the plant becoming operational in January 2018.

Preliminary engineering of the LTF plant includes infrastructure such as an entrance gate, paved roads, parking lot, railroad, pipe bridges, foundations, buildings, and a warehouse. Export of the LTF plant commercial products will be by truck and rail to domestic and international customers.

For the purpose of this application, additional detail is being provided regarding the design of paved roads and railroad changes. A new side street (6 Gum Street, Fernandina Beach, FL) shall be developed from the current RYAM plant main entrance road (10 Gum Street) as shown in Exhibit B. This will be the entrance for LTF employee personal vehicles and LTF plant trucks. A new LTF entrance gate will be installed at the end of this street. Beyond this point, the existing RYAM plant roads will be modified and new asphalt roads will be installed for ingress and egress to and from the LTF plant. The current estimate includes 25,000 square yards of asphalt for this scope to be used over approximately 4,600 linear feet of road. A new railroad spur, approximately 1,000 feet long, will be installed with a transfer switch for the export of liquid product. This design includes four railcar loading stations within the LTF plant with platforms, gangways, and containment as shown in Exhibit C. Another project scope includes a Caustic Soda delivery system by rail as shown in Exhibit B. The RYAM plant currently receives Caustic Soda by barge and will plan to add a rail delivery system to support the additional demand of the LTF plant. This scope includes the modification of an existing railroad track for five railcar unloading stations including platforms, gangways, and containment.

The LTF plant production volume is expected to ramp up from 2018 through 2023 with export by truck and by rail as mentioned. The raw material supplied by RYAM to LTF is already onsite; therefore, LTF will not be importing raw material. LTF will require delivery of some operating supplies. The addition of the LTF rail spur will minimize the product export by truck through the existing AIA corridor. If the entire production was transported by truck at the full production rate in 2023, this would result in the addition of about one truck per hour to the plant through the AIA corridor.

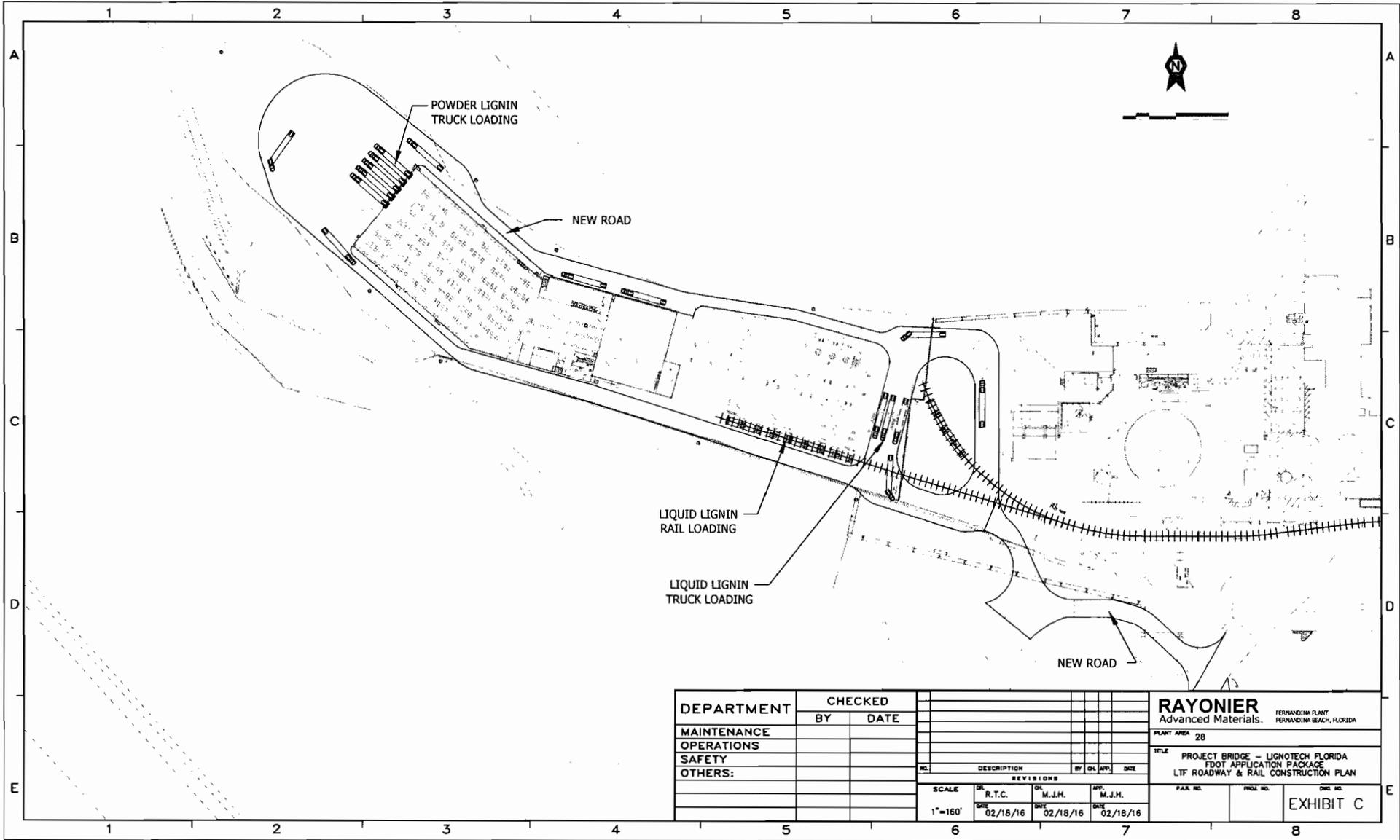
On behalf of LTF, I appreciate your consideration of this project and look forward to any questions that you may have.

Best Regards,



Mark Homans

Authorized Officer



DEPARTMENT	CHECKED		NO.	DESCRIPTION	BY	DATE
	BY	DATE				
MAINTENANCE						
OPERATIONS						
SAFETY						
OTHERS:						

RAYONIER
Advanced Materials. FERNANDINA PLANT
FERNANDINA BEACH, FLORIDA

PLANT AREA 28

TITLE PROJECT BRIDGE - LIGNOTECH FLORIDA
FDOT APPLICATION PACKAGE
LTF ROADWAY & RAIL CONSTRUCTION PLAN

SCALE 1"=160'	DR. R.T.C. DATE 02/18/16	DR. M.J.H. DATE 02/18/16	APP. M.J.H. DATE 02/18/16	P.A.R. NO.	PROJ. NO.	DWG. NO. EXHIBIT C
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ECONOMIC DEVELOPMENT TRANSPORTATION FUND APPLICATION INSTRUCTIONS

Name of Business

FOR EFI USE ONLY		
Date Received	Date Revised	Date Completed

1. KEY EDTF PROGRAM INFORMATION AND APPLICATION INSTRUCTIONS

Please carefully review all application instructions. Contact Enterprise Florida, Inc., (EFI) to discuss the project and application before submitting a formal proposal.

Application Instructions: Each Economic Development Transportation Fund (EDTF) application must be accompanied by:

1. The **General Project Overview** (separate document) completed by a representative from the company on whose behalf the application is being submitted.
2. The **Economic Development Transportation Fund Attachment** (this document) completed by the governmental entity applying for the grant.
3. Department of Transportation project cost estimate (last page of this document) form to be completed by a FDOT representative from the local FDOT district.
4. A letter from the company (on company letterhead and signed by an authorized company officer) indicating:
 - a. The transportation impediment that exists and required improvements needed to eliminate the impediment; and
 - b. A statement indicating the project will not occur in Florida without the proposed transportation improvements and only one Florida site is under consideration.
5. A 1:24,000 (1 inch = 2,000 feet) **U.S.G.S. quadrangle sheet** which shows the transportation project and the company's proposed site.
6. Recent digital photographs of the project site showing the location of the facility relative to required transportation improvements and confirming that construction has not yet begun on the facility or transportation project.
7. A small **sketch or diagram** (no more than 8 ½" by 14") showing:
 - a. All existing transportation facilities in proximity to the project site (clearly labeled);
 - b. The business project property boundaries;
 - c. General outline of the facility within the property (existing and / or proposed);
 - d. All existing transportation entry and exit points; and
 - e. The proposed transportation project (clearly designated as the proposed project).

Note: The diagram need not be professional, and the scale may be rough, but it should be in sufficient detail to present the observer with a clear understanding of the current situation and the proposed project.

Applicants are encouraged to submit electronic copies of the application and all supporting materials, in addition to one original, signed copy of the General Project Overview, EDTF attachment, USGS map, and additional maps. If materials cannot be submitted electronically, multiple copies may be required.

Program Overview:

- The EDTF grant must be approved by the Department of Transportation (FDOT) prior to the company making its decision to locate or expand in Florida.
- EDTF may be used to alleviate a transportation impediment as an inducement for a business to remain, expand, or locate in Florida. The grant may not exceed total eligible project costs, up to \$7,000 per job retained or created. Exceptions to the per job limit may be allowed. Contact Enterprise Florida, Inc. for details.
- EDTF applications are accepted throughout the year (there is no application deadline); however, the state's fiscal year runs from July 1 to June 30 and the annual appropriation is made on July 1.
- Pursuant to section 339.2821, Florida Statutes, EDTF funds cannot be used to induce a company to locate from one Florida community to another unless, without the relocation, the company will move outside the state. Contact Enterprise Florida, Inc. if the project involves the relocation of a business.
- EDTF is a reimbursement of eligible costs. The applicant must follow all standard contract bid and purchasing procedures.
- Economic Development Transportation Fund: *Section 339.2821, Florida Statutes.*

Economic Development Transportation Fund Attachment to the General Project Overview

Name of Business

IMPORTANT NOTE: This application must be filed and the incentive approved *prior* to a company's decision to expand or locate in Florida.

1. APPLICANT

- A. **Government Applicant:** City of Fernandina Beach
- B. **Government Federal Employee Identification Number:** _____
- C. **Name of Primary Contact:** _____
Title: _____
Mailing Address: _____
Street Address
- _____
- City* _____ *State* _____ *Zip Code* _____
- Telephone:** _____ **Fax:** _____
- Email Address:** _____ **Website:** _____
- _____
- D. **DOT District Number:** _____

2. TRANSPORTATION OVERVIEW

Be sure to attach a rough site plan showing the facility in relation to the requested transportation improvements to be funded from the EDTF.

- A. **Briefly describe the transportation problem and why it is an impediment to the company's location decision.**

LignoTech Florida LLC is a newly formed Joint Venture between Rayonier Advanced Materials Inc. (RYAM) and Borregaard AS (BAS). LignoTech Florida (LTF) is evaluating an opportunity to fund and build a new facility for the advanced manufacturing of high purity, natural lignin-based products at its Fernandina Beach, FL location. The project is an outstanding opportunity for the City of Fernandina Beach and the State of Florida to secure a significant capital investment within the state from a leading Norwegian manufacturer.

The project is expected to require \$110-130 million in capital investment and create an estimated 50 jobs in Nassau County. If final agreement is reached, Rayonier Advanced Materials will become a 45% owner in the joint venture with Borregaard owning 55%. A comprehensive evaluation process is underway pursuant towards a final decision on the project by the respective boards at the end of the second quarter 2016. This evaluation will include an economic analysis to determine the viability of this project. Assistance with incentives from The Florida Department of Transportation and other government entities will be critical to ensure we maintain an edge over competing locations around North and South America.

The proposed scope of work includes several major projects to be installed at the RYAM Fernandina Beach plant site. In addition to the construction of the LTF plant, there are projects within the RYAM plant that will be required to support the delivery of the raw material and other site services to the LTF plant. The LTF plant will be constructed on property leased to LTF from RYAM. This parcel of land is located at the end of the RYAM

Economic Development Transportation Fund

Attachment to the General Project Overview

plant site as shown in Exhibit A, which is lacking the infrastructure required for access unlike other competing, out-of-state industrial park sites.

If the project is approved, the LTF plant will supply a product to the construction industry with tremendous global environmental benefits. Cement kilns represent 6-8% of greenhouse gas emissions globally. Small doses of lignin as a concrete admixture dramatically reduce the use of cement and water in concrete production. The volume of lignin admixture produced by this facility will displace enough production of cement to reduce greenhouse gas emissions by an amount equivalent to removing more than 500,000 cars off of the road.

B. Briefly describe the proposed transportation project that will alleviate the transportation impediment.

Upon approval and permitting, the project will commence construction in July 2016. The construction period is expected to be 18-months with the plant becoming operational in January 2018.

Preliminary engineering of the LTF plant includes infrastructure such as an entrance gate, paved roads, parking lot, railroad, pipe bridges, foundations, buildings, and a warehouse. Export of the LTF plant commercial products will be by truck and rail to domestic and international customers.

For the purpose of this application, additional detail is being provided regarding the design of paved roads and railroad changes. A new side street (6 Gum Street, Fernandina Beach, FL) shall be developed from the current RYAM plant main entrance road (10 Gum Street) as shown in Exhibit B. This will be the entrance for LTF employee personal vehicles and LTF plant trucks. A new LTF entrance gate will be installed at the end of this street. Beyond this point, the existing RYAM plant roads will be modified and new asphalt roads will be installed for ingress and egress to and from the LTF plant. The current estimate includes 25,000 square yards of asphalt for this scope to be used over approximately 4,600 linear feet of road. A new railroad spur, approximately 1,000 feet long, will be installed with a transfer switch for the export of liquid product. This design includes four railcar loading stations within the LTF plant with platforms, gangways, and containment as shown in Exhibit C. Another project scope includes a Caustic Soda delivery system by rail as shown in Exhibit B. The RYAM plant currently receives Caustic Soda by barge and will plan to add a rail delivery system to support the additional demand of the LTF plant. This scope includes the modification of an existing railroad track for five railcar unloading stations including platforms, gangways, and containment.

The LTF plant production volume is expected to ramp up from 2018 through 2023 with export by truck and by rail as mentioned. The raw material supplied by RYAM to LTF is already onsite; therefore, LTF will not be importing raw material. LTF will require delivery of some operating supplies. The addition of the LTF rail spur will minimize the product export by truck through the existing AIA corridor. If the entire production was transported by truck at the full production rate in 2023, this would result in the addition of about one truck per hour to the plant through the AIA corridor.

External engineering firms have been hired to design these projects per applicable codes and standards. They are progressing with the +/- 10% estimating, (FEL-3) phase. Additional information is available upon request.

Economic Development Transportation Fund Attachment to the General Project Overview

3. ESTIMATED COSTS AND SOURCES OF FUNDING

Include all transportation project costs and sources, even costs not eligible for reimbursement under EDTF, but part of the total transportation project.

A. Transportation Project Costs:

Construction	\$2,615,000.00
Right of Way ¹	\$0
Design & Engineering	\$523,000.00
Total Project Costs	\$3,138,000.00

B. Transportation Project Funding Sources:

City	\$0
County	\$0
Company	\$138,000.00
Other (govt. grants, developer, etc)	\$0
Total Non-EDTF Funding	\$138,000.00

Please Specify: 0

EDTF Requested Amount² \$3,000,000.00

Note: Requested amount must equal the difference between the transportation project costs in 3A. and the transportation project funding sources in 3B.

4. PROJECT INFORMATION

A. Number of full-time permanent jobs created and retained:

Net new jobs: 50 Retained jobs 0 Total Jobs 50

B. New capital investment generated: \$110,000,000.00

C. Average wage for new and retained jobs: \$54,000.00

D. Number of days required to complete construction of the transportation project: 18 - Months

E. What is the location of the project (provide road number, if applicable)?

US: _____ State: Florida County: _____ City: 6 Gum Street

F. Who is responsible for maintenance and upkeep? (indicate if more than one are applicable)

US: State: County: City:
1000 feet of new rail for rail spur and 4,600 feet of road improvements

G. What is the length of the transportation project (if applicable): _____

1 Right-of-Way cost may be included in the cost estimate if acquisition is required from a third party in order to construct the transportation project; however, EDTF will not provide funds to acquire the right-of-way. These right-of-way costs must be funded by a source other than EDTF in Section 4B.

2 Maximum requested amount is \$3 million. Award amount will be up to \$7,000 per job created or retained, unless extraordinary circumstances exist, which warrant an increased per job award. Contact Enterprise Florida for more information.

Economic Development Transportation Fund Attachment to the General Project Overview

5. OTHER CONSIDERATIONS

A. Is there an alternative that would provide a more cost-effective solution to the transportation problem?

Yes No If yes, explain: _____

B. Are there additional traffic impacts?

Yes No

If yes, does the project provide for/address these additional impacts?

Yes No If no, explain: _____

C. Is the adopted local government comprehensive plan for the jurisdiction in compliance with Chapter 163, Part II, Florida Statutes³?

Yes No If not, what is the expected time frame for compliance? _____

D. What is the future land use map designation for the proposed project site?

Heavy Industrial _____

E. Are the transportation project and business facility consistent with the adopted local government comprehensive plan?

Yes No If not, describe the inconsistency and give the time frame for amending the plan: _____

F. Does the adopted plan include an economic development element?

Yes No

G. Is the applicant's transportation project linked to other publicly funded economic development programs?

Yes No If so, list the programs and discuss the role they will play in this project: _____

H. Is the proposed site part of a current or previous DRI?

Yes No If yes, explain (including concurrency issues): _____

I. Will low to moderate income workers be eligible for employment within this facility?

Yes No If yes, please describe: _____

J. Is the proposed transportation project already included in future capital improvement plans?

Yes No If yes, explain: _____

See transportation overview _____

6. TRAFFIC IMPACTS

*Only REQUIRED for projects involving state highways.
Information is optional for all other projects.*

A. Traffic generation estimates: (in number of vehicles daily)

³ Chapter 163, Part II: Growth Policy; County and Municipal Planning; Land Development Regulation

Economic Development Transportation Fund Attachment to the General Project Overview

	Number of cars	50	Number of trucks	12
B. AM Peak Hour:	7	a.m. to	9	a.m.
	Number of inbound cars	50	Number of inbound trucks	6
	Number of outbound cars	0	Number of outbound trucks	6
C. PM Peak Hour:	3:30	p.m. to	5:30	p.m.
	Number of inbound cars	0	Number of inbound trucks	6
	Number of outbound cars	50	Number of outbound trucks	6

7. SIGNATURE

To the best of my knowledge, the information included in this application is accurate.

Signature of chief elected official

Name: _____
Title: _____

- Signature must be that of the chief elected city or county official.
- If this application is for a city or county road, the city or county, respectively, must agree to maintain the road (via passage of a resolution following state approval of the EDTF grant). This will be stipulated in all contracts involving expenditure of the Economic Development Transportation Fund.

***** PLEASE BE SURE TO ATTACH THE GENERAL PROJECT OVERVIEW *****

ECONOMIC DEVELOPMENT TRANSPORTATION FUND PROJECT COST ESTIMATE

FOR SUBMISSION TO THE EDTF COORDINATOR
IN THE FDOT DISTRICT IN WHICH THE PROJECT IS LOCATED

FDOT TRANSPORTATION PROJECT CONSTRUCTION COST ESTIMATE:

Based on information provided with this application:

Estimated cost of construction	\$ _____
Estimated cost of right of way	\$ _____
Estimated cost of design and engineering	\$ _____
Total estimated cost:	\$ _____

Was cost overrun considered in total cost?

Yes No

If yes, how much? \$ _____ or % _____

Has design and engineering been completed?

Yes No

If yes, is design in accordance with DOT specifications?

Yes No

How many days are estimated for completion of the transportation project? _____

FDOT Comments: _____

Signature of FDOT District EDTF Coordinator

FDOT district number: _____

- The signature of the FDOT District representative attests only to the cost estimates for the EDTF transportation project and does not commit FDOT to the approval of the EDTF award request or any FDOT permits associated with this project.
- Applications submitted without this completed and signed page are incomplete and will not be processed until received by Enterprise Florida, Inc.

Qualified Target Industry Tax Refund Attachment to the General Project Overview

LignoTech Florida LLC
Name of Business

FOR EFI USE ONLY		
Date Received	Date Revised	Date Completed
EFJ Project Number		

*Must be a separate **business unit** or reporting unit of a **business unit** that is or will be registered with the State of Florida for unemployment compensation purposes.*

IMPORTANT NOTE: This application must be filed and the incentive approved **prior** to making the decision to expand an existing Florida business unit or to locate a new business unit in Florida.

**** Be sure to submit the General Project Overview and Local Support Resolution¹ following passage by the City / County****

1. PROJECT EMPLOYMENT AND WAGE COMMITMENTS

- A. What is the total number of net new full-time equivalent Florida jobs created by the project at the business unit²?** 50
- B. Provide the job creation schedule to which you commit:** (Please limit the phases to a maximum of three consecutive years and job creation to no less than ten jobs in the first year).

Phase	Number of net new full-time equivalent Florida jobs created in the business unit	Date by which jobs will be created
I	50	12/31/2018
II		12/31/
III		12/31/
IV		12/31/
V		12/31/
Total		

- C. For the purposes of certification, agreement, and claim review, indicate the average wage and corresponding threshold (percentage) to which you commit:**
Check the relevant box (only one) and fill in the first field (wage commitment) and second field (county, state, or MSA used).
- \$_____, which is at least 115% of the average wage in _____.
- \$54,000, which is at least 150% of the average wage in Nassau County.
- \$_____, which is at least 200% of the average wage in _____.

2. LOCAL FINANCIAL SUPPORT

- A. Identify the local government(s) anticipated to provide local financial support³:**
Nassau County

¹ Submit the resolution adopted by the local governing body recommending the applicant be approved as a QTI Business unit and indicating the amount of local financial support that has been committed. Resolution should clearly indicate waivers requested and justification for such waivers.

² Must be a minimum of 10 new jobs and a 10 percent increase in current business unit employment (if an existing Florida business).

³ The total QTI award may not exceed five times the local financial support provided by the community. If the community has requested a local financial support waiver or the support is provided in the form of ad valorem tax abatement, the QTI award will be reduced by this amount.

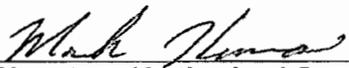
Qualified Target Industry Tax Refund Attachment to the General Project Overview

B. Indicate the date(s) the QTI support resolution(s) is / are anticipated to be passed by the local government:

3. SIGNATURES


Signature of Individual Completing this Attachment
(if different from General Project Overview)
1301 Riverplace Blvd, Suite 2300, Jacksonville, FL 32207
Address (if different)

12/09/15
Date
904.357.9162
Phone Number (if different)


Signature (Authorized Company Officer) REQUIRED
Mark Homans, Authorized Signer

12/09/15
Date

Name and Title of Authorized Officer

4. KEY QTI PROGRAM INFORMATION

- The tax refund claim form will be due by January 31st each year for the number of jobs on December 31st of the previous calendar year. Tax refunds paid per state fiscal year (July 1 – June 30) may not exceed 25 percent of the total tax refund award associated with the phase(s) scheduled.
- The total award will be equal to \$3,000 (\$6,000 in Enterprise Zones or Rural Counties) times the number of jobs reported in item 1A. Additional per job bonuses may be available; however, the QTI award may not exceed five times the local financial support paid by the community.
 - \$1,000 per job if the average annual wage is at least 150% of the area's average; or \$2,000 per job if the average annual wage is at least 200%.
 - \$2,000 per job if the business falls within a designated high impact sector OR if the business increases exports of its goods through a seaport of airport in the state by at least 10 percent in value or tonnage in each year of receiving a QTI refund.
 - \$2,500 per job if the project locates in a designated Brownfield area (Brownfield Bonus).
 - \$1,000 per job if the local financial support is equal to the base QTI award.
- If in any year the applicant does not achieve the job creation schedule outlined in item 1C, but achieves at least 80% of the required net new jobs, the company will receive a pro-rated refund less a 5% penalty of the scheduled award amount for that year. **If job creation falls below 80% of the required jobs, the company will not receive a refund and will be terminated from the program. Similarly, if the average wage falls below the wage committed to in 1C, the company will not receive a refund and will be terminated from the program.**
- For an expanding Florida business unit:
 - Existing number of full-time equivalent Florida jobs must be maintained for the duration of the QTI agreement.
 - The average wage commitment should include wages paid for only the net new to Florida jobs, as shown on the unit's UCT-6 form. The applicant will be required to establish a tracking mechanism to distinguish between existing versus new jobs and employees filling those jobs. Contact Enterprise Florida for more information.
- QTI eligible jobs are those that are physically located within the State of Florida and located at the facility listed as the proposed location address in question 2G of the General Project Overview or subsequent QTI contract with the State of Florida. If any jobs will not be physically located at the proposed location address, contact Enterprise Florida to discuss the situation. Jobs that are paid out of the proposed location address facility but are not located at that facility or in the State of Florida are not considered net new jobs for QTI purposes.
- A qualified target industry business that fraudulently claims a refund under 288.106(2), Florida Statutes:
 - Is liable for repayment of the refund to the account, plus a mandatory penalty in the amount of 200 percent of the tax refund which shall be deposited into the General Revenue Fund.
 - Is guilty of a felony of the third degree, punishable as provided in s. 775.082, s. 775.083, or s. 775.084.
- Qualified Target Industry Tax Refund: Section 288.106, Florida Statutes.

Qualified Target Industry Tax Refund Attachment to the General Project Overview

LignoTech Florida LLC is a newly formed Joint Venture between Rayonier Advanced Materials Inc and Borregaard AS. LignoTech Florida is evaluating an opportunity to fund and build a new facility for the advanced manufacturing of high purity, natural lignin-based products at its Fernandina Beach location. The project is an outstanding opportunity for Nassau County and the State of Florida to secure a significant capital investment in the state from a leading Norwegian manufacturer.

The project is expected to require \$110-130 million in capital investment and create 50 jobs in Nassau County. If final agreement is reached, Rayonier Advanced Material will become a 45% owner in the joint venture with Borregaard owning 55%.

This project is going through a comprehensive evaluation process before a final decision is made on whether or not to proceed. This evaluation will include an economic analysis that will be used to validate the viability of this project. Assistance and incentives from Enterprise Florida and other government entities will be critical to ensure we maintain an edge over competing locations.



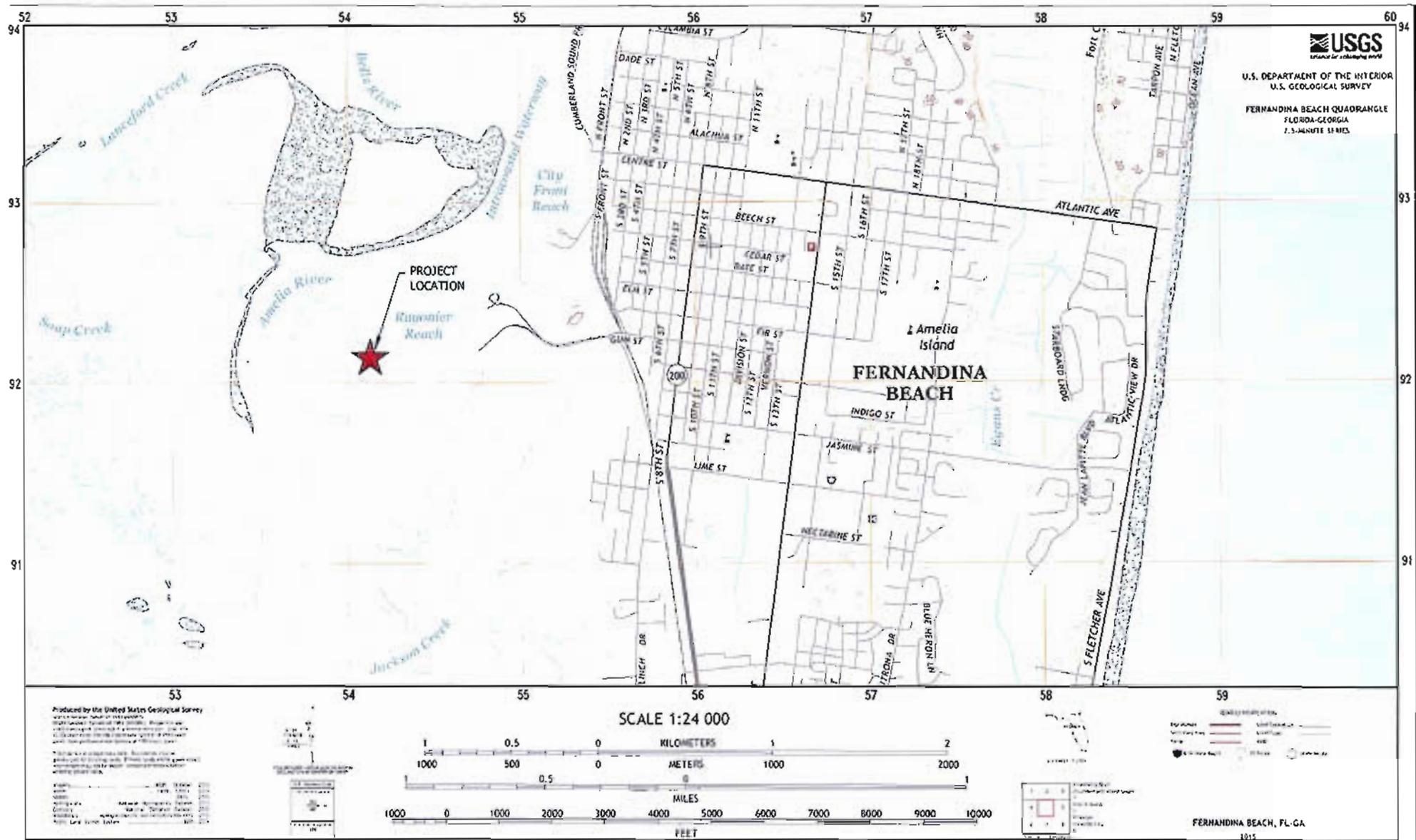
February 22, 2016
Proposed LTF Site Location



February 22, 2016
Proposed LTF Gate Location



February 22, 2016
Proposed LTF New Road



U.S. DEPARTMENT OF THE INTERIOR
 U.S. GEOLOGICAL SURVEY
 FERNANDINA BEACH QUADRANGLE
 FLORIDA-GEORGIA
 7.5-MINUTE SERIES

Produced by the United States Geological Survey
 under contract to the U.S. Army Corps of Engineers
 1982 Edition
 This map is a reproduction of a map published by the U.S. Army Corps of Engineers in 1982. It is not a new map. It is a reproduction of a map published by the U.S. Army Corps of Engineers in 1982. It is not a new map. It is a reproduction of a map published by the U.S. Army Corps of Engineers in 1982. It is not a new map.

SCALE 1:24 000



LEGEND

- ROADS
- RAILROADS
- WATER
- LAND
- BOUNDARIES
- INDEX

FERNANDINA BEACH, FL. GA.

1015

CITY COMMISSION AGENDA ITEM
City of Fernandina Beach



SUBJECT: **Resolution 2016-33**
Budget Amendment – Marina Department

ITEM TYPE: Ordinance Resolution Other
 Proclamation Presentation

REQUESTED ACTION: **Approve Resolution 2016-33**

SYNOPSIS: According to Code Sec 2-412 and Charter section 74, the Commission must approve any budget transfers over \$7,500. At the direction of the Commission, the City has pursued and is prepared to execute an agreement to purchase land (Vuturo lot) to expand the Marina northward. This purchase was not anticipated in the fiscal year 2015/2016 budget. The purchase will ultimately be paid for by issuing debt. These actions require an amendment to the budget and an amendment to the City's Capital Improvement Plan.

FISCAL IMPACT: The proposed budget amendment increases the Other Financing Sources (Loan Proceeds) account, 480-384.1000 by \$840,300, the Land account, 480-7500-575.6500 by \$800,000 and allows for financing costs related to the new loan in account 480-7500-575.7300, \$40,300. **The budget amendment increases the Total City Budget from \$109,464,700 to \$110,305,000** and requires an amendment to the City's Five Year Capital Improvement Plan.

2015 STRATEGIC PRIORITIES: Waterfront Funding (Priority 1) Fire Department (Priority 1)
 8th Street (Priority 1) Department Goals (Priority 1)
 Trolley System (Priority 2) Beach Renourishment (Priority 2)
 4 Year Terms (Priority 2) 8th Street Entrance (Priority 2)
 Waterfront Park- Lot B (Priority 3)

CITY ATTORNEY COMMENTS: None.

CITY MANAGER RECOMMENDATION(S): I recommend that the City Commission adopt proposed Resolution 2016-33. *DLM*

DEPARTMENT DIRECTOR Submitted by: Dale Martin Date: 2/23/2016
City Manager
CONTROLLER Approved as to Budget Compliance *PHC* Date: 2/23/2016
CITY ATTORNEY Approved as to Form and Legality *TEB* Date: 2/24/2016
CITY MANAGER Approved Agenda Item for 3/1/16 *DLM* Date: 2/23/2016

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

RESOLUTION 2016-33

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF FERNANDINA BEACH, FLORIDA APPROVING AN AMENDMENT TO THE BUDGET FOR FISCAL YEAR 2015/2016; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the City adopts and operates under a budget for the fiscal year and the City Charter requires that the City Commission approve any budget amendment over \$7,500; and

WHEREAS, at the direction of the Commission, the City has pursued and is prepared to execute an agreement to purchase land (Vuturo lot) to expand the Marina northward; and

WHEREAS, because this action was not anticipated in the FY 2015/2016 budget, a budget amendment and an amendment to the City's Five Year Capital Improvement Plan are required; and

WHEREAS, staff recommends the following budget amendment related to the land purchase: an increase to the Marina Loan Proceeds account, 480-384.1000 in the amount of \$840,300, increase to the Marina Land account, 480-7500-575.6500, \$800,000, and an increase to the Marina Financing Costs account, 480-7500-575.7300, \$40,300. **This amendment increases the total City budget from \$109,464,700 to \$110,305,000;** and

WHEREAS, staff recommends the Commission adopt changes to the Five Year Capital Improvement plan – Marina section adding Land Purchase for \$800,000.

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 following budget amendment: increase to the Marina Loan Proceeds account, 480-384.1000 in the amount of \$840,300, increase to the Marina Land account, 480-7500-575.6500, \$800,000, and an increase to the Marina Financing Costs account, 480-7500-575.7300, \$40,300. **This amendment increases the total City budget from \$109,464,700 to \$110,305,000.**

SECTION 2. The City Commission hereby approves amending the Five Year Capital Improvement Plan to include \$800,000 for the Marina Land Purchase

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

ADOPTED this 1st day of March, 2016.

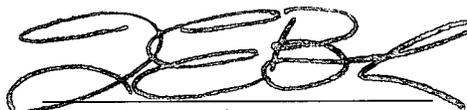
ATTEST:

CITY OF FERNANDINA BEACH

Caroline Best
City Clerk

John A Miller
Commissioner-Mayor

APPROVED AS TO FORM AND LEGALITY:



Tammi E. Bach
City Attorney

**CITY OF FERNANDINA BEACH
REQUEST FOR BUDGET AMENDMENT**

BUDGET AMENDMENT NUMBER:

DATE: 2/24/2016

DEPARTMENT: Marina

REQUEST THAT THE ADOPTED BUDGET FOR THE FOLLOWING ACCOUNTS BE AMENDED:

INCREASE 480-384.1000 Loan Proceeds	INCREASE 480-7500-575.6500 Marina Land (new account)	800,000 *
480-384.1000 Loan Proceeds	480-7500-575.7300 Financing Costs	40,300 *

REASON FOR TRANSFER:

Amendment to borrow funds to purchase land not anticipated in the original budget.

* **Increases the Total City Budget from \$109,464,700 to \$110,305,000.**

DEPARTMENT HEAD SIGNATURE

RECOMMENDATIONS/COMMENTS: _____

DH Clifford 2/24/16
CONTROLLER DATE

CITY MANAGER DATE

Project Title/Justification	Funding Source			Cost	2015/2016	2016/2017	2017/2018	2018/2019	2019/2020	Priorities (Per Comp Plan Policy 8.01.02)				
	Gen Fund		*Other							A	B	C	D	E
Priority A:													Priority C:	
1. Capital Improvements needed to protect public health and safety.													1. Capital Improvements that will increase efficient use of existing public facilities where the economic benefit that results from the improvement exceeds the economic cost of making the improvement.	
2. Capital Improvements needed to fulfill a State or Federal mandate.													2. Capital Improvements that will promote redevelopment and/or infill development.	
3. Capital Improvements needed to fulfill a legal or regulatory requirement.													Priority D:	
4. Capital improvements needed to complete an ongoing project.													1. Capital Improvements needed to accommodate projected new development, that are consistent with the FLUM, and which represent a logical extension of public facilities.	
5. Capital improvements that are shovel ready (funding, permits, etc. are in place).													2. Capital Improvements needed to serve developments that were approved prior to the adoption of the Fernandina Beach Comprehensive Plan.	
6. Capital improvements needed to correct existing deficiencies or maintenance issues.													Priority E:	
Priority B:													1. Capital Improvements that will further the plans of the St. Johns River Water Management District and other State agencies that may provide public facilities within the City.	
1. Capital Improvements needed to meet or maintain adopted level of service standards.														
2. Capital improvements needed to implement adopted plans or studies.														
3. Capital improvements that are eligible for grant funding.														
4. Capital improvements that will promote economic development.														
5. Capital improvements that will reduce operating and/or maintenance costs.														
Marina Fund (480)														
	Enterprise		*Other											
MOORING FIELD EXPANSION	50%		50% ⁵	206,300	131,300	25,000	50,000					3		
BULL RAIL REPAIR / REPLACEMENT		50% ¹³	50% ⁵	640,000	190,000	150,000	150,000	150,000			1,6	3		
BREAKWATER ELECTRICAL REWIRING	50%		50% ⁵	345,000		195,000	150,000				1	3		
PUMP OUT BOAT	25%		75%⁴	100,000	100,000						1,6	3		
LAND PURCHASE			100%⁸	800,000	800,000						6	4,5	1	
Central Garage (510)														
	Service Fund		*Other											
ERP Software	100%			132,500	132,500						6	1		
Utility Billing (520)														
	Service Fund		*Other											
ERP Software	100%			150,000	150,000						6	1		

1. County 5. FIND 9. Impact Fees 13. FBIP
 2. FRDAP 6. FDOT 10. Assessments 14. Fines
 3. State 7. FAA 11. Enterprise 15. Unclaim Prop
 4. Federal 8. Loan 12. Utility Bond

CITY COMMISSION AGENDA ITEM
City of Fernandina Beach



SUBJECT: **Resolution 2016-34**
Reimbursement – General Fund

ITEM TYPE: Ordinance Resolution Other
 Proclamation Presentation

REQUESTED ACTION: **Approve Resolution 2016-34**

SYNOPSIS: In connection with the acquisition, construction and equipping of certain capital improvements within the City of Fernandina Beach, Florida (the “City”), including the acquisition of certain waterfront real property for the expansion of the City Marina and improvements thereto (the “Project”), the City expects to incur expenses for which the City will advance internal funds.

The City intends to reimburse itself for all or a portion of such expenses from the proceeds of debt to be incurred by the City.

FISCAL IMPACT: The City will advance General Fund monies for the Project and will be reimbursed when new debt is issued – expected to be prior to September 30, 2016.

2015 STRATEGIC PRIORITIES: Waterfront Funding (Priority 1) Fire Department (Priority 1)
 8th Street (Priority 1) Department Goals (Priority 1)
 Trolley System (Priority 2) Beach Renourishment (Priority 2)
 4 Year Terms (Priority 2) 8th Street Entrance (Priority 2)
 Waterfront Park- Lot B (Priority 3)

CITY ATTORNEY COMMENTS: No additional comments.

CITY MANAGER RECOMMENDATION(S): I recommend that the City Commission adopt proposed Resolution 2016-34. *DEM*

DEPARTMENT DIRECTOR Submitted by: Tammi E. Bach Date: 2/24/2016
City Attorney
CONTROLLER Approved as to Budget Compliance *PHE* Date: 2/24/2016
CITY ATTORNEY Approved as to Form and Legality *TEB* Date: 2/24/2016
CITY MANAGER Approved Agenda Item for 3/1/16 *DEM* Date: 2/24/2016

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

RESOLUTION 2016-34

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF FERNANDINA BEACH, FLORIDA DECLARING THE OFFICIAL INTENT OF THE CITY TO REIMBURSE ITSELF FROM THE PROCEEDS OF DEBT FOR EXPENSES TO BE INCURRED WITH RESPECT TO A CERTAIN PROJECT; AUTHORIZING CERTAIN INCIDENTAL ACTIONS; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, in connection with the acquisition, construction and equipping of certain capital improvements within the City of Fernandina Beach, Florida (the "City"), including the acquisition of certain waterfront real property for the expansion of the City Marina and improvements thereto (the "Project"), the City expects to incur expenses for which the City will advance internal funds; and

WHEREAS, the City intends to reimburse itself for all or a portion of such expenses from the proceeds of debt to be incurred by the City.

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

SECTION 1. AUTHORITY FOR THIS RESOLUTION. This Resolution is adopted pursuant to the provisions of the Constitution of the State of Florida; Chapter 166, Florida Statutes; the Charter of the City; and other applicable provisions of law.

SECTION 2. FINDINGS. The above stated recitals are hereby incorporated as part of this Resolution.

SECTION 3. DECLARATION OF OFFICIAL INTENT. The City hereby declares its official intent to reimburse itself from the proceeds of debt to be incurred by the City for expenses incurred with respect to the Project within 60 days prior to the date of this Resolution and subsequent to the date of this Resolution. This Resolution is intended as a declaration of official intent under Treasury Regulation Section 1.150-2. Pending reimbursement, the City expects to use funds on deposit in the general fund and/or another fund to pay costs of such Project. The debt to be issued to finance the Project is expected not to exceed a principal amount of \$800,000.

SECTION 4. INCIDENTAL ACTION. The Mayor, City Manager, Controller, City Attorney and City Clerk, and their designees are hereby authorized to take such actions as may be necessary to carry out the purposes of this Resolution.

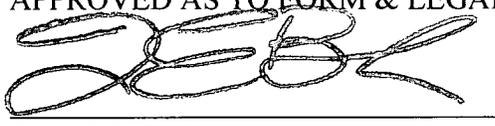
SECTION 5. EFFECTIVE DATE. This Resolution shall become immediately effective upon its adoption.

ADOPTED this 1st day of March, 2016.

CITY OF FERNANDINA BEACH

John A. Miller
Commissioner - Mayor

APPROVED AS TO FORM & LEGALITY:



Tammi E. Bach
City Attorney

ATTEST:

Caroline Best
City Clerk

CITY COMMISSION AGENDA ITEM
City of Fernandina Beach



SUBJECT: **Discussion**
Reestablishment of a City Recycling Site

ITEM TYPE: Ordinance Resolution Other
 Proclamation Presentation

REQUESTED ACTION: **Discussion**

SYNOPSIS: On February 1, 2016, the City closed the Lime Street recycling center due to illegal dumping. This site was developed with financial support of Keep Nassau Beautiful (Anheuser-Bush) and the actual disposal costs were donated by Advanced Disposal.

Correspondence has been received from the Sierra Club and the Amelia Island – Fernandina Beach – Yulee Chamber of Commerce.

A large cardboard container along 65 gallon bins for paper, glass, and aluminum is recommended by Commissioner Kreger. Potential sites include the area across from City Hall or the Bailey Road Athletic Fields. The existing County site on Bailey Road is scheduled to be relocated when the maintenance yard is moved to Burney Park.

This item is placed on the agenda at the request of Commissioner Kreger.

FISCAL IMPACT:

2015 STRATEGIC PRIORITIES: Waterfront Funding (Priority 1) Fire Department (Priority 1)
 8th Street (Priority 1) Department Goals (Priority 1)
 Trolley System (Priority 2) Beach Renourishment (Priority 2)
 4 Year Terms (Priority 2) 8th Street Entrance (Priority 2)
 Waterfront Park- Lot B (Priority 3)

CITY ATTORNEY COMMENTS: N/A

CITY MANAGER RECOMMENDATION(S): N/A

DEPARTMENT DIRECTOR	Submitted on behalf of Commissioner Kreger	Date: 2/18/16
CONTROLLER	Approved as to Budget Compliance	Date:
CITY ATTORNEY	Approved as to Form and Legality	Date:

CITY MANAGER Approved Agenda Item for 3/1/16 *DLM* Date: 2/18/16

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