

OCEAN HIGHWAY PORT AUTHORITY

NASSAU COUNTY

AGENDA

Tuesday, July 30, 2019

10:00 AM – Budget Workshop

Office of John M. Drew, Meeting Room

86130 License Rd, Fernandina Beach, Florida

10 AM - Budget Workshop Called to Order – Chairman

Roll Call- Robert Sturgess, District 1; Danny Fullwood, District 2, Scott Hanna, District 3; Carrol Franklin, District 4; Mike Cole, District 5

Invocation

Pledge to Allegiance

- 1. Discuss Funding for Port Director/Marketing**
- 2. Review Proposed Budget - Fiscal Year October 1, 2019 thru September 30, 2020**
- 3. Adjourn**

NASSAU COUNTY OCEAN HIGHWAY & PORT AUTHORITY

OHPA Operating Budget v.2

	<u>YTD ACTUAL</u>	<u>BUDGET 2018-2019</u>	<u>BUDGET 2019-2020</u>
Revenues			
Nassau Terminal Annual Fee	88,768.45	88,768.45	
Quarterly Fee	168,482.43	231,401.18	251,675.00
Insurance Reimbursement	10,548.00	0.00	
PILOT Payment	0.00	50,000.00	0.00
Misc Income	72,000.00	0.00	2,000.00
Interest	54.57	20.00	60.00
TOTAL REVENUES	339,853.45	370,189.63	253,735.00
EXPENSES			
COMMISSION DIRECT			
Salaries - Commissioners	67,500.00	90,000.00	120,000.00 **
Payroll Taxes	5,382.93	8,521.00	11,361.00 **
Unemployment	0.00	75.00	75.00
Conferences & Travel	882.04	1,000.00	1,000.00
Insurance	212.00	102.00	102.00
Salaries - Board Attorney	32,387.50	30,000.00	30,000.00
TOTAL COMMISSION DIRECT	106,364.47	129,698.00	162,538.00
COMMISSION OPERATION			
Salaries- Accountant	10,500.00	18,000.00	18,000.00
Salaries - Office Administrator	14,442.78	19,350.00	23,535.68 **
Expenses - Office Administrator	2,289.85	3,000.00	7,000.00 **
Travel - Office Administrator	91.29	1,000.00	0.00 **
TOTAL COMMISSION OPERATION	27,323.92	41,350.00	48,535.68
COMMISSION DISCRETIONARY			
Dept. of Revenue (Special Dist. Fee)	175.00	175.00	175.00
TPO. - Membership	1,257.00	1,217.00	1,217.00
GNCCC-Membership	0.00	250.00	250.00
AIFBY Chamber	280.00	280.00	280.00
Advertisement	254.83	500.00	500.00
Special Meeting - Court Reporter	0.00	0.00	0.00
Web Site	0.00	2,500.00	300.00 **
Awards & Presentations	632.10	120.00	120.00
Discretionary	63.00	100.00	100.00
TOTAL COMMISSION DISCRETIONARY	2,661.93	5,142.00	2,942.00
PORT OPERATIONS			
FB Annual Fee - PILOT	0.00	50,000.00	0.00
Insurance	10,872.00	11,499.00	11,500.00
Audit	32,800.00	25,800.00	25,800.00
FL Ports Council Dues	20,500.00	24,250.00	20,500.00
Nassau Cty Economic Dev Board	10,000.00	10,000.00	10,000.00
Bond Fees (Moody's)	2,083.00	0.00	0.00
TOTAL PORT OPERATIONS	76,255.00	121,549.00	67,800.00
TOTAL EXPENSES	212,605.32	297,739.00	281,815.68
Excess Revenues over Expenditures	127,248.13	72,450.63	-28,080.68
CARRY FORWARDS and Additional Items			
Cash CarryForward - Operating			40,000.00
Cash CarryForward - Bond Fee			65,000.00
Expense Items			
PILOT Payment Reimbursement			50,000.00
PILOT Payment			-50,000.00
Audit Fee - Yellow Book Audit			-7,000.00
Audit Fee - Yellow Book Audit Reimbursement			7,000.00

NASSAU COUNTY OCEAN HIGHWAY & PORT AUTHORITY

Customs House

Budget - V2 - July 2019

	YTD Jun-19 <u>ACTUAL</u>	<u>BUDGET</u> 2018-2019	<u>BUDGET</u> 2019-2020
INCOME			
GSA - Customs House - RENTAL INCOME	20,592.05	27,649.00	16,131.22 thru April 2020
Interest			
TOTAL INCOME	<u>20,592.05</u>	<u>27,649.00</u>	<u>16,131.22</u>
 CUSTOMS HOUSE			
Bug Out Pest Control	50.00	300.00	300.00 ??
River Pest Control Termite Bond	275.00	290.00	275.00
Bug Out Termite Bond	250.00	225.00	250.00
Lawn Service	1,000.00	1,440.00	1,200.00 100/month
Cleaning Service	2,600.00	3,660.00	3,360.00 280/month
City of Fernandina Beach (Water)	1,044.02	1,500.00	1,500.00
Florida Public Utilities (Electric)	2,381.71	5,000.00	5,000.00
Maintenance	6,479.58	8,223.00	4,246.22
TOTAL CUSTOMS HOUSE	<u>14,080.31</u>	<u>20,638.00</u>	<u>16,131.22</u>
<u>Net Increase(decrease) in Funds</u>	6,511.74	7,011.00	0.00

NASSAU COUNTY OCEAN HIGHWAY & PORT AUTHORITY

Customs House

Budget - V1 - July 2019

	YTD Jun-19 <u>ACTUAL</u>	<u>BUDGET</u> 2018-2019	<u>BUDGET</u> 2019-2020
INCOME			
GSA - Customs House - RENTAL INCOME	20,592.05	27,649.00	16,131.22 thru April 2020
Interest			
TOTAL INCOME	<u>20,592.05</u>	<u>27,649.00</u>	<u>16,131.22</u>
CUSTOMS HOUSE			
Bug Out Pest Control	50.00	300.00	300.00 ??
River Pest Control Termite Bond	275.00	290.00	275.00
Bug Out Termite Bond	250.00	225.00	250.00
Lawn Service	1,000.00	1,440.00	1,200.00 100/month
Cleaning Service	2,600.00	3,660.00	3,360.00 280/month
City of Fernandina Beach (Water)	1,044.02	1,500.00	1,500.00
Florida Public Utilities (Electric)	2,381.71	5,000.00	5,000.00
Maintenance	6,479.58	8,223.00	4,246.22
TOTAL CUSTOMS HOUSE	<u>14,080.31</u>	<u>20,638.00</u>	<u>16,131.22</u>
<u>Net Increase(decrease) in Funds</u>	6,511.74	7,011.00	0.00

NASSAU COUNTY OCEAN HIGHWAY & PORT AUTHORITY

OHPA Operating Budget v.1

	<u>YTD ACTUAL</u>	<u>BUDGET 2018-2019</u>	<u>BUDGET 2019-2020</u>	<u>Proposed Additions</u>
Revenues				
Nassau Terminal Annual Fee	88,768.45	88,768.45		
Quarterly Fee	168,482.43	231,401.18	251,675.00	
Insurance Reimbursement	10,548.00	0.00		
PILOT Payment	0.00	50,000.00	0.00	
Misc Income	72,000.00	0.00	0.00	
Interest	54.57	20.00	60.00	
TOTAL REVENUES	339,853.45	370,189.63	251,735.00	
EXPENSES				
COMMISSION DIRECT				
Salaries - Commissioners	67,500.00	90,000.00	90,000.00	30,000.00 **
Payroll Taxes	5,382.93	8,521.00	8,521.00	2,840.00 **
Unemployment	0.00	75.00	75.00	0.00
Conferences & Travel	882.04	1,000.00	1,000.00	0.00
Insurance	212.00	102.00	102.00	0.00
Salaries - Board Attorney	32,387.50	30,000.00	30,000.00	0.00
TOTAL COMMISSION DIRECT	106,364.47	129,698.00	129,698.00	32,840.00
COMMISSION OPERATION				
Salaries- Accountant	10,500.00	18,000.00	18,000.00	0.00
Salaries - Office Administrator	14,442.78	19,350.00	23,535.68	0.00 **
Expenses - Office Administrator	2,289.85	3,000.00	3,000.00	11,730.00 **
Travel - Office Administrator	91.29	1,000.00	0.00	0.00 **
TOTAL COMMISSION OPERATION	27,323.92	41,350.00	44,535.68	11,730.00
COMMISSION DISCRETIONARY				
Dept. of Revenue (Special Dist. Fee)	175.00	175.00	175.00	0.00
TPO. - Membership	1,257.00	1,217.00	1,217.00	0.00
GNCCC-Membership	0.00	250.00	250.00	0.00
AIFBY Chamber	280.00	280.00	280.00	0.00
Advertisement	254.83	500.00	500.00	0.00
Special Meeting - Court Reporter	0.00	0.00	0.00	0.00
Web Site	0.00	2,500.00	300.00	0.00 **
Awards & Presentations	632.10	120.00	120.00	0.00
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TOTAL COMMISSION DISCRETIONARY	2,661.93	5,142.00	2,942.00	0.00
PORT OPERATIONS				
FB Annual Fee - PILOT	0.00	50,000.00	0.00	0.00
Insurance	10,872.00	11,499.00	11,500.00	0.00
Audit	32,800.00	25,800.00	25,800.00	0.00
FL Ports Council Dues	20,500.00	24,250.00	20,500.00	0.00
Nassau Cty Economic Dev Board	10,000.00	10,000.00	10,000.00	0.00
Bond Fees (Moody's)	2,083.00	0.00	0.00	0.00
TOTAL PORT OPERATIONS	76,255.00	121,549.00	67,800.00	0.00
TOTAL EXPENSES	212,605.32	297,739.00	244,975.68	44,570.00
Excess Revenues over Expenditures	127,248.13	72,450.63	6,759.32	-44,570.00
CARRY FORWARDS and Additional Items				
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Expense Items				
PILOT Payment Reimbursement			50,000.00	
PILOT Payment			-50,000.00	
Audit Fee - Yellow Book Audit			-7,000.00	
Audit Fee - Yellow Book Audit Reimbursement			7,000.00	