

OCEAN HIGHWAY & PORT AUTHORITY NASSAU COUNTY, Florida



Peck Center
Willie Mae Ashley Auditorium
516 S 10th Street
Fernandina Beach, FL 32034

AGENDA February 12, 2025 6:00 PM Monthly Meeting

1. **Public meeting call to order** (Chair)
2. **Invocation**
3. **Pledge of Allegiance**
4. **Roll Call:** Miriam Hill, District 1; Scott Moore, District 2, Justin Taylor/Chair, District 3; Ray Nelson/Vice Chair, District 4; Mike Cole/Sec-Treasurer, District 5
5. **Welcome Guests** (Chair)
6. **Public Comments** on non-agenda items (Comments submitted prior to the meeting, limit 3 minutes per speaker)
7. **Approval of Minutes**
 - a. January 8, 2025 Monthly meeting
8. **Port Attorney Report**
 - a. RFP for Legal services
9. **Port Accountant Report**
 - a. Financial report – January 2025
 - b. Port Accountant Engagement Letter
10. **Port Operator Report (Port of Fernandina)**
 - a. Tonnage Report
 - b. Facilities Report
 - c. New Business Report
11. **Old Business (Public comments permitted. Limit 3 minutes per speaker)**
 - a. Operating Agreement (OHPA-Nassau Marine Terminal Revenue details)
 - b. Grants G1W55 and G2W07 (compliance documents, Action item)
 - c. Tariff (publication requirement, Action item)
 - d. Port Operator's petition (Fabric warehouse permit, Action item)

12. New Business (Public comments permitted. Limit 3 minutes per speaker)

- a. Florida Association of Special Districts (FASD membership)
- b. Materials stored at Front Street property (OHPA properties)
- c. Notice of Funding Opportunities (MARAD)
- d. Florida Ports Council representative (appoint a Commissioner)
- e. State Appropriation forms (US CBP new facility construction)

13. Office Manager Report

14. Port Commissioner Items (Other business to come before the Board)

15. Adjournment

If a person decides to appeal any decision made by the board, agency, or commission with respect to any matter considered at such meeting or hearing, he or she will need a record of the proceedings, and that, for such purpose, he or she 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 to be based. Fla. Stat. § 286.0105.



Minutes

OCEAN HIGHWAY & PORT AUTHORITY



Miriam R. Hill – Commissioner, District 1
Scott Moore – Commissioner, District 2
Justin Taylor – Chairman, District 3
Ray Nelson – Vice Chair, District 4
Mike Cole – Secretary/Treasurer, District 5

Monthly Meeting Minutes

January 8, 2025

The Ocean Highway and Port Authority, Nassau County, held its monthly meeting on Wednesday, January 8, 2025 at the Peck Center, Willie Mae Ashley Auditorium, 516 S 10th Street, Fernandina Beach, FL 32034.

1. Public meeting (Call to Order) - Chair

Chair Taylor called the public meeting to order at 6:00 PM.

2. Invocation

Commissioner Cole gave the invocation.

3. Pledge of Allegiance

Chair Taylor led the pledge.

4. Roll Call: Miriam Hill, District 1; Scott Moore, District 2, Justin Taylor, District 3; Ray Nelson, District 4; Mike Cole, District 5.

Rossana Hebron, Administrative Office Manager, conducted the roll call. All Commissioners were present. Also in attendance were Patrick Krechowski, Port Attorney; Pierre LaPorte, Port Accountant; and Greg Haehl, Port Operator.

5. Recognition of elected Officials, Honored guests, Industry and Professional representatives, and others in attendance (Chair)

Chair Taylor acknowledged the audience: Gary and Nicole Klopp, Bruce Doueck (Realtor), Danny and Joanne Fullwood, and Davis Bean (Savage).

6. Public Comments on agenda items (Comments submitted prior to the meeting)

- **Bruce Doueck**; Yulee resident, Realtor/Florida Hoes Realty and Mortgage. Mr. Doueck represents a client to acquire a 20+ acres with 1000' of wharfage to construct 3 buildings for assembly, fabrication and distribution by barge of their hydro-kinetic turbines for energy (electricity and hydrogen) production. His client is interested in locating in NE Florida near the water/gulf stream. There are two-business partnership (Stronghold Palmers and Hydro-Kinetic Energy). He hoped to collaborate with OHPA for purchase or long-term lease.

Mr. Doueck answered Mr. Haehl's questions for details. Commissioner Hill explained the Port is operated by an Operator. Anything that comes through the existing Port facility would have to go through the Operator. However, OHPA does have authority within the whole Nassau County to acquire property. Mr. Doueck stated only 15 feet of depth is required for the barges. Chair Taylor added with the OHPA parcels, in particular, the one adjacent to the water, it cannot accommodate the size berth requirements. Commissioner Cole referred Mr. Doueck to the Nassau County Economic Development Board and Chamber of Commerce.

- **Gary Klopp;** Fernandina Beach resident. Mr. Klopp informed the Board that the Operator filed a Petition for Relief with the City of Fernandina. He provided a copy of the document via email to Commissioner Hill and Mr. Krechowski. Subsequently, the document was distributed to the rest of the Board members prior to tonight's meeting.

The document read, in part, *The petitioners constructed a tent-style warehouse structure for storage of containers at 315 N. 2nd Street ("Subject Property"). An after-the-fact building permit was denied by the Planning and Conservation Department because the improvement does not comply with the City's Comprehensive Plan Policy 5P.03.02 which requires a 30-foot landscape buffer for development adjacent to the historic district for a previously constructed.*

A Special Magistrate was retained by the City and the Operator to conduct mediation proceedings, pursuant to Section 70.51, Florida Statutes. It is scheduled for January 28, 2025 at 1:30 pm at the City Hall Chambers, 204 Ash Street, Fernandina Beach.

Mr. Klopp conveyed his perplexity of the oversight, that the OHPA Board was not aware of the relocation of the fabric warehouse on the terminal and now, the mediation between the City and the Operator.

Mr. Haehl explained there were some technicalities with the permitting, and it was being addressed. Part of the issue is the blue house is part of the Port property. A local law firm was hired to represent the Operator. Commissioner Hill questioned why the Operator failed to inform OHPA that a law firm was hired, and the permit was denied. She explained OHPA is the landowner, and the Agreement states the Operator is required to inform OHPA of any material disputes. Chair Taylor suggested that communications need to improve.

Commissioner Hill explained at the time, when the Operator relocated the fabric warehouse to a different unapproved location on the terminal, she voted against requiring the Operator to move the structure for economic and rational reasons. She wondered what OHPA's legal posture was. She conveyed her disappointment with the Operator for lack of notification/communication. Vice Chair Nelson concurred. He challenged the Commission to pay attention to the Port activities. Mr. Krechowski stated he was informed of the matter this afternoon prior to the meeting. He requested more time to digest the details of the matter and report back. Chair Taylor requested better communications from the Operator. Mr. Haehl summarized that the matter pertains to the buffers, zoning, and overlays around the blue house that is owned by the Operator. It is not OHPA property; however, it is zoned as Port facility. Vice Chair Nelson advised the Operator should not be allowed to take matters alone without Board directions or approval. Commissioner Moore added this matter transpired because the Operator violated the direction of the commission.

In sum, Mr. Klopp questioned OHPA's processes of directing the Operator.

7. Regular Business:

a. Approval of Minutes

- December 4, 2024 Monthly meeting

There were no revisions. Commissioner Hill motioned to approve the December 4th minutes. Commissioner Moore second the motion.

The Board voted unanimously in favor of the motion.

b. Port Attorney Report

Mr. Krechowski did not submit a written report to include in the meeting packet. Instead, he provided a verbal report, specifically, an update of the Gulf Breeze case pertaining to the Property Appraiser case. He will schedule a meeting with co-counsel from the Operator to strategize the next actions. On February 27th, a hearing is set for the Property Appraiser motion to dismiss the 2022-2023 cases. Commissioner Hill explained the State Supreme Court's ruling turned on the control the public board had over the ultimate management of the public property,

an issue that has come up multiple times for OHPA. Therefore, the tax exemption is directly linked to public oversight. Mr. Krechowski concurred.

c. Port Accountant Report

- **Financial report – December 2024**

Mr. LaPorte submitted a copy of the financial report included in the meeting packet. No revenue to report, still waiting on the Harbor Admin and Bunkering fees. The next quarterly fee is due in February. OHPA paid half of the audit fee. Mr. LaPorte expects the audit report within the next month. He encouraged the Board to review the draft Management Discussion and Analysis report and provide revisions and comments.

Commissioner Hill inquired about the remittances (facilities fee) from the Operator. Mr. LaPorte reported he was still waiting for a reply from the Operator's legal counsel. He expects reports for the Infrastructure fee on the tenth of the month following the end of the quarter, according to the Operator's legal counsel. The first report should come the day after tomorrow. The Infrastructure fee was put in place to fund the \$50K payout on October 1st annually (PILOT). He also cited the Agreement states once OHPA receives the funds from the Facility use fee, those funds must be used first to pay for property insurance. If OHPA does not have the funds, the Operator is obligated to pay. It is annually and does not accumulate forward. He hoped to provide an update by the next OHPA meeting.

Mr. Krechowski reported he sent the Operator's legal counsel the clarifying question but had not heard back. Mr. LaPorte explained the clarification of the fees for the PILOT payment is essential in understanding the next actions.

d. Port of Fernandina Report (Operator) 0:41:37

- **Tonnage report – December 2024**

A copy of the December 2024 tonnage was not included in the meeting packet. It was submitted after the deadline.

Mr. Haehl reported the highlight from the last couple of months was consistency from the customers. Totals from across the board have been consistent from vessel calls, volumes, breakbulk, paper, and cargo. In addition to Great Lakes, he reported three new customers.

- **Port issues/repairs (update)**

Mr. Haehl confirmed the crane repairs are in progress and is predicted to amount to over \$2.5M.

- **Capital Improvements (list update)**

Mr. Haehl reported more spaces are needed at the terminal. Some of the volumes were deferred to the Jacksonville and Yulee warehouses.

8. Old Business

a. Operating Agreement (OHPA-Nassau Marine Terminal Revenue details)

This item was deferred from the last meeting. Mr. LaPorte reported he was waiting for the Operator's legal counsel to reply to his inquiry regarding the details of the revenue-share remittance processes.

b. Tariff adjustment (funds for 2025 PILOT payment, Resolution 2024-R12)

A copy of the spreadsheet with the Operator's recommended adjustments to the tariff was distributed to the full Board and included in the meeting packet.

Commissioner Hill motioned to adopt Resolution 2024-R12. Commissioner Moore seconded the motion.

Discussion: Commissioner Hill stated she did not receive any public comments/inputs. The tariff adjustment was published at least twice before for public review. The rest of the Board reported not receiving any public comments.

The Board voted unanimously in favor of the motion.

Commissioner Hill was granted permission by the Chair to continue discussions. She inquired if the amended tariff needed to be published by a third party. Mr. Haehl planned to post the amended tariff online. Commissioner Hill requested Mr. Krechowski to confirm if OHPA is required to publish the amended tariff.

c. Engineer retainer (future projects, RFQ- continuing services retainer)

Mr. Haehl reported his team was still working on the draft. He will submit it when it is completed for Board review.

d. RFB- Fender Replacement Project (Final with revisions, review)

A copy of the RFB was included in the meeting packet. Commissioner Hill commented that no photos of the project were included in the draft. There was grant funding identified for the project.

Commissioner Hill motioned to approve the RFB- Fender Replacement project for publication. Commissioner Moore seconded the motion.

Discussion: Commissioner Moore inquired about the timeline of the project. Mr. Haehl did not have a definite completion date but assured that it will be this year.

The Board voted unanimously in favor of the motion.

e. Rescission of Board action (OHPA Property sale, Resolutions 2024-R07 and R08, Noticed from December 4 2024 meeting)

This item was noticed and deferred from the last meeting. Commissioner Hill reminded the Board that this item was approved as an emergency item at the last meeting by a majority vote. The motion was for the Chair to execute the listing agreement that was not attached to the meeting packet. There was no effective date on the listing agreement. As the Chair, she was not comfortable executing an incomplete and questionable agreement. At that time, Mr. Kreschowski provided procedural directions that there must be a motion to rescind not by way of a resolution.

Commissioner Hill motioned to rescind Resolution 2024-R07 (OHPA property sale). Chair Taylor seconded the motion for discussions.

Discussion: Vice Chair Nelson believed the Board did its due diligence on this matter. He supported selling one property only. He added the sale of the property would move the Board in a state of self-sufficiency and urged the Board to move forward with the sale. Place the funds in an interest-bearing account. Commissioner Cole thanked Vice Chair Nelson for his comments. Commissioner Hill stated opposing specifics; public opposition for the property sale and placement of deed restrictions that were not listed on the listing agreement. Mr. Krechowski countered the latter point. She questioned the process of the approval of executing the agreement. It was not attached to the agenda or the meeting packet. This did not follow the usual Board cadence of reviewing and voting on a contract that was always attached to the agenda and the meeting packet. Mr. Krechowski reminded that the item garnered a majority vote as an emergency item and was subsequently voted in favor of the Chair to execute the listing agreement. Commissioner Hill argued the listing agreement presented to her after the last meeting was incomplete. The Board should vote on the material components of the agreement and approve it. She withdrew her motion and passed the decision for next action to Chair Taylor. He explained that he was in favor of using the funds for investments and not for operations. His concern was future OHPA commission could spend the funds on inconsequential purposes. In addition, the Board has a history of not making the best decisions. Commissioner Cole inquired Commissioner Hill withdrawing the motion, would the matter remain open for another attempt to rescind. Commissioner Hill replied that she was withdrawing her motion.

Mrs. Hebron reminded at the time when the motion was entered, Commissioner Hill was the Chair. She questioned whether the current Chair, Justin Taylor, should execute the agreement. Mr. Krechowski confirmed that the current was the one to execute. Chair Taylor agreed.

9. New Business

a. Resolution 2025-R01 (Amend current format of meeting agenda)

Chair Taylor explained his goal for revising the current agenda was to streamline the process for efficiency at the meetings. A copy of the revised agenda and resolution were included in the meeting packet.

Commissioner Hill motioned to approve the revised agenda and resolution. Commissioner Moore seconded the motion.

The Board voted unanimously in favor of the motion.

10. Commissioners Reports and Comments

a. New development reports

No reports.

b. Committee reports

➤ New appointments by the Chair

Chair Taylor submitted a revised list of committees and appointed each Commissioner accordingly.

• Port of Fernandina – All Commissioners

Chair Taylor encouraged each Commissioner to engage and communicate with the Port Operator team and report back to the Board, so the task does not fall on one Commissioner. He recommended scheduling an individual monthly meeting with Kyle Clark, Port Manager.

• FDOT – Hill

• Customs House - Moore

• Army Corp of Engineers - Nelson

• Economic Development - Cole

• Emergency Management - Taylor

• Transportation Planning Organization (TPO) - Hill

• Technical Advisory Committee (TAC) - Moore

There were no reports given for the old committees below:

- Port Security – Nelson
- Port Facilities – Nelson
- FDOT – Nelson
- Customs House – Fullwood
- Army Corp of Engineers – Fullwood
- Economic Development – Cole
- Emergency Management – Cole
- Transportation Planning Organization (TPO) – Hill
- Technical Advisory Committee (TAC) – Taylor
- Nassau Chamber of Commerce – Taylor
- City of Fernandina Beach – Taylor
- Keep Nassau Beautiful – Taylor
- Community Outreach – Fullwood

11. Administrative Office Manager Report

Mrs. Hebron submitted a written report included in the meeting packet. She also provided some updates and reminders to the Board.

She encouraged the Board to re-examine its Resiliency Plan to discuss funding, specifically building a seawall. Commissioner Hill added she and Mrs. Hebron met with Lorelei Jacobs (Grant Administrator), Kelly Gibson (Director of Planning and Conservation), and Tammi Bach, then City Attorney to discuss funding opportunities for the project. She suggested consider collaborating with the City because both Front and 8th Streets are impacted for the City and the Port.

Mrs. Hebron suggested introducing the OHPA Commission to the different entities (City, County, west Nassau) within Nassau County, giving credit to Commissioner Moore's idea. She will schedule accordingly with each Nassau County groups. The Board consented.

Lastly, she reminded the Operator about outstanding reimbursements pertaining to legal Matter 007- Property Appraiser Indemnification that is 30 days past due. Mr. Haehl explained the invoice was in process.

Commissioner Moore questioned if OHPA documents are saved as searchable pdfs. Mrs. Hebron explained all OHPA documents are saved as searchable pdf.

Chair Taylor announced he plans to reconsider the Port Attorney's and Accountant's engagement letters/contracts at the next meeting for discussion and potential renegotiation.

He continued by encouraging partnership and collaboration with the Operator moving forward.

12. Other items to be brought by Commissioners

a. **FTD order receipt** (Board consent)

Commissioner Hill submitted an expense report for an order of FTD flower arrangements sent to Mike Rubin, Executive Director/Florida Ports Council, as a condolence.

The Board consented to reimburse Commissioner Hill.

Commissioner Hill acknowledged Tammi Bach, former City Attorney, for her years of service and leadership and conveyed her respect and appreciation for Mrs. Bach.

Vice Chair Nelson conveyed his disappointment for the elimination of the committees (Port Security, Port Facilities) he served. He showed photos of the crane cables that need repairs. He vowed to continue his due diligence to observe the operations and activities at the Port. Chair Taylor encouraged him to continue. Mr. Haehl explained all are welcome to enter the Port but with safety precautions and entrance requirements/protocols. Chair Taylor reiterated his encouragement to meet with Mr. Clark on a monthly basis. Commissioner Moore also reiterated he inquired about the preventive maintenance schedule at the last meeting. Vice Chair Nelson promised to submit a copy of the Port's monthly crane inspections. He referred to the manufacturer's (Liebherr) prescribed crane (cable lubrication) maintenance/inspection guidelines. Commissioner Moore added the matter is a safety issue and could result into fatality. Compliance is necessary to avoid liability on OHPA's part. Vice Chair Nelson urged the Board to examine the activities at the Port. Commissioner Hill suggested a single point of contact such as a Port Director.

13. Adjournment

With no other items brought before the Board, the meeting was adjourned by Chair Taylor at approximately 7:40 PM.

Date

01/08/2025 6



Port Attorney Report

TO: OCEAN HIGHWAY AND PORT AUTHORITY

FROM: PATRICK W. KRECHOWSKI, PORT ATTORNEY

RE: ATTORNEY'S REPORT

DATE: February 6, 2025

Nassau County Property Appraiser

- *Hickox v. OHPA & OHPA v. Hickox*
- Nassau County Tax Collector has issued tax certificates for certain OHPA parcels. Port Attorney and outside counsel have filed responsive pleadings in the case.
- OHPA's & Tax Collector have agreed to a halt regarding tax certificates and associated sales. Proposed Order on OHPA's motion for injunction has been provided to the Court, but not heard given agreement of parties.
- Hearing on Property Appraiser's Motion to Dismiss OHPA's 2023 Complaint is scheduled for 2/27. Counsel for OHPA has filed a Motion to Consolidate 2024 Complaint with "main" case (not yet heard).
- Counsel for OHPA has prepared draft Motion for Summary Judgment (not yet filed).

Active litigation is subject to attorney-client confidentiality privilege.

Miscellaneous

- Monitoring "fabric warehouse" matter with City. Counsel for Operator has provided a draft Amended Petition a draft Agent Authorization for Board consideration.
- RFP and/or classified ad for legal services.

CITY OF MEXICO BEACH
FLORIDA
LEGAL SERVICES RFP 2024-02

I. INTENT

The City of Mexico Beach seeks qualified law firms or individuals to serve as a contracted City Attorney and provide other legal services encompassing the traditional scope of work required by a Florida municipality. The selected attorney will provide legal services to the City through its City Council and its City Administrator and will occasionally work with other employees and consultants of the City. The attorney will attend most City Council meetings, draft ordinances, resolutions, and provide legal assistance to all City departments in their conduct of City business.

Preference will be given to those submittals demonstrating extensive successful experience in Florida municipal and land use law. In addition, preference will be given to submittals demonstrating experience with hurricane or other disaster recovery and knowledge of federal and state disaster reimbursement processes and rules. For information about City of Mexico Beach, visit www.mexicobeachfl.gov.

II. TERM AND CONTRACT

The contract resulting from this RFP will be for an indefinite term, but terminable at any time by the City Council. The City Attorney will be required to provide thirty (30) days written notice of resignation. The City shall be invoiced monthly and be provided detailed itemized statements on a monthly basis. Compensation will be on a monthly flat fee basis as detailed by Section V. of this RFP and as further agreed by the parties. Other contract details will be as negotiated by the parties and memorialized by a formal written contract.

III. SCOPE OF WORK

Under the proposed agreement, the City Attorney will provide the following services:

1. Provides legal advice, attorney services, and consultation to the City Administrator, City Council, department heads, boards and commissions, and all levels of City government on a wide variety of civil assignments, including but not limited to: general municipal law, labor law, general state and federal laws relating to City government, public disclosure issues, laws against discrimination, ordinance and resolution development and interpretation, housing, subdivision and land use law, economic development activities including development, redevelopment, enforcement, and property/real estate law, contract law, environmental law, franchise law, municipal leases, purchasing and procurement, trial activity, and tort law. City Attorney's advice includes methods to avoid civil litigation;
2. Answers requests for legal opinions, in writing and verbally. Prepares written legal opinions as requested. Availability to answer staff questions by telephone;
3. Appears before courts, magistrate hearings and administrative agencies to represent the City's interests;

4. Works cooperatively with any special legal attorney retained by the City for special projects. Coordinates with other special attorney, as needed, to assure proper management of legal issues, and proper coordination and transition of legal information among special attorney;
5. Provide guidance and legal advice on the Sunshine Law, Robert's Rules of Order or other meeting procedures, and Board rules and procedures;
6. Assists City officials and employees to maintain awareness of ethical standards and appearance of fairness standards, and to avoid potential conflicts of interest, prohibited transactions and the appearance of prohibited transactions;
7. Prepares and reviews ordinances and resolutions for legal correctness and acceptability;
8. Prepares and reviews contracts, leases, and other documents for legal correctness and acceptability;
9. Reviews and redrafts various City policies for legal correctness and acceptability;
10. Attendance at meetings of any Board, Local Planning Board or Commission, or Committees, as requested. Attendance at other meetings when requested;
11. Performs other legal services and tasks, as requested.

IV. CONTRACT ETHICS

1. No elected official or employee of the City who exercises any responsibilities in the review, approval, or implementation of the proposal or contract shall participate in any decisions, which affects his or her direct or indirect personal or financial interest.
2. The attorney or firm shall not accept any client or project that places it in a conflict of interest with its representation of City of Mexico Beach. If such a conflict of interest is subsequently discovered, the attorney shall notify the City immediately.

V. PROPOSAL REQUIREMENTS

All proposals shall contain the following information:

1. Firm or Individual's Experience

Provide a description of the proposed City Attorney's background and expertise relevant to city attorney work in Florida. If the applicant is a multi-attorney firm, provide a brief background history of the firm, the number of attorneys employed, which attorneys would be assigned to Mexico Beach's work, and which attorney would be the primary City Attorney. Additionally, describe the availability, if any, of back-up attorneys in case of illness, turnover, or other loss of personnel. If the firm has multiple locations, specify which offices are intended to be assigned to Mexico Beach's work. You may also submit any additional information you feel will be helpful to the City in evaluating your qualifications to serve as City Attorney.

2. Proposed Fee Structure

Provide a proposed monthly flat fee designed to cover the City's general needs. State separately any work excluded from the monthly flat fee (*e.g.* litigation) and provide the compensation structure for such work. Also, state separately the rate for any other cost items proposed to be itemized and billed (*i.e.* photocopying, Westlaw, or Lexis fees, overhead factor, *etc.*). The City reserves the right to negotiate terms as needed to improve elements of the proposal to best meet the needs of the City, including cost.

3. References

- Provide a reference list of three (3) recent (within five years) local municipal government clients. If local municipal government clients are not available, other major clients may be submitted. Particular attention will be given to local municipal government client references. Please provide contact information including address, phone number and e-mail address.
- The City may contact any other known governmental clients, whether offered as references or otherwise, to obtain information that will assist the City in evaluating this Proposal.
- The City retains the right to use reference information to make selection decisions. Submittal of a proposal is agreement that the city may contact and utilize such information.

4. Conflict of Interest

Indicate whether your firm currently represents, or has represented in the past three years, any client whose representation may conflict with your ability to serve as City Attorney for the City of Mexico Beach. In particular, indicate whether your firm currently represents, or has represented in the past two years, contractors who have done work for the City of Mexico Beach in the past two years or who are likely to work for the City in the future. Also, indicate if your firm currently represents any real estate developers doing business within, or anticipating doing business within, the City of Mexico Beach.

It is neither the City of Mexico Beach's responsibility nor practice to acknowledge receipt of any proposal. It is the responder's responsibility to assure that a proposal is received in a timely manner. The City will not reimburse any expenses incurred by the responder including, but not limited to, expenses associated with the preparation and submission of the response and/or attendance at interviews.

The City of Mexico Beach reserves the right to reject any and all proposals, to waive irregularities and informalities, to request additional information from all respondents, and further reserves-the-right-to-select the proposal which furthers the best interests of the City of Mexico Beach. Each proposal shall be considered binding and in effect for a period of ninety (90) days following the proposal's opening.

VI. HOW TO SUBMIT PROPOSAL

Submissions must be submitted to Tammy Brunson, City Clerk, as hard copies contained in a sealed package or envelope. The exterior of the package or envelope must be labeled LEGAL SERVICES PROPOSAL, RFP 2024-02.

The entire proposal and other components requested in this document must be received by **2:00 p.m. CST, Thursday, March 28, 2024**. The City reserves the right to continue to receive proposals after the due date if none of the originally submitted proposals are acceptable and to select from proposals submitted after the due date.

Documents can be mailed or hand-delivered to:

**City of Mexico Beach
Attn: Tammy Brunson, City Clerk
201 Paradise Path
Mexico Beach, Florida 3245
t.brunson@mexicobeachfl.gov**

VII. CLARIFICATIONS

Should any responder find discrepancies in or omissions from this request for proposals or should any responder be in doubt as to the meaning of any requirement or instruction, questions should be directed to:

Chris Hubbard, City Administrator
City of Mexico Beach
201 Paradise Path
Mexico Beach, Florida 32456
850-648-5700
c.hubbard@mexicobeachfl.gov

Clarifications of any questions received will be sent to all interested parties or will be posted on the City's website. The City of Mexico Beach shall not be responsible for any oral instructions. Interested parties must notify the City of Mexico Beach of any omissions or errors in this document prior to the submission deadline so a corrective addendum may be issued in a timely manner to all interested parties.

VIII. SELECTION

The City will select the proposal that the City Council determines is in the best interest of the City considering the qualifications and experience of the proposer and the compensation amount and details proposed. Preference will be given to those submittals demonstrating extensive successful experience in Florida municipal and land use law. In addition, preference will be given to submittals demonstrating experience with hurricane or other disaster recovery and knowledge of federal and state disaster reimbursement processes and rules.

The City Council intends to review all proposals or a short list of the proposals during its City Council April 9 at 9: 00 a.m. meeting. If the City decides to short list the proposals in advance of the April 9, 2024 City Council meeting, the city will form a selection committee for that purpose, which will meet publicly to determine the short list. The City Council may choose to decide final rankings on April 9, 2024 or make that decision at a later date. If the City chooses to conduct interviews with the proposers or of the short-listed group of proposers, the City intends for this to occur on date to be determined and the City will notify selected proposers in advance of the interviews. If the City chooses to conduct interviews, the proposers' interview performance and responses will be considered in the City Council's selection decision.

After selecting a top ranked proposal, the City will attempt to negotiate an acceptable contract with that top ranked proposer. If the City is unable to agree to a contract with the top rank proposer, the City will commence negotiations with the next highest ranked proposer.

The City reserves the right to continue to receive proposals after the normal due date stated by this RFP if none of the originally submitted proposals are acceptable and reserves the right to select from proposals submitted after the due date in such event.



Rossana Hebron <ohpanc@gmail.com>

Port Attorney RFP Topic

Rossana Hebron <ohpanc@gmail.com>
To: Rossana Hebron <ohpanc@gmail.com>

Wed, Feb 5, 2025 at 1:40 PM

Updated legal services advertisement:

The Ocean Highway and Port Authority of Nassau County, Florida, seeks proposals from qualified licensed attorneys to serve as Port Attorney. Candidates must have experience in Florida's Sunshine & Public Records Laws, board governance and parliamentary procedures, special district and/or municipal law, grant administration, port operations, contract negotiations, and litigation. Candidates must submit fee proposals, resumes and references to ohpanc@gmail.com, no later than [DATE]. More information is available at <https://www.portoffernandina.org/>.



Port Accountant Report

February 6, 2025

OHPA of Nassau County
516 S 10th St. Ste 103
Fernandina Beach, FL 32034

ENGAGEMENT LETTER

This letter sets forth the terms, scope and objectives of our proposed consulting engagement to the Ocean Highway and Port Authority (“OHPA”), for the period from October 2024 – Sept 2025, including the nature and limitations placed on any of our services. The consulting engagement to the OHPA will include two aspects - the OHPA and Port Operations. The OHPA is a special district of the state of Florida and the Port Operations is defined by the “Port Operating Agreement” between Nassau Terminals and the OHPA.

Any limitations place on our services are to ensure that we maintain high ethical standards that benefits our customers and third party users of information we prepare; and to ensure our compliance with professional standards as promulgated by the Florida Institute of CPA’s and the American Institute of CPA’s.

Work to be Done:

We will work with your Office Manager to jointly and seamlessly perform bookkeeping, accounting, and controller related functions for OHPA. In conjunction with your Office Manager we will perform functions as requested by the OHPA’s management team. These functions will include:

Accountant / Controllership Services

- Controllership – Developing and maintaining accounting systems using QuickBooks to integrate the Office Managers monthly activities with our accounting processes, ensuring proper segregation of duties, defining policies and procedures.
- Compliance Issues – Ensuring compliance with federal, state and local income taxes, employment and administrative reporting requirements.

- Maintaining Financial Records – Keeping the Company’s financial books, accounts, and other records in accordance with Generally Accepted Accounting Principles (GAAP). Preparing and posting accounting journal entries, accruals and quarterly closing entries.
- Periodic Management Reporting – Preparing monthly reports as defined by management; these reports will be ready by the Friday before the monthly meeting.
- Quarterly Financial Reports – Preparing quarterly financial reports including the Balance Sheet, and Statement of Operations for OHPA in accordance with GAAP. These reports will be available no later than forty-five (45) days after the end of each financial quarter.
- Annual Budget Preparation - Working with the Treasurer to define budget requirements, and goals as well as monitoring adherence to budgets and variance analysis.

Bookkeeping Services

- Receivables Administration – Monitoring amounts due to the OHPA and take appropriate action to ensure timely collection and administration of appropriately documented receivables.
- Payroll Processing - Processing periodic payroll, making tax liability payments, filing periodic federal, state and local required employment and other tax reports.

Grant Fund Administration

- Grant Administration – Administer OHPA Grants including defining eligible spending, preparing reimbursement requests and other requirements as per the grant agreements. This includes maintaining proper procedures to manage the disbursement and receipt of grant funds.

Limitations on Work:

- The reports we prepare are limited to presenting in the form of financial statements, information that is the representation of the OHPA’s management. We will not audit the compiled financial statements and, accordingly, will not express an opinion or any other form of assurance on them.

- Additionally, any and all reporting we prepare will omit substantially all of the disclosures required by generally accepted accounting principles. If the omitted disclosures were included in the financial statements, they might influence the user's conclusion about the OHPA's financial position, results of operations and cash flows. Accordingly, the financial statements we prepare are not designed for those who are not informed about such matters.
- Finally, our engagement cannot be relied upon to disclose errors, fraud, or illegal acts that may exist.
- Courson & Stam, LLC at all times will comply with the attached "Contract Addendum" titled Public Records and Public Records Compliance.

Fee Schedule, timing and termination:

Our fees for these services will be a flat rate of \$1,900.00 per month. Charge will be billed on a monthly basis and is payable upon receipt of invoice.

Either party may terminate this agreement at anytime with thirty days (30) written notification.

Pursuant to the provisions of Florida Statute, no severance pay will be due the accountant is terminated for misconduct as defined by F.S. 443.036(29)

If the foregoing is in accordance with your understanding, please sign a copy of this letter in the space provided and return it to us.

Sincerely,



Pierre Laporte
Courson & Stam, LLC

Acknowledged:

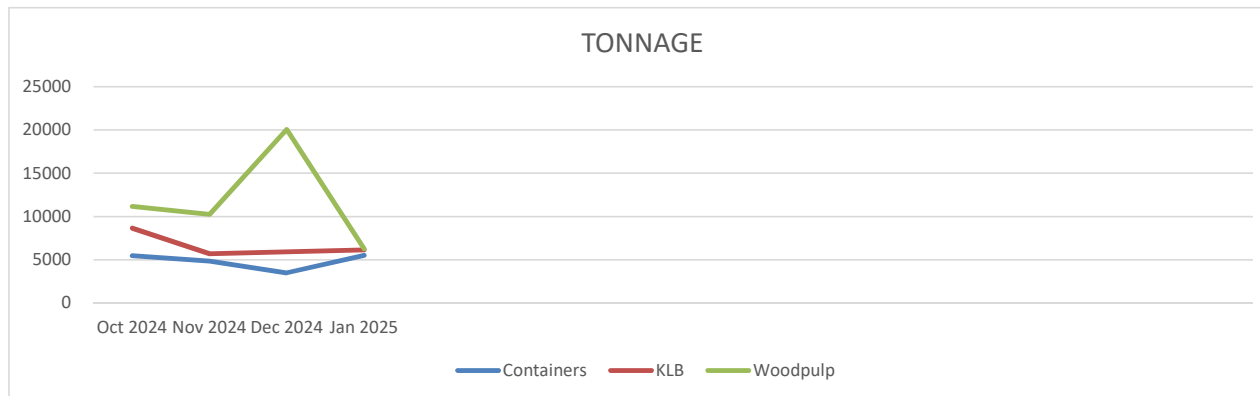
Justin Taylor
Chairman, OHPA



Port Operator Report

**Worldwide Terminals
Port of Fernandina
Tonnage By Commodity
2025**

Commodity	2024 Total	2025 Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	2025 YTD	2024 YTD	Variance
Containers																
Throughput Number	7,429	854												854	470	384
Container Tons	57,422	5,505												5,505	4,855	650
Total Equivalent Units (TEUS)	7,536	859												859	472	387
Restow TEUS	0	0												0	0	0
Breakbulk Cargo																
Kraft Liner Board (KLB)	89,654	6,151												6,151	7,633	(1,482)
Lumber	9,390	4,080												4,080	0	4,080
Plywood/Hardboard	20,879														0	3,960
Steel	2,862	606												606	0	606
Woodpulp	140,528	6,255												6,255	12,008	40,213
Breakbulk Other	45	9													0	-
Bulk Cargo	388	68												68	5	63
Oats	0	0												0	0	-
Total General Tons	263,746	17,169	0	0	0	0	0	0	0	0	0	0	0	17,169	19,646	(2,477)
Total Tons	321,168	22,674	0	0	0	0	0	0	0	0	0	0	0	22,674	24,501	(1,827)
Operational Metrics																
Dockage Days	250	31												31	12	19
Vessel Port Calls	74	7												7	5	2
Total rail cars	1,831	155												155	118	37
Average trucks per day		17														





Old Business



FDOT

Grants G1W55, G2W07

Compliance Forms

CCNA CERTIFICATION

I, _____, in my capacity as the Authorized Official for the _____, Florida, a political subdivision of the State of Florida, the grantee under the Florida Department of Transportation (FDOT) Grant Project Number _____ for _____ dated _____ do hereby certify that the professional services contract between the _____ and _____, as consultant, which contract will be funded by the within referenced FDOT contract, was entered into full compliance with Florida Statutes 287.055 known as the Consultants' Competitive Negotiation Act.

Signature

Name and Title

Date

**Final Project Certification (Capital Project)
G1W55**

Agency: **Ocean Highway and Port Authority**

Description: **On-Dock Warehouses**

FM Item: **438826-1-94-03**

Subject: Project Completion - Agency Certification

Per paragraph 16.00 of the Joint Participation Agreement for the above referenced project, the **Ocean Highway and Port Authority, Nassau County** certifies the following:

- Project has been completed in accordance with the applicable plans and specifications;
- Project is in place at **Ocean Highway and Port Authority**;
- **Ocean Highway and Port Authority, Nassau County** obtained adequate title;
- and the project is accepted by the **Ocean Highway and Port Authority, Nassau County** as suitable for the intended purpose.

Authorizing Official

Date

STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION
**CLOSING OF THE PUBLIC TRANSPORTATION
 GRANT AGREEMENT**

Form 725-000-07
 STRATEGIC
 DEVELOPMENT
 OGC 10/24

Financial Project Number(s): <small>(item-segment-phase-sequence)</small>	Fund(s):	<u>PORT</u>	FLAIR Category:	<u>088794</u>
<u>438826-1-94-03</u>	Work Activity Code/Function:	<u>215</u>	Object Code:	<u>751000</u>
	Federal Number/Federal Award Identification Number (FAIN) – Transit only:		Org. Code:	<u>55022020229</u>
	DUNS Number:	<u>80-939-7102</u>	Vendor Number:	<u>F591976292007</u>
Contract Number:	<u>G1W55</u>	Agency SAM/UEI Number:		
CFDA Number:	<u>N/A</u>			
CFDA Title:	<u>N/A</u>			
CSFA Number:	<u>55.005</u>			
CSFA Title:	<u>Seaport Grant Program</u>			

THIS CLOSING OF THE PUBLIC TRANSPORTATION GRANT AGREEMENT (“CLOSING Agreement”) is made and entered into on To be filled in by FDOT, by and between the State of Florida, Department of Transportation (“Department”), and Ocean Highway and Port Authority, Nassau County, (“Agency”), collectively referred to as the “Parties.”

This Public Transportation Grant Agreement is hereby closed. Final payment on the contract has been paid. No additional services or charges are authorized against this contract beyond the date of execution of this form. The following amount is the remaining balance to be recovered from this contract \$303,632.00.

AGENCY, Ocean Highway and Port Authority, Nassau County

STATE OF FLORIDA, DEPARTMENT OF TRANSPORTATION

By: _____
 Name: _____
 Title: _____

By: _____
 Name: Christina (Chris) Nalsen
 Title: Freight and Seaport Coordinator

CCNA CERTIFICATION
G2W07

I, _____, in my capacity as the Authorized Official for the _____, Florida, a political subdivision of the State of Florida, the grantee under the Florida Department of Transportation (FDOT) Grant Project Number _____ for _____ dated _____ do hereby certify that the professional services contract between the _____ and _____, as consultant, which contract will be funded by the within referenced FDOT contract, was entered into full compliance with Florida Statutes 287.055 known as the Consultants' Competitive Negotiation Act.

Signature

Name and Title

Date

STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION
**CLOSING OF THE PUBLIC TRANSPORTATION
 GRANT AGREEMENT**

Form 725-000-07
 STRATEGIC
 DEVELOPMENT
 OGC 10/24

Financial Project Number(s): <small>(item-segment-phase-sequence)</small>	Fund(s):	<u>DPTO</u>	FLAIR Category: <u>088794</u>
<u>444933-1-94-03-94-03</u>	Work Activity Code/Function:	<u>215</u>	Object Code: <u>751000</u>
	Federal Number/Federal Award Identification Number (FAIN) – Transit only:		Org. Code: <u>55022020229</u>
	DUNS Number:		Vendor Number: <u>F591976292007</u>
Contract Number: <u>G2W07</u>	Agency SAM/UEI Number:	<u>80-939-7102</u>	
CFDA Number: <u>N/A</u>			
CFDA Title: <u>N/A</u>			
CSFA Number: <u>55.005</u>			
CSFA Title: <u>Seaport Grant Program</u>			

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This Public Transportation Grant Agreement is hereby closed. Final payment on the contract has been paid. No additional services or charges are authorized against this contract beyond the date of execution of this form. The following amount is the remaining balance to be recovered from this contract .

AGENCY, Ocean Highway and Port
 Authority, Nassau County

STATE OF FLORIDA, DEPARTMENT OF TRANSPORTATION

By: _____
 Name: _____
 Title: _____

By: _____
 Name: _____
 Title: _____

Seaport Security Grant Program - US Customs & Border Protection Facility

**Final Project Certification (Capital Project)
G2W07**

Agency: **Ocean Highway and Port Authority**

Description: **Seaport Security Grant Program - US Customs & Border Protection Facility**

FM Item: **444933-1-94-03**

Subject: Project Completion - Agency Certification

Per paragraph 16.00 of the Joint Participation Agreement for the above referenced project, the **Ocean Highway and Port Authority, Nassau County** certifies the following:

- Project has been completed in accordance with the applicable plans and specifications;
- Project is in place at **Ocean Highway and Port Authority**;
- **Ocean Highway and Port Authority, Nassau County** obtained adequate title;
- and the project is accepted by the **Ocean Highway and Port Authority, Nassau County** as suitable for the intended purpose.

Authorizing Official

Date



Agent Authorization
Re: Fabric Warehouse
Port Operator Petition

IN AND BEFORE A SPECIAL
MAGISTRATE, THE CITY OF
FERNANDINA BEACH, FLORIDA

OCEAN HIGHWAY AND PORT

AUTHORITY, an independent special district of the State of Florida, and **NASSAU TERMINALS, LLC**, a Delaware limited liability company, and **COAST TO COAST CONTRACTING LLC**, a Florida limited liability company,

Petitioners,

v.

CITY OF FERNANDINA BEACH, a political subdivision of the State of Florida,

Respondents.

AMENDED PETITION FOR RELIEF

Petitioners, **OCEAN HIGHWAY AND PORT AUTHORITY**, an independent special district of the State of Florida (“OHPA”), **NASSAU TERMINALS, LLC**, a Delaware limited liability company, a subsidiary of Transportation Infrastructure Partners, LLC and d/b/a Nasau Marine Terminals (“NMT”), and **COAST TO COAST CONTRACTING LLC**, a Florida limited liability company (the “Contractor” and together with OHPA and NMT, the “Petitioners”), by and through NMT’s¹ and Contractor’s undersigned attorneys, files this Petition with the City of Fernandina Beach (the “City”) for relief pursuant to Section 70.51, Florida Statutes.

¹ This Amended Petition is filed by Rogers Towers, P.A. on behalf of NMT as its counsel and on behalf of OHPA as an authorized agent. Rogers Towers, P.A. exclusively represents NMT and does not represent OHPA in any legal capacity, it being intended that OHPA will be separately represented at any special magistrate proceeding as a result of the filing of this Petition pursuant to Section 70.51, Florida Statutes.

The Property

1. This is a petition for relief pursuant to Section 70.51, Florida Statutes, known as the Florida Land Use and Environmental Dispute Resolution Act (the “Act”).

2. NMT is the port operator for the OHPA. OHPA owns certain real property located at 315 N. 2nd Street, Fernandina Beach, Florida 32034 (the “Port Facility”).

3. NMT is an OHPA agent and affiliate.

4. NMT operates a marine transload facility known as Nassau Marine Terminal at the Port Facility which handles and transports bulk, breakbulk, and containerized cargo into and out of the Port of Fernandina (the “Port”), including but not limited to stevedoring, drayage, warehousing, loadout, and delivery of cargo.

5. NMT owns or controls property located at 501 N. 3rd Street, Fernandina Beach, Florida 32034, immediately adjacent to the Port Facility, which is used as an office by NMT related to the operation of the Port (the “Port Office”).

6. The Port Office was constructed circa 1900 and is within the boundary of the Historic District of the City of Fernandina Beach (the “Historic District”). A map reflecting the Historic District and the location of the Port Office is shown at Exhibit “B” attached hereto.

7. For purposes herein, the Port Office, the Port Facility and that parcel located at 403 North 3rd Street, Fernandina Beach, Florida 32034, owned by OHPA, together constitute the “Property” which is shown at Exhibit “A” attached hereto.

8. The Property is located entirely within the City boundaries.

9. As more fully set forth below, OHPA engaged Contractor, to secure the permit, the denial of which is the basis of the development order at issue in this Petition. Given its substantial

interest in the outcome of this proceeding, Contractor has agreed to be an active participant in any special magistrate proceeding under the Act as a necessary party.

The City of Fernandina Beach 2030 Comprehensive Plan

10. The Property, as defined above, has been assigned a land use designation of Industrial Waterfront (“IW”) on the Future Land Use Map (the “FLUM”) of the City of Fernandina Beach 2030 Comprehensive Plan (the “Comp Plan). A map depicting the Property on the FLUM is labeled Exhibit “C” attached hereto.

11. For properties within the IW designation Policy 1.07.13 of the Future Land Use Element (the “FLUE”) of the Comp Plan provides that: “[T]he following uses may be permissible, and shall be directly related to port activities: truck terminals; distribution centers; offices to support allowable uses; *warehousing*; manufacturing and processing; green technologies, and support services, which are an integral part of a port-related activity, such as parking facilities, restaurants, or clinics.” (Emphasis added.)

12. Policy 5P.01.02 of the Comp Plan’s Ocean Highway & Port Authority, Port of Fernandina Facilities Element, provides, “The Port will not expand any ancillary operations including parking lots into the historic district or any other residentially or mixed-use zoned land (as depicted on the Future Land Use Map in effect on December 7th, 2021), *with the exception of 501 North 3rd Street* and the adjacent parking lot east of the property.” (Emphasis added.)

13. Policy 5P.01.02 acknowledges that the Port Office, *i.e.*, 501 N. 3rd Street, is part of the Port Property, regardless of the fact that it is within the Historic District under the LDC, and specifically authorizes the expansion of the Port’s ancillary operations onto and over the Port Office property.

14. Policy 5P.03.02 states: “The Port must continue to coordinate with the Fernandina Beach Historic District Council to ensure preservation and restoration of significant historical sites that fall within the jurisdiction of the Port facility. Where Port property is adjacent to the Historic District, a 30-foot landscaped buffer must be maintained.”

The City of Fernandina Beach Land Development Code

15. The Property, as defined above, is zoned Waterfront Industrial (“I-W”) pursuant to the Fernandina Beach Land Development Code (the “LDC”). A map depicting the zoning district for the Property is labeled Exhibit “D” attached hereto.

16. Section 2.01.16 of the LDC provides that I-W zoning allows, in part, for “water dependent and water-related manufacturing, assemblage, *storage*, distribution, sales, and port operations that are generally high intensity.” (Emphasis added.)

17. “Warehouse, not including Mini-Storage” is a “Permissible” use in the I-W zoning district according to the Table of Land Uses known as Table 2.03.02 of the LDC.

18. Section 2.01.16 of the LDC further provides that: “The designation of land for the I-W District *shall be based on compatibility with surrounding land uses, considering environmental sensitivity, intensity of use, hours of operation, heat, glare, fumes, noise , and visual impacts.*” (Emphasis added.)

19. Table 4.02.03(E) of the LDC reflects that the Front, Side, Rear, and Corner Lot Minimum Setbacks are “None” with a Maximum Building Height of 35 feet for I-W zoned property.

The Warehouse

20. OHPA, with NMT acting as its representative, engaged Contractor to construct a 22,000 sq. ft. metal frame and fabric warehouse (the “Warehouse”) at the Port Facility for the purpose of storing cargo for transportation through the Port Facility.

21. The Warehouse was located on the site approximately as shown at Exhibit “E” attached hereto.

22. Following construction of the Warehouse, it was subsequently determined that the City had not yet issued a building permit for construction of the Warehouse.

23. On December 6, 2024, the City denied the building permit application (“failed”), in whole or in part, because of the Warehouse encroachment into the required thirty (30) foot wide landscaped buffer area (the “Landscape Buffer”) from the Historic District (the “Denial”). A copy of the Denial is labeled Exhibit “F” and attached hereto.

24. The Denial included an overall comment that the Warehouse be constructed in accordance with Chapter 5 of American Society of Civil Engineers, Reston, VA (“ASCE”) 7 and with ASCE 24 as it is located in a flood hazard area (the “Warehouse Specification Request”).

25. The Denial is the subject matter of this Petition.

Section 70.51, Florida Statutes

26. Section (2)(a) of the Act defines a “development order” as “...any order, or notice of proposed state or regional governmental agency action, which is or will have the effect of granting, denying, or granting with conditions an application for a development permit...” (Emphasis added.)

27. Section (2)(b) of the Act defines a “development permit” as meaning “...any building permit, zoning permit, subdivision approval, certification, special exception, variance, or

any other similar action of local government, as well as any permit authorized to be issued under state law by state, regional, or local government which has the effect of authorizing the development of real property...” (Emphasis added.)

28. Section (3) of the Act provides, “[a]ny owner who believes that a development order, either separately or in conjunction with other development orders, or an enforcement action of a governmental entity, is unreasonable or unfairly burdens the use of the owner’s real property, may apply within 30 days after receipt of the order or notice of the governmental action for relief under this section. (Emphasis added.)

29. The Denial is a development order pursuant to the Act.

The Denial Constitutes a Development Order that Unreasonably and Unfairly Burdens the Use of the Property

30. Although the Comp Plan requires the Landscape Buffer between Port property and the Historic District, it also specifically provides that the Port Facility may expand ancillary port operations into the Historic District at the Port Office and recognizes and acknowledges that the Port Office is part of the Port Facility.

31. 403 N. 2nd Street, which is owned by OHPA, is within the Historic District and is utilized by OHPA, similar to NMT’s use of the Port Office.

32. There is no Landscape Buffer provided between the Port and 403 N. 3rd Street.

33. Any encroachments into the Landscape Buffer exists only as between the Port Facility and the Port Office or 403 N. 3rd Street, i.e., between portions of the same Property.

34. All of the Property, which, as defined above includes both the Port Facility and the Port Office, is designated as IW on the FLUM.

35. The Warehouse is a permitted use under the IW Comp Plan category.

36. The Comp Plan provisions must be read “*in pari materia*” in order to harmonize the various policies and give effect to the underlying intent.

37. Harmonizing the applicable Comp Plan policies leads to the conclusion that the Landscape Buffer is not required between uses on the Property by OHPA and NMT.

38. This conclusion is further supported by the LDC.

39. All of the Property, which, as defined above includes both the Port Facility and the Port Office, is zoned I-W.

40. Although included within the bounds of the Historic District, the Port Office could have been, but was not zoned something other than I-W by the City.

41. The Warehouse is a permitted use under the I-W zoning designation pursuant to the LDC.

42. The Warehouse has been deemed compatible with the surrounding and adjacent uses given the fact that the City has zoned the Property I-W and “warehouse” is listed as a permitted use under that zoning.

43. There are no Front, Side, Rear, or Corner Lot setbacks within the I-W zoning district.

44. The thirty (30) foot wide area between the Port Office and the Port Facility has never included a landscaped buffer. In fact, it has been used for decades as part of the overall port operations, i.e., for the movement of shipping containers and cargo, for the storage of port related equipment and for the stacking and storage of shipping containers, prior to the construction of the Warehouse without ever having been issued a notice of violation or citation by the City. Aerial photographs reflecting this historical use are labeled Exhibit “G” attached hereto.

45. NMT maintains a thirty (30) foot wide landscaped buffer between the Port Facility and all properties within the Historic District that are not otherwise owned by OHPA or NMT.

46. The Warehouse does not encroach upon the existing thirty (30) foot wide landscaped buffer adjacent to any properties within the Historic District that are not otherwise owned by OHPA or NMT.

47. Taking into account the fact that the Comp Plan policies authorize the expansion of ancillary port operations onto the Port Office property, that all of the Property, including the Port Office, is zoned I-W, that I-W permits a warehouse by right, that I-W has zero (0) foot setbacks which are applicable to all of the Property, that the thirty (30) foot wide area in question has historically been used for port operations, and that thirty (30) foot buffers have been maintained adjacent to all parcels not owned or operated by OHPA or NMT, it was unreasonable to deny the building permit.

48. As it relates to the Warehouse Specification Request, this comment is inapplicable as the FEMA – NFIP Technical Bulletin dated March 2020 provides the requirements for flood openings in foundation walls and walls of enclosures applicable to the Warehouse’s building materials. The flood flap requirement for non-engineered flood flap openings is 1 square inch of flow area for every 1 square foot of area enclosed. Here, the Warehouse includes 25,000 square feet of enclosed area, requiring 25,000 square inches of flood flap area, and the Warehouse’s building flood flap area exceeds the applicable requirement, providing both sides of cover at 27,625 square inches of flow area.

Strict Application of the Landscape Buffer Undermines Safety, Operational Efficiency, Existing Infrastructure, and Environmental Resilience of the Port

49. In addition to the Landscape Buffer being unnecessary as applied to the Warehouse, it would also be contrary to the overarching goals of safety, operational efficiency, and environmental resilience of the Port. Compelling compliance with this requirement would jeopardize critical Port operations, expose its infrastructure to increased environmental risks, and directly contradict the objectives outlined in the 2023 OHPA Port of Fernandina Strategic Master Plan (“2023 Master Plan”) and the Port’s 2024 Seaport Enhancement, Adaptation, and Resilience Implementation Plan (“2024 SEARIP”).

50. The 2023 Master Plan highlights safety as its number one goal, focusing on reducing accidents and improving operational safety. Strict application of the Landscape Buffer would position the Warehouse into an area that is an existing internal roadway between the equipment parking/storage areas and container and general cargo storage areas. A map showing the existing conditions at the Port, as demonstrated as Figure 6 of the 2024 SEARIP is labeled Exhibit “H” attached hereto.

51. Given that the Port operates as a 24-hour continuous facility, repositioning the Warehouse in this way would create significant safety hazards by disrupting critical traffic flows and increasing the risk of accidents in this high-activity area. Accordingly, the location of the Warehouse enhances the terminal’s ability to function seamlessly and contributes to its manufactured advantages. Forcing relocation to the Landscape Buffer would disrupt these advantages, undermining the Port’s ability to meet its operational goals.

52. Further, the location of the Warehouse was selected to comply with the Port’s existing, overall master drainage system. Relocation would disrupt the drainage infrastructure, potentially impacting the functionality and effectiveness of the system. A map showing the Port’s

master drainage system including outfalls and outflow is demonstrated as Figures 21 and 29 of the 2024 SEARIP and is labelled Composite Exhibit “I” attached hereto.

53. The Warehouse is also situated near the eastern boundary of the Port along North 3rd Street, away from areas more waterward that are vulnerable to flooding as a result of king tides, storm surges, hurricanes, flooding, and rainfall. These environmental events, which frequently inundate the northern port berth area and backlands, halt critical operations such as cargo handling and crane services, as documented in the 2024 SEARIP.

54. According to NOAA projections, the East coast will be the most affected in the United States by 2050, with projections of nearly 14 to 18 inches (1.17 to 1.50 feet) of additional water level impact. These forecasted changes can be seen in relation to the Port’s infrastructure in the map, demonstrated as Figure 23, of the 2024 SEARIP, which is labelled as Exhibit “J” attached hereto.

55. Relocating the Warehouse closer to more environmentally vulnerable areas would expose it to significant risks from rising water levels, storm events, and other challenges. Such a decision would directly contradict the 2023 Master Plan and the 2024 SEARIP’s emphasis on resilience.

Demand for Relief

56. The Denial has the effect of stopping the development of real property and is a development order as defined in the Act.

57. The Denial is unreasonable and unfairly burdens the use of NMT’s real property.

58. The Denial undermines the safety, operational efficiency, and environmental resilience of the Port.

59. The Warehouse Specification Request, as part of the Denial, is inapplicable to the Warehouse.

WHEREFORE, Petitioners, **OCEAN HIGHWAY AND PORT AUTHORITY, NASSAU TERMINALS, LLC, and COAST TO COAST CONTRACTING LLC** respectfully apply for the appointment of a Special Magistrate pursuant to the Act together with such further relief as is just and proper.

DATED this _____, day of February 2024.

ROGERS TOWERS, P.A

FOLEY & LARDNER LLP

By: _____

By: _____

EMILY G. PIERCE, ESQ.

Florida Bar No.: 88139

JON C. LASSERRE, ESQ.

Florida Bar No.: 88690

COURTNEY P. GAVER, ESQ.

Florida Bar No.: 121847

960185 Gateway Blvd., Suite 203

Fernandina Beach, Florida 32082

(904) 261-5618 (telephone)

(904) 396-0663 (facsimile)

JOHN A. TUCKER, ESQ.

Florida Bar No.: 356123

Foley & Lardner LLP

One Independent Drive, Suite 1300

Jacksonville, FL 32202-5017

Office 904-633-8924

**ATTORNEYS FOR PETITIONER
NASSAU TERMINALS, LLC**

**ATTORNEYS FOR PETITIONER
COAST TO COAST CONTRACTING
LLC**

Primary and Secondary E-mail Addresses:
jtucker@foley.com

Primary and Secondary E-mail Addresses:

epierce@rtlaw.com

sacosta@rtlaw.com

jlasserre@rtlaw.com

jathavale@rtlaw.com

CERTIFICATE OF SERVICE

I hereby certify that a true and correct copy of the foregoing has been delivered by electronic mail to jglisson@fbfl.org the ____ day of February, 2024, with a copy served via email to Nikki Day, Esq. (Nikki.Day@gray-robinson.com) and Reese J. Henderson, Jr., Esq. (Reese.Henderson@gray-robinson.com).

/s/ _____
Attorney

DRAFT

EXHIBIT "A"

The Property





EXHIBIT "B"

Port Office and Historic District

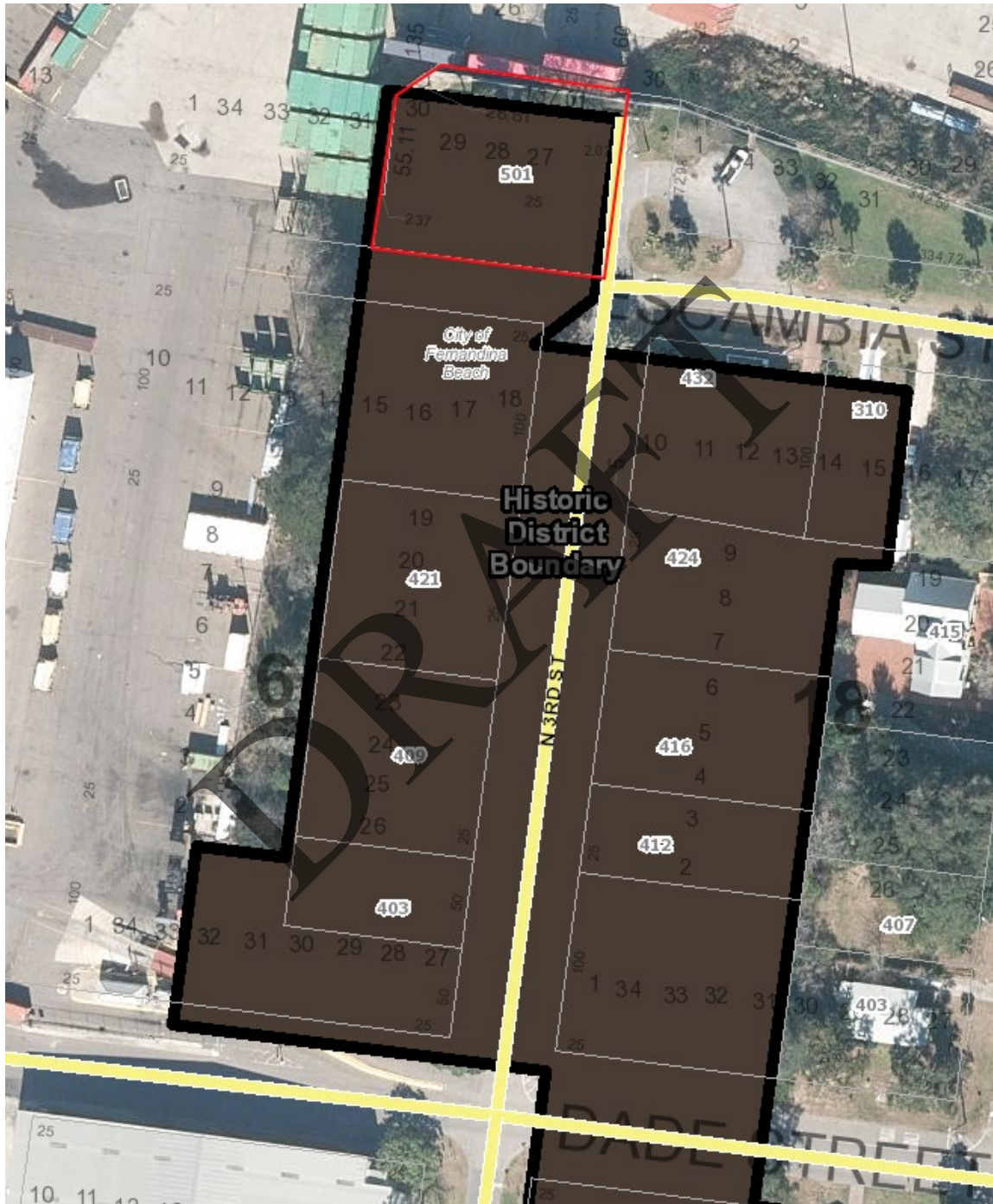


EXHIBIT "C"

Future Land Use Designation for the Property and Port Office

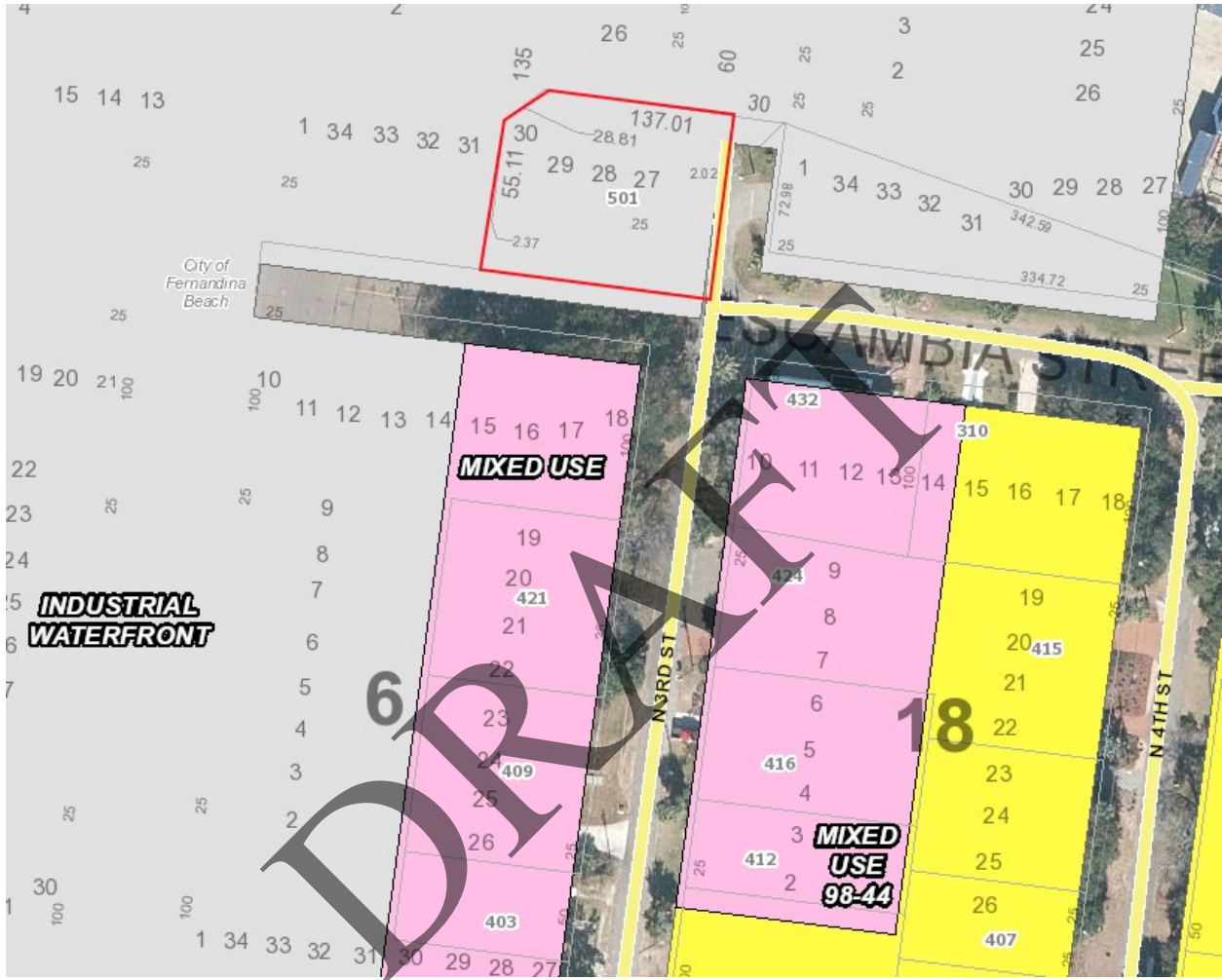


EXHIBIT "D"

Zoning District for the Property and Port Office

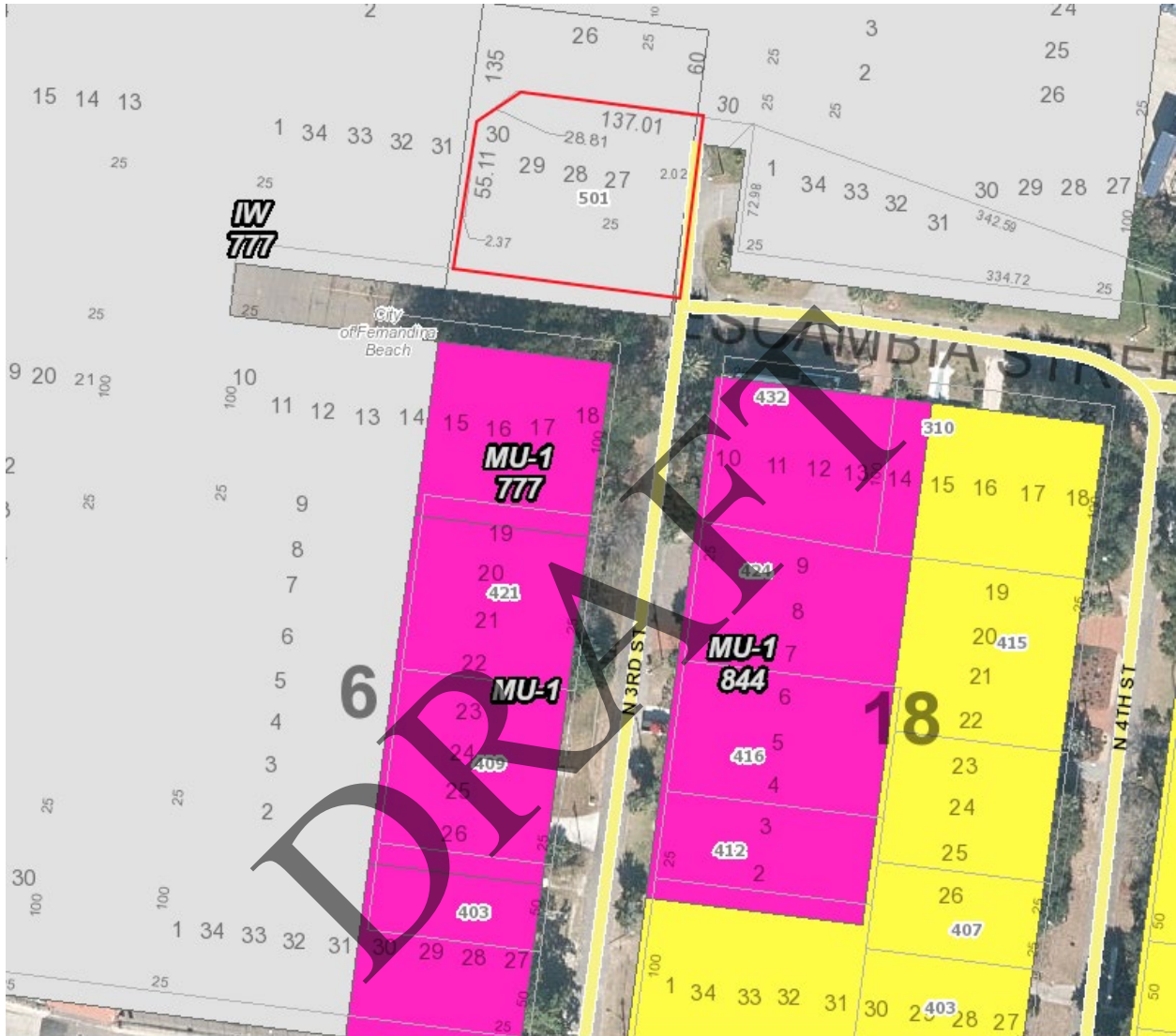
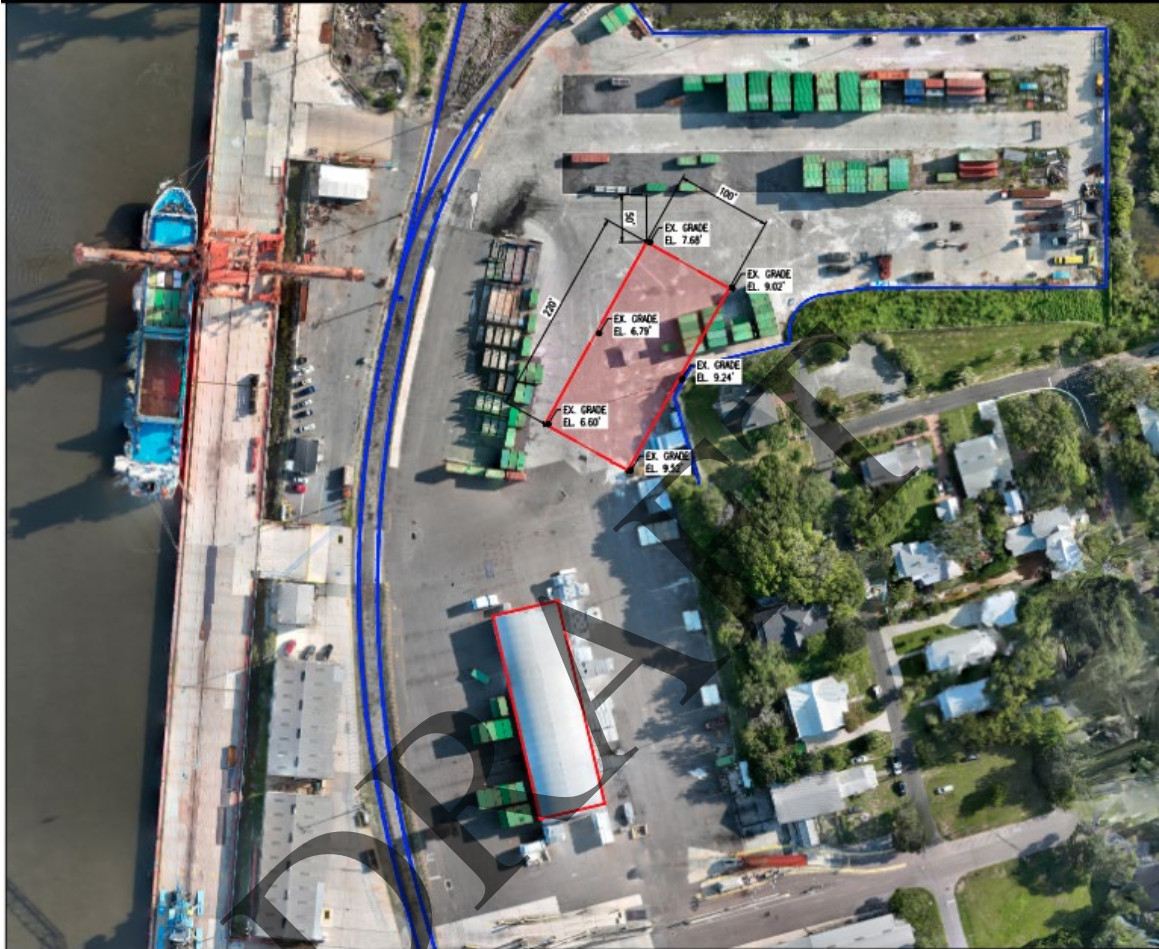


EXHIBIT "E"

Location of the Warehouse



STORAGE BUILDING LAYOUT PLAN
1"=20'





EXHIBIT “F”

The Denial

From: loreilly@fbfi.org <loreilly@fbfi.org>
Sent: Friday, December 6, 2024 8:32 AM
To: Ben Perry <benp@ctcllc.com>; ohpanc@gmail.com
Subject: Permit BLDC-2024-0064

- * Please do not reply to Laura O'Reilly about this email.
- * Please see review note(s) from the department(s) and reviewer(s) for the permit applied for with the City of Fernandina Beach below.
- * If there are questions, please reach out to that reviewer from that department with their attached contact information.

Flood Zone • Jacob Platt • Requires Re-submit
Overall Comments:

FBC 1612.4 The design and construction of buildings and structures located in flood hazard areas, including coastal high hazard areas and Coastal A Zones, shall be in accordance with Chapter 5 of ASCE 7 and with ASCE 24
JPlatt@fbfi.org (904) 310-3102

Planning/Zoning • Kelly Gibson • Denied
Overall Comments:

CP Policy 5P.03.02 requires 30 ft landscaped buffer from property adjoining the historic district
KGibson@fbfi.org (904) 310-3481
[Access your record online here](#)



Laura O'Reilly
Permit Specialist
City of Fernandina Beach
204 Ash Street
Fernandina Beach, Florida 32034
(904) 310-3138 | loreilly@fbfi.org
www.fbfi.us

DRAFT

EXHIBIT "G"

Historic Pictures of 30' Landscape Buffer

2009

2017



2021

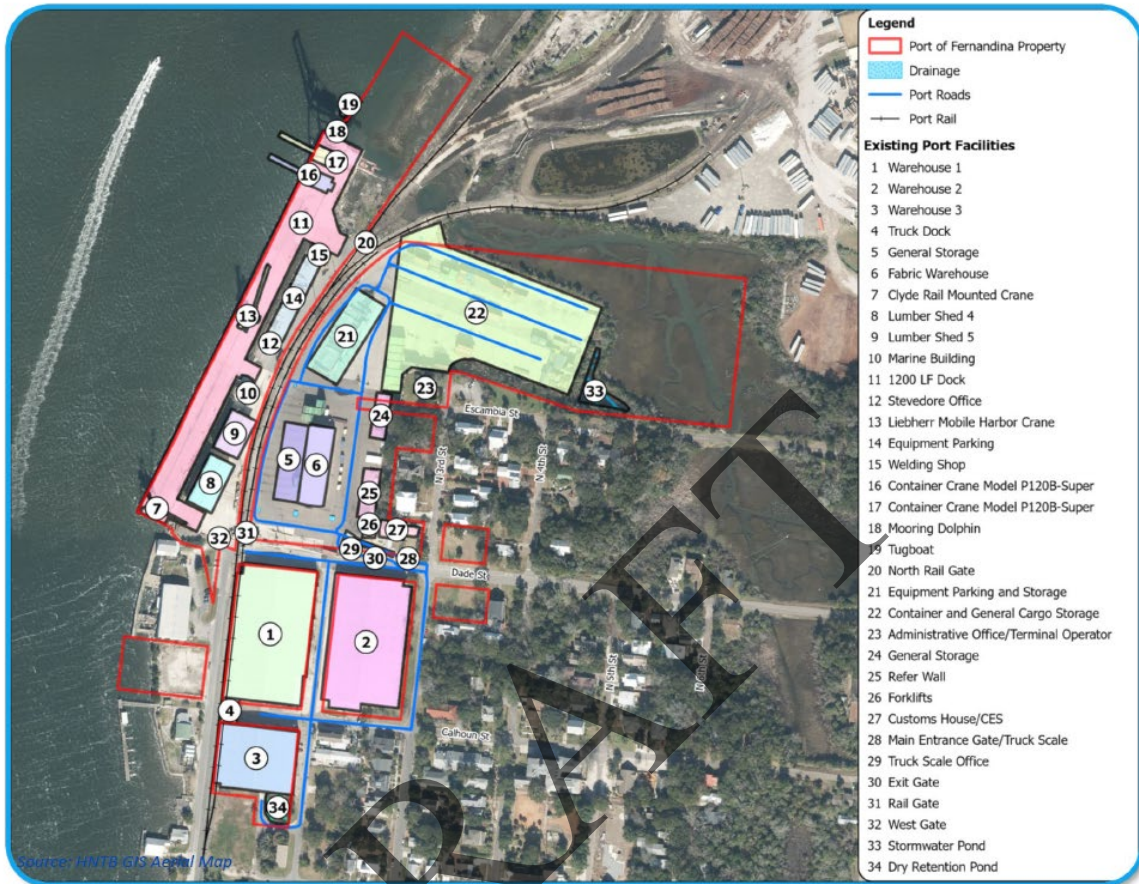


2023



EXHIBIT "H"

Figure 6 - Existing Conditions at the Port of Fernandina, Source: HNTB, Nassau County Property Appraiser



COMPOSITE EXHIBIT "I"

Figure 21 – OHPA Master Plan – Drainage System, Outfalls, and Site Map from Appendix A



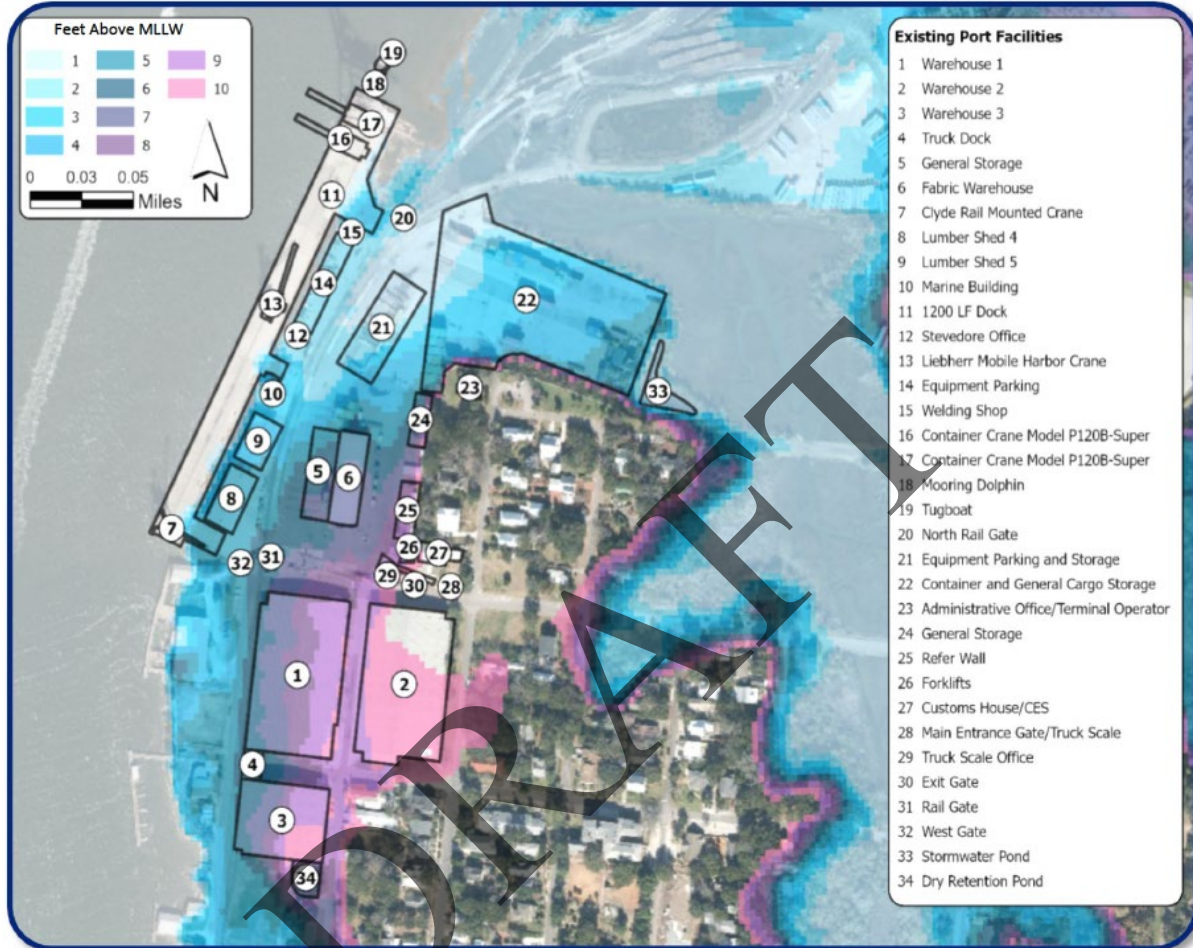
Figure 29 - Improved Drainage and Water Management System



Source: HNTB Staff and OHPA Staff 2023

EXHIBIT "J"

Figure 23 – Port Existing Conditions and Infrastructure shown in Feet of Water above MLLW



Source: NOAA, Nassau Marine Terminals, OHPA, Nassau County Property Appraiser, 2023

Agent Authorization Affidavit

Date: February ____, 2025

City of Fernandina Beach
204 Ash Street
Fernandina Beach, Florida 32034

Re: Agent Authorization
Parcel ID No.: 00-00-31-1800-0005-0010

To Whom It May Concern:

You are hereby advised that the undersigned, Ocean Highway and Port Authority of Nassau County, Florida, an independent special district of the State of Florida (“OHPA”) is the sole and exclusive owner and manager of the above referenced property generally known as the Port of Fernandina (the “Property”). Nassau Terminals LLC, a Delaware limited liability company, d/b/a Nassau Marine Terminals (“NMT”) is the operator of the Port by way of that certain Operating Agreement, dated October 19, 2018. NMT is the representative, agent, and project manager of OHPA as it relates to construction of a 22,000 square foot metal frame and fabric warehouse constructed by Coast to Coast Contracting, LLC, a Florida limited liability company (“Contractor”), at the Property. OHPA hereby authorizes and empowers NMT and Rogers Towers, P.A., as NMT’s counsel, to act as agent to file that certain Amended Petition for Relief pursuant to Section 70.51, Florida Statutes (the “Amended Petition”), as it relates to the City’s denial of a permit for the warehouse issued on December 6, 2024, and more particularly set forth in the Amended Petition. OHPA further states that Rogers Towers, P.A., exclusively represents NMT and does not represent OHPA in any legal capacity in the proceedings. Further, NMT agrees to pay OHPA’s reasonable attorney’s fees related to attending the described proceeding. OHPA agrees to send a letter to Coast to Coast to reserve its rights against the Contractor available in its Work Agreement.

DRAFT

**OCEAN HIGHWAY AND PORT
AUTHORITY OF NASSAU COUNTY, FLORIDA,**
an independent special district of the State of Florida

By: _____
Name: _____
Its: _____

STATE OF FLORIDA
COUNTY OF NASSAU

Sworn to and subscribed and acknowledged before me by means of *(check one)* physical presence or online notarization, this ____ day of _____, 2025, by _____, as _____ of the Ocean Highway and Port Authority of Nassau County, Florida, an independent special district of the State of Florida, on its behalf. She/He *(check one)* is personally known to me or has produced a valid driver’s license as identification.

_____(SEAL)
Notary Public, State and county of the aforesaid
Name: _____
My Commission Expires: _____
My Commission Number is: _____



New Business



State Appropriation Forms
New USCBP Facility
Port Operator



House of Representatives

State

The Florida House of Representatives

Appropriations Project Request - Fiscal Year 2025-26

For projects meeting the definition of House Rule 5.14

Only Members of the Florida House of Representatives can officially submit an Appropriations Project Request

Your request will not be officially submitted unless all questions and applicable sub parts are answered. The information provided in the request will be posted on the House website and available for public review if an Appropriations Project Request is published by a Representative.

1. **Title of Project:**
2. **Date of Submission:**
3. **House Member Sponsor:**
4. **Details of Amount Requested:**
 - a. Has funding been provided in a previous State budget for this activity? Yes No
 - b. What is the most recent fiscal year the project was funded?
 - c. Were the funds provided in the most recent fiscal year subsequently vetoed? Yes No
 - d. Complete the following Project Request Worksheet to develop your request.

FY:	Input Prior Year Appropriation for this project for FY 2024-25 <i>(If appropriated in FY 2024-25 enter the appropriated amount, even if vetoed.)</i>			Nonrecurring Funds Request for FY 2025-26		
Column:	A	B	C	D	E	F
Funds Description	Prior Year Recurring Funds	Prior Year Nonrecurring Funds	Total Funds Appropriated	Operations	Fixed Capital Outlay (FCO)	TOTAL Operations + Fixed Capital Outlay (FCO)
Input Amounts						

The Florida House of Representatives

Appropriations Project Request - Fiscal Year 2025-26

e. Provide the total cost of the project for FY 2025-26 from all sources of funding (Enter "0" if amount is zero):

Type of Funding	Amount	% of Total	Are the other sources of funds guaranteed in writing?	
1. Amount Requested from the State in this Appropriations Project Request		%		
2. Federal		%	Yes	No
3. State (Excluding the requested Total Amount in #4d, Col F)		%	Yes	No
4. Local		%	Yes	No
5. Other		%	Yes	No
TOTAL		%		

5. Is this a multi-year project requiring funding from the state for more than one year? Yes No

- a. How much state funding would be requested after 2025-26 over the next 5 years?
- b. How many additional years of state support do you expect to need for this project?
- c. What is the total project cost for all years including all federal, local, state, and any other funds? Select the single answer which best describes the total project cost. If funds requested are for ongoing services or for recurring activities, select "ongoing activity".

6. Is this project related to relief or recovery from a natural disaster? Yes No

- a. If yes, provide the name or a description of the natural disaster and briefly describe how the funding will be used for relief or recovery.

The Florida House of Representatives

Appropriations Project Request - Fiscal Year 2025-26

7. Which is the most appropriate state agency to place an appropriation for the issue requested?

- a. Has the appropriate state agency for administering the funding, if the request were appropriated, been contacted? Yes No
- b. Describe suggested penalties that the contracting agency may consider in addition to its standard penalties for failing to meet deliverables or performance measures.

8. Requester:

- a. First Name: _____ Last Name: _____
- b. Organization: _____
- c. Email: _____
- d. Phone #: _____

9. Contact for questions about specific technical or financial details about the project.

- a. First Name: _____ Last Name: _____
- b. Organization: _____
- c. Email: _____
- d. Phone #: _____

10. If there is a registered lobbyist working to secure funding for this project, fill out the information below. If not, click None

- a. First Name: _____ Last Name: _____
- b. Firm: _____
- c. Email: _____
- d. Phone #: _____

The Florida House of Representatives

Appropriations Project Request - Fiscal Year 2025-26

11. Organization or Name of entity receiving funds:
- a. Name:
 - b. County (County where funds are to be expended)
 - c. Service Area (Counties being served by the service(s) provided with funding)

12. What type of organization is the entity that will receive the funds?

If other, please describe:

13. What is the specific purpose or goal that will be achieved by the funds being requested?

The Florida House of Representatives

Appropriations Project Request - Fiscal Year 2025-26

14. Provide specific details on how funds will be spent. (Select all that apply)

Spending Category	Description	Amount Requested (Total should equal 4d, Col. F) Enter '0' if request is zero for the category
Administrative Costs		
Executive Director/Project Head Salary and Benefits		
Other Salary and Benefits		
Expense/Equipment/ Travel/Supplies/Other		
Consultants/ Contracted Services/ Study		
Operational Costs		
Salaries and Benefits		
Expenses/Equipment/ Travel/Supplies/Other		
Consultants/ Contracted Services/ Study		
Fixed Capital Construction/Major Renovation		
Construction/Renovation/ Land/Planning Engineering		
Total Requested		

The Florida House of Representatives

Appropriations Project Request - Fiscal Year 2025-26

15. For Fixed Capital Costs requested in Question 14, what type of ownership will the facility be under when complete?

If other, please describe:

16. Is the project request an information technology project? Yes No **Water projects skip to #17**
- a. Will this information technology project be managed within a state agency to support state agency program goals? Yes No
- b. What is the total cost (all years) to design and build the project?
- c. What are the ongoing (annual recurring) maintenance and operation costs once the project is completed?
- d. Has the state agency indicated it has sufficient funds for the ongoing annual recurring costs within its current operating budget? Yes No
- e. What are the specific business objectives or needs the IT project is intended to address?
- f. Based upon the identified business objectives or needs, what are the success factors that must be realized in order for the state agency to consider the proposed IT project a success?
17. Is there any documented show of support for the requested project in the community including public hearings, letters of support, major organizational backing or other expressions of support? Yes No
Please describe:
18. Has the need for the funds been documented by a study, completed by an independent 3rd party, for the area to be served? Yes No
Please describe:

The Florida House of Representatives

Appropriations Project Request - Fiscal Year 2025-26

19. Will the requested funds be used directly for services to citizens? Yes No *Water projects skip to #20*

a. What are the activities and services that will be provided to meet the purpose of the funds?

b. Describe the direct services to be provided to the citizens by the funding requested.

c. Describe the target population to be served (i.e., “the majority of the funds requested will serve these target populations or groups”). Select all that apply to the target population:

- | | |
|------------------------------------|--|
| Elderly persons | Drug users (in health services) |
| Persons with poor mental health | Preschool students |
| Persons with poor physical health | Grade school students |
| Jobless persons | High school students |
| Economically disadvantaged persons | University/College students |
| At-risk youth | Currently or formerly incarcerated persons |
| Homeless | Drug offenders (in criminal Justice) |
| Developmentally disabled | Victims of crime |
| Physically disabled | General (The majority of funds will benefit no specific group) |
| Other, please describe: | |

d. How many in the target population are expected to be served?

The Florida House of Representatives

Appropriations Project Request - Fiscal Year 2025-26

20. What benefits or outcomes will be realized by the expenditure of funds requested? (Select each Benefit/Outcome that applies):

Benefit or Outcome	Provide a specific measure of the benefit or outcome	Describe the method for measuring level of benefit or outcome
Improve physical health		
Improve mental health		
Enrich cultural experience		
Improve agricultural production/ promotion/education		
Improve quality of education		
Enhance/preserve/improve environmental or fish and wildlife quality		
Protect the general public from harm (environmental, criminal, etc.)		

The Florida House of Representatives

Appropriations Project Request - Fiscal Year 2025-26

Benefit or Outcome	Provide a specific measure of the benefit or outcome	Describe the method for measuring level of benefit or outcome
Improve transportation conditions		
Increase or improve economic activity		
Increase tourism		
Create specific immediate job opportunities		
Enhance specific individual's economic self sufficiency		
Reduce recidivism		
Reduce substance abuse		

The Florida House of Representatives

Appropriations Project Request - Fiscal Year 2025-26

Benefit or Outcome	Provide a specific measure of the benefit or outcome	Describe the method for measuring level of benefit or outcome
Divert from Criminal/ Juvenile Justice System		
Improve wastewater management		
Improve stormwater management		
Improve groundwater quality		
Improve drinking water quality		
Improve surface water quality		
Other (Please describe)		

The Florida House of Representatives

Appropriations Project Request - Fiscal Year 2025-26

The questions below are additional questions for water projects only

21. Have you applied for alternative state funding? Select all that apply:

- a. Wastewater Revolving Loan
- b. Drinking Water Revolving Loan
- c. Small Community Wastewater Treatment Grant
- d. Resilient Florida Grant
- e. Water Quality Improvement Grant
- f. Other (Please describe)
- g. N/A

22. What is the population economic status?

- a. Financially Disadvantaged Municipality
- b. Rural Area of Critical Economic Concern
- c. Rural Community Experiencing Economic Distress
- d. N/A

23. What is the status of construction?

- a. Ready
- b. Not Ready

24. What percentage of construction has been completed?

25. What is the estimated completion date of construction?



State Senate



The Florida Senate

Local Funding Initiative Request

Fiscal Year 2025-2026

1. **Project Title**
2. **Senate Sponsor**
3. **Date of Request**
4. **Project/Program Description**

5. **State Agency to receive requested funds**
 State Agency contacted? Yes No

6. **Amount of the Nonrecurring Request for Fiscal Year 2025-2026**

Type of Funding	Amount
Operating	
Fixed Capital Outlay	
Total State Funds Requested	

7. **Total Project Cost for Fiscal Year 2025-2026 (including matching funds available for this project)**

Type of Funding	Amount	Percentage
Total State Funds Requested (from question #6)		%
Matching Funds		
Federal		%
State (excluding the amount of this request)		%
Local		%
Other		%
Total Project Costs for Fiscal Year 2025-2026		%



The Florida Senate

Local Funding Initiative Request

Fiscal Year 2025-2026

8. **Has this project previously received state funding?** Yes No
 If yes, provide the most recent instance:

Fiscal Year (yyyy-yy)	Amount		Specific Appropriation #	Vetoed
	Recurring	Nonrecurring		

9. **Is future-year funding likely to be requested?** Yes No
- a. If yes, indicate nonrecurring amount per year.
 - b. Describe the source of funding that can be used in lieu of state funding.

Complete questions 10 and 11 for Fixed Capital Outlay Projects

10. **Status of Construction**

- a. What is the current phase of the project? Planning Design Construction N/A
- b. Is the project "shovel-ready" (i.e. permitted)? Yes No
- c. What is the estimated start date of construction?
- d. What is the estimated completion date of construction?
- e. What funding stream will be used for ongoing operations and maintenance of the project?

11. **List the owners of the facility to receive, directly or indirectly, any fixed capital outlay funding. Include the relationship between the owners of the facility and the entity.**



The Florida Senate

Local Funding Initiative Request

Fiscal Year 2025-2026

12. Details on how the requested state funds will be expended

Spending Category	Description	Amount
Administrative Costs:		
Executive Director/Project Head Salary and Benefits		
Other Salary and Benefits		
Expense/Equipment/Travel/Supplies/Other		
Consultants/Contracted Services/Study		
Operational Costs		
Salary and Benefits		
Expense/Equipment/Travel/Supplies/Other		
Consultants/Contracted Services/Study		
Fixed Capital Construction/Major Renovation:		
Construction/Renovation/Land/Planning Engineering		
Total State Funds Requested (must equal total from question #6)		



The Florida Senate Local Funding Initiative Request Fiscal Year 2025-2026

13. Program Performance

a. What specific purpose or goal will be achieved by the funds requested?

b. What activities and services will be provided to meet the intended purpose of these funds?

c. What direct services will be provided to citizens by the appropriation project?

d. Who is the target population served by this project? How many individuals are expected to be served?

e. What is the expected benefit or outcome of this project? What is the methodology by which this outcome will be measured?

f. What are the suggested penalties that the contracting agency may consider in addition to its standard penalties for failing to meet deliverables or performance measures provided for in the contract?



The Florida Senate

Local Funding Initiative Request

Fiscal Year 2025-2026

14. Is this project related to mitigation, response, or recovery from a natural disaster?

Yes No *(Skip Questions 15 and 16)*

a. If yes, what phase best describes the project?

Mitigation (reducing or eliminating potential loss of life or property)

Response (addressing the immediate and short-term effects of a natural disaster)

Recovery (assisting communities return to normal operations, including rebuilding damaged infrastructure)

b. Name of the natural disaster (or Executive Order # for events not under a federal declaration):

15. Has the entity applied for or received federal assistance for this project?

Yes, Applied

Yes, Received

No

No, but intends to apply

a. If yes, provide the FEMA project worksheet ID#:

b. Provide the total project cost listed on the FEMA project worksheet:

16. Has the entity applied for or received state assistance for this project (other than this request)?

Yes, Applied

Yes, Received

No

No, but intends to apply

a. If yes, specify the program and state agency (ex. Local Government Emergency Bridge Loan, Department of Commerce):



The Florida Senate Local Funding Initiative Request Fiscal Year 2025-2026

Please complete questions 17 through 21 for Water Projects only.

17. Have you been awarded or applied for alternative state funding for this project?

Water Quality Improvement Grant Program

Resilient Florida Grant Program

Wastewater Revolving Loan

Drinking Water Revolving Loan

Small Community Wastewater Treatment Grant

Other (please specify, ex. Alternative Water Supply Grants)

N/A

18. What is the population economic status?

Financially Disadvantaged Community (ch. 62-552, F.A.C.)

Financially Disadvantaged Municipality (ch. 62-552, F.A.C.)

Rural Area of Economic Concern

Rural Area of Opportunity (s. 288.0656, Florida Statutes)

N/A

19. What is the status of construction?

20. What percentage of the construction has been completed?

21. What is the estimated completion date of construction?



The Florida Senate Local Funding Initiative Request Fiscal Year 2025-2026

22. Requester Contact Information

- a. First Name Last Name
- b. Organization
- c. E-mail Address
- d. Phone Number Ext

23. Recipient Contact Information

- a. Organization
- b. Municipality and County
- c. Organization Type
 - For-Profit Entity
 - Non-Profit 501(c) (3)
 - Non-Profit 501(c) (4)
 - Local Entity
 - University or College
 - Other (please specify)
- d. First Name Last Name
- e. E-mail Address
- f. Phone Number

24. Lobbyist Contact Information

- a. Name
- b. Firm Name
- c. E-mail Address
- d. Phone Number Ext.

The information provided will be posted to the Florida Senate website for public viewing if sponsored by a Senator.



AOM Report

**ADMINISTRATIVE OFFICE MANAGER
REPORT
January 2025**

Hours worked January 2025 – 165.5

- Attended January 8th meeting. Minutes composed.
- Prepped for meetings (agenda, packets, equipment set-up)
- Organized QB binders
- Documents request from auditors
- Corresponded with Mary Babiarz (Savage, Allied invoices, revenue share)
- Corresponded with Lauren Rand (FSTED)
- Documents request from Com. Scott Moore
- Corresponded with City Clerk (meeting agenda deadline, OHPA intro)
- Reviewed and posted RFB Fender Replacement project
- Corresponded with Kyle Clark and Virginie Hacala (FPC Port stats, Seaport data collection)
- Corresponded with Branden Villalona (MARAD, NOFO grants)
- Met with VC Nelson (FFB branch, signature cards)
- Corresponded with Shelley Wilson (Allied invoices)
- Corresponded with Vickie (Courson & Stam, payroll reports)
- Corresponded with Noah Trujillo (Savage accounting)
- Met with Chair Taylor (signatures, agenda)
- Corresponded with Joanne (QB entries/corrections, grant agreements/FDOT reimbursements)
- Attended NCEDB 2025 Economic Forecast
- Attended FDOT-OHPA Coordination meeting (Courson & Stam office)
- Invoiced Operator for Matter 007- Property Appraiser case (Indemnification)
- Provided information for Port customers (call-in inquiries)
- Corresponded with Christina Nalsen (FDOT, grants)
- IT support (email transition)
- Invoices paid and entered in QuickBooks (A/R, A/P)
- Payroll entered in QuickBooks
- Check payments processed (e-filed in system)
- Bank transactions (transfers, A/R, A/P online)
- Responded to all emails, voicemails, and corresponding documents/letters, Commissioners' and Port Accountant/Attorney/Operator requests
- Website updates, meeting videos edited
- Electronic and hard-copy file organizing
- Back up (PC, external hard drive, weekly)
- New Year's Day holiday
- Martin Luther King

Public Records Request Received in January 2025- 2