

REQUEST FOR PROPOSAL

NO. 26-05



EXTERNAL AUDITOR SERVICES

RFP DUE DATE: FRIDAY, MAY 15, 2026 at 2:00 PM (ET)

Jerrie Gunder, Senior Contract Specialist

Jerrie.Gunder@jaxport.com

PROCUREMENT SERVICES

2831 Talleyrand Avenue, Jacksonville, Florida 32206

JAXPORT.com/procurement/active-solicitations

REQUEST FOR PROPOSAL NO. 26-05

**EXTERNAL AUDITOR SERVICES
FOR THE
JACKSONVILLE PORT AUTHORITY**

TABLE OF CONTENTS

ITEM	PAGE NO(S)
GENERAL INFORMATION.....	GI-1
LEGAL NOTICE.....	LN-1
ARTICLE I - Instructions to Proposers.....	A1-1 TO A1-8
ARTICLE II - General Conditions.....	A2-1 TO A2-6
ARTICLE III - Proposal Forms.....	A3-1 TO A3-4
ARTICLE IV - Scope of Services.....	A4-1 TO A4-8
ATTACHMENT NO. 1 - Evaluation Matrix.....	EM-1
ATTACHMENT NO. 2 - JAXPORT's 2025 Annual Financial Report	PAGE 1 TO 77
ATTACHMENT NO. 3 - Trimble Unity Construct (E-Builder) Bid Submittal Guide.....	EBSG-1 TO EBSG-3
EXHIBIT A - Conflict of Interest Certificate.....	COI-1
EXHIBIT B - Sworn Statement of Public Entity Crimes.....	PEC-1 TO PEC-2
EXHIBIT C - E-Verify Acknowledgement.....	E-VERIFY
EXHIBIT D - JAXPORT'S Travel Procedures & Guidelines.....	PAGE 1 TO 13

REQUESTS FOR DISTRIBUTION SHEETS

Copies of the Request for Proposal (RFP) distribution records may be requested by contacting Procurement Services.

SUBMISSION OF PROPOSALS

Proposals submitted electronically in advance of the time set for opening will be held in the Trimble Unity Construct (E-Builder) Bidding Portal until **FRIDAY, MAY 15, 2026 at 2:00 PM (ET)**. Proposers are fully responsible for submittal of proposals. Reliance upon the computer system's reaction time is at proposer's risk. After the proposal due date/time has passed, the submit button will be disabled. **Late proposals will not be received or considered.**

PROPOSAL OPENING PROCEDURES

Depending on the type of project for which proposals are requested, the items read at the opening will vary. Sealed proposals are not public records subject to disclosure under the Florida Public Records Law until such time as the Jacksonville Port Authority provides notice of a decision or intended decision to award the contract or within thirty (30) days after opening, whichever is earlier (119.07 (3) (m), Florida Statutes). All parts of proposals, including exhibits, are subject to the Public Records Law, and a Proposer may not exclude any portion of the Proposal unless specifically exempted from disclosure by Florida Law. Exemption of financial statements applies only to required submittal for prequalification of bidders on public works projects.

REQUESTS FOR PROPOSALS RESULTS OR AWARD OF CONTRACT

Proposers desiring a copy of the unofficial tabulation sheet from Procurement Services, which will contain only the items considered necessary by JAXPORT, may request a copy be sent to them by facsimile or email, thirty (30) days after the proposal opening date. Proposers wishing to view proposals submitted, subject to the above Public Records requirements, must arrange an appointment by contacting Public Records at (904) 357-3091 or public.records@jaxport.com. If copies are requested, an appropriate charge will be assessed, and all copies will be made solely at the convenience of JAXPORT. All Proposers will be notified of the intent to award the contract after action by the Jacksonville Port Authority Awards Committee.

COMMUNICATION WITH JAXPORT DURING SOLICITATION PROCESS

Respondents to this solicitation or persons acting on their behalf may not contact, between the release of the solicitation and the end of the 72-hour period following the agency posting the notice of intended award, excluding Saturdays, Sundays, and state holidays, any JAXPORT employee concerning any aspect of this solicitation, except in writing to the procurement director or as provided in the solicitation documents. Violation of this provision may be grounds for rejecting a response.

REQUEST FOR PROPOSAL NO. 26-05

**EXTERNAL AUDITOR SERVICES
FOR THE
JACKSONVILLE PORT AUTHORITY**

Proposals will be received by the Jacksonville Port Authority (JAXPORT) via Trimble Unity Construct (E-Builder) Electronic Bid Submission until **2:00 PM (ET)**, on **FRIDAY, MAY 15, 2026**, at which time they will be opened publicly via ZOOM Meeting under **MEETING ID: 896 9894 3859** and **PASSCODE NO: 260064**.

All Proposals must be submitted in accordance with the Specifications of Proposal Number **26-05**, which may be obtained from our website:

<https://www.jaxport.com/procurement/active-solicitations/>

**Jacksonville Port Authority
Procurement Services
(904) 357-3455**

**ARTICLE I
INSTRUCTIONS TO PROPOSERS
EXTERNAL AUDITOR SERVICES**

1.01 GENERAL INFORMATION

The Jacksonville Port Authority (JAXPORT) is seeking a Certified Public Accounting firm(s) interested in providing **EXTERNAL AUDITOR SERVICES** to audit its financial statements for the fiscal year period (October 1, 2025, through September 30, 2026) including the two (2) subsequent fiscal years following and render certain opinions and reports as required. All audits are to be performed in accordance with applicable Accounting and Auditing Standards.

1.02 RECEIPT AND OPENING OF PROPOSALS

JAXPORT will receive Proposals until **FRIDAY, MAY 15, 2026 at 2:00 PM (ET)** from companies licensed, qualified and interested in providing **EXTERNAL AUDITOR SERVICES**, as per specifications listed on this RFP. These proposals will be publicly opened via “ZOOM” at the stated time and date listed above.

ZOOM MEETING information:

Please join my meeting from your computer, tablet or smartphone.

<https://us02web.zoom.us/j/89698943859?pwd=1C9FAr8HL07gjbR7QN9SVeSUX3GKa.1>

MEETING ID: 896 9894 3859

PASSCODE: 260064

1.03 DELIVERY OF PROPOSALS

Proposals and all required supplemental material listed in Article III (*items to be submitted with Proposal Form*) must be electronically submitted in **PDF format only** through Trimble Unity Construct (E-Builder). Proposal documents submitted through Email or Fax will not be accepted or considered. **JAXPORT no longer accepts any bid packages submitted by mail or hand delivery.** Please visit the JAXPORT’s website at www.jaxport.com for more information and updates.

The PDF file name should read **“RFP 26-05”**. “How to Submit Your Bid Response in Trimble Unity Construct (E-Builder)” is provided as **“Attachment No. 3”**. Additional instructions on how to navigate in Trimble Unity Construct (E-Builder), click the below link to access the **“Bidders Portal Instructional Training Video”**:

<https://videos.trimble.com/construction/watch/kCSanAGnXaJoHgeQNz5mGe>

Bids must be submitted prior to 2:00 PM (ET), FRIDAY, MAY 15, 2026. The submit button in Trimble Unity Construct (E-Builder) will deactivate at exactly **2:00:00 PM (ET)** and you will not be permitted to submit your bid regardless of where you are in the process. *Please plan accordingly.*

It is the sole responsibility of the Proposer to have its Proposal submitted to JAXPORT as specified herein on or before the above date and time. For the purpose of the RFP, a proposal is considered delivered when confirmation of delivery is provided by Trimble Unity Construct (E-Builder) and all required documents have been uploaded. Proposers must ensure that its electronic submission in Trimble Unity Construct (E-Builder) can be assessed and viewed at the time of the proposal opening. JAXPORT will consider any file that cannot be immediately accessed and viewed at the time of the Bid Opening (including but not limited to, encrypted files, password protected files, or incompatible files) to be blank or incomplete, as context requires, and therefore, unacceptable. Bidders will not be permitted to unencrypt files, remove password protections, or resubmit documents after bid opening to make a file viewable if those documents are required with bid. All expenses for submitting Bids to JAXPORT are to be borne by the Bidder and will not be borne, charged to or reimbursed by JAXPORT in any manner or under any circumstance.

1.04 CONTRACT DOCUMENTS

The Contract Documents give the description of the work to be done under this Contract. The required qualifications of proposers, other technical information, applicable special conditions, term of the Contract and payment terms are also contained in these documents. The date, time and place of the receipt and opening of proposals are listed in Article 1.02 above.

1.05 EXAMINATION OF CONTRACT DOCUMENTS

The Proposer is required to carefully examine the sites of the work and the Contract documents. It will be assumed that the Proposer has investigated and is fully informed of the conditions, the character, and quality of work to be performed, any materials and equipment to be furnished, and of the requirements of the Contract documents.

1.06 OBLIGATION OF PROPOSERS

The Proposer must become fully aware of JAXPORT's requirements for the Contract. Failure to do so will not relieve a successful Proposer of its obligation to furnish the material, equipment and labor necessary to carry out the provisions of the Contract Documents and to complete the work at the prices proposed.

In addition, the Proposer will be held responsible for having examined the details of the proposed scope of work. The Proposer will use its personal knowledge and experience or professional advice as to the character of the proposed work and any other conditions surrounding and affecting the proposed work. The submittal of a Proposal will be construed as evidence that all Proposer obligations have been satisfied and no subsequent allowance will be made in this regard.

1.07 QUESTIONS & ADDENDUM

Any questions regarding this Request for Proposals (RFP) should be directed to **Jerrie Gunder, Senior Contract Specialist** and submitted either by email to Jerrie.Gunder@jaxport.com or submittal through Trimble Unity Construct (E-Builder). Answers to questions will be released on an Addendum directed to all known prospective proposers registered in the Trimble Unity Construct (E-Builder) website and advertised on JAXPORT's website under Active Solicitations at <https://www.jaxport.com/procurement/>

The deadline for questions will be FRIDAY, APRIL 17, 2026 by 9:00 AM (ET).

No interpretation of the meaning of the specifications or other Contract Documents, or corrections of any apparent ambiguity, inconsistency or error therein, will be made to any Proposer orally. Any request for such interpretations or corrections must be made in writing.

Any such request which is not received prior to the above deadline date for questions will not be considered. All such interpretations and supplemental instructions will be in the form of written Addendum to the Contract Documents, which if issued, will be e-mailed to all known prospective proposers. However, it is the responsibility of each Proposer, before submitting its Proposal, to contact Procurement Services at (904) 357-3455 to determine if any Addendum have been issued and to make such Addendum a part of its Proposal. Only the interpretation or correction so given by JAXPORT in writing will be binding, and prospective proposers are advised that only JAXPORT will give information concerning, or will explain or interpret the RFP Documents.

1.08 PREPARATION OF PROPOSAL

- A. Proposal will be submitted via Trimble Unity Construct (E-Builder) Electronic Bid Submission per the attached Proposal Form (Article III). All blank spaces must be complete and all the item fields acknowledged prior to submittal. Only the Proposal Form and applicable additional information should be submitted. ***DO NOT SCAN AND SUBMIT ANY OTHER PORTIONS OF THE ORIGINAL JAXPORT PROPOSAL PACKAGE.***
- B. The uploaded Proposals shall contain **no more than twenty-five (25) pages** (excluding staff resumes, covers, required attachments and section separators). Text and figures shall be scanned/printed on 8½ by 11 paper only. Proposals should be prepared and uploaded in the order of the evaluation criteria detailed in Article IV, 4.05 of the RFP, and label each section according to the criteria.

- C. A list of all sub Proposers proposed that are an integral part of the proposal from a technical aspect must be included with detailed information as required in E below.
- D. Information included in a letter of transmittal may not be taken into consideration while reviewing proposals. Only specific project staff resumes (two (2) page limit) should be used. Resumes should not be included for staff that is not assigned to the project work.
- E. Clear statements of experience related to the scope of work should be included for the firm, its management and key staff members proposed. A list of references should also be included. The list of references must include a contact person, phone number, email address and a brief description of services performed.
- F. Included in the twenty-five (25) pages limitation, proposals must contain an Executive Summary of not more than three (3) pages that highlights each of the key areas of the proposal and that summarizes the Proposer's case as to why such proposal should be selected by JAXPORT. Emphasis should be on completeness and clarity of content and ease of locating responses to requested information.
- G. Any information thought to be relevant, but not applicable to the enumerated scope of services, should be uploaded as an Appendix to the Proposal. If publications "box copies" are supplied by a Proposer, the Proposal should include reference to a document number and/or page number of that Appendix material. Proposals not providing this reference will be considered to have no additional material to be considered during the evaluation process.
- H. Included in the twenty-five (25) pages limitation, the Proposer must submit an overall schedule of availability of personnel as such exists at that time. Any significant commitment of listed personnel which could conflict with their availability for this project should be clearly shown.
- I. An authorized representative shall sign the proposal. If an individual makes the Proposal, he or she must sign his or her name therein and state his or her address and the name and address of every other person interested in the Proposal as principal. If a firm or partnership makes the Proposal, the name and address of each member of the firm or partnership must be stated. If a corporation makes the Proposal, an authorized officer must sign the Proposal or agent, subscribing the name of the corporation with his or her own name and affixes the Corporate Seal. Such officer or agent must also state the name of the State, under which the corporation is chartered, and the names and business address of the President, Secretary and Treasurer. If applicable, also provide evidence of registration with the Secretary of State of the State of Florida for doing business in the State of Florida.
- J. Failure to submit all information requested will result in a proposal being considered "non-responsive," and therefore will be rejected.

1.09 RESPONSIBLE PROPOSER CRITERIA

In considering the responsibility of Proposers, JAXPORT will examine the following factors. Evaluation Criteria should be submitted in sufficient detail to allow proper evaluation of all proposals.

- A. Qualification and Experience *(30 Points Maximum Score)*
- B. Past and Present Experience with Government and/or Seaport Audits *(20 Points Maximum Score)*
- C. Current Workload and Ability to meet Report Deadlines *(15 Points Maximum Score)*
- D. Design and Approach To Workplan *(15 Points Maximum Score)*
- E. Value Add and Insight *(15 Points Maximum Score)*
- F. Rates, Fees or Charges and other Detailed Cost Proposal Breakdowns *(5 Points Maximum Score)*

In this regard, JAXPORT reserves the right to reject any and all Proposals and to waive any non-conformance in Proposals received, whenever such rejection or waiver is in the best interest of JAXPORT.

Failure to provide requested information listed above may result in the Proposer being ruled non-responsive.

1.10 WITHDRAWAL OF PROPOSAL

Any Proposal may be withdrawn in Trimble Unity Construct (E-Builder) until the date and time set above for opening of the Proposals. Any Proposal not so withdrawn will, upon opening, constitute an irrevocable offer for one hundred eighty (180) days (or until one or more of the Proposals have been duly accepted by JAXPORT, whichever is earlier) to provide JAXPORT the services set forth in the attached specifications. JAXPORT action on Proposal normally will be taken within sixty (60) days of opening; however, no guarantee or representation is made as to the time between the proposal opening and the subsequent JAXPORT action.

1.11 DISQUALIFICATIONS OF PROPOSERS

Any of the following causes may be considered sufficient for the disqualification of a Proposer and rejection of the Proposal:

- A. Submission of more than one Proposal for the same work by an individual, firm, partnership or corporation under the same or different names. If a company has more than one division, only one Proposal may be submitted for the company.
- B. Evidence of collusion among Proposers.
- C. Incomplete work for which the Proposer is committed by contract which, in the judgment of JAXPORT, might hinder or prevent the Proposer with complying with the requested scope of services under this Contract if awarded to such Proposer.
- D. Being in arrears on any existing agreement with JAXPORT or having defaulted on a previous contract with JAXPORT. For purposes of this section, corporations, partnerships or companies, or firms or other business entities created for the purpose of shielding any individual, firm, Partnership Corporation, or other business entity from the application of this provision may be considered for disqualification.
- E. Items 'C' and 'D' above will be considered by JAXPORT after the opening of Proposals, and, if found to apply to any Proposer, JAXPORT will notify the Proposer that its Proposal will not be considered for an award of the Contract. The Proposer has five (5) business days to appeal in writing this decision to JAXPORT Chief Executive Officer, via Procurement Services, and the decision of the Chief Executive Officer will be final.
- F. Failure to provide the notarized forms, if any, required in the Proposal documents, and any other requirements listed in Article III.
- G. Failure to disclose any disciplinary actions taken or pending against the firm within the past three (3) years.

Minor irregularities that do not materially affect the Proposal may be waived at the sole discretion of JAXPORT.

1.12 NON-WARRANTY OF RFP INFORMATION

Due care and diligence have been exercised in the preparation of this RFP and all information contained herein is believed to be substantially correct. However, the responsibility for determining the full extent of the exposures to risk and verification of all information herein shall rest solely with those making proposals. JAXPORT and its representatives shall not be responsible for any error or omission in the RFP.

1.13 CONTINGENCY FEES PROHIBITED

By submitting a proposal in response to this RFP, the Proposer warrants that it has not employed or retained a company or person, other than a bonafide employee or sub proposer, working in its employ, any fee, commission, percentage, gift or other consideration contingent upon or resulting from the award of making a contract with JAXPORT.

1.14 REJECTIONS OF IRREGULAR PROPOSALS

Proposals will be considered irregular and may be rejected if they show omissions, alterations of form, additions not called for, conditions, limitations, unauthorized alternate proposals or other irregularities of any kind. JAXPORT reserves the right to waive any non-conformance or irregularities of proposals, or to reject any or all proposals, in

whole or in part, whenever such non-conformance or irregularities are minor and such action is deemed to be in the best interest of JAXPORT.

In this regard, JAXPORT reserves the right to reject any and all Proposals, in whole or in part, and to waive any non-conformance or any other irregularities received in said proposal, to reject any and all request for proposals and to accept the proposal which in its judgment will be in the best interest of JAXPORT.

1.15 PUBLIC ENTITY CRIME

Pursuant to Chapter 287 of the Florida Statutes, Proposers are required to complete and submit with their proposals a Sworn Statement Pursuant to Section 287.133 (3) (a), Florida Statutes, on Public Entity Crimes. **Form PEC is provided as “Exhibit B”** for that purpose and must be included with the proposal form at the time proposals are submitted.

A person or affiliate placed on the convicted vendor list following a conviction for a public entity crime is prohibited from doing any of the following for a period of 36-months from the date of being placed on the convicted vendor list:

- Submitting a proposal on a contract to provide any goods or services to a public entity;
- Submitting a proposal on a contract with a public entity for the construction or repair of a public building or public work;
- Submitting proposals on leases of real property to a public entity;
- Being awarded or performing work as a Proposer, supplier, sub Proposer, or Proposer under a contract with any public entity; and
- Transacting business with any public entity in excess of Category Two threshold amount (\$35,000) provided in section 287.017 of the Florida Statutes.

1.16 DISCRIMINATORY VENDOR LIST

An entity or affiliate placed on the discriminatory vendor list pursuant to section 287.134 of the Florida Statutes may not:

- Submit a proposal on a contract to provide any goods or services to a public entity;
- Submit a proposal on a contract with a public entity for the construction or repair of a public building or public work;
- Submit proposals on leases of real property to a public entity;
- Be awarded or perform work as a contractor, supplier, subcontractor, or Contractor under a contract with any public entity; or
- Transact business with any public entity.
- To view a current list, visit:
http://www.dms.myflorida.com/business_operations/state_purchasing/vendor_information/convicted_suspended_discriminatory_complaints_vendor_lists

1.17 PROPOSERS REPRESENTATION AND AUTHORIZATION

In submitting a proposal, each Proposer understands, represents, and acknowledges the following (if the Proposer cannot certify to any of the following, the Proposer shall submit with its response a written explanation of why it cannot do so).

- The Proposer is not currently under suspension or debarment by the State or any other governmental authority.
- To the best of the knowledge of the person signing the proposal documents, the Proposer, its affiliates, subsidiaries, directors, officers, and employees are not currently under investigation by any governmental authority and have not in the last ten (10) years been convicted or found liable for any act prohibited by law in any jurisdiction, involving conspiracy or collusion with respect to bidding on any public contract.
- Proposer has not, within the last five (5) years, had a delinquent obligation to the State or any other governmental authority, including a claim for liquidated damages under any other contract.

- The proposal submission is made in good faith and not pursuant to any agreement or discussion with, or inducement from, any firm or person to submit a complementary or other noncompetitive response.
- The prices and amounts have been arrived at independently and without consultation, communication, or agreement with any other respondent or potential respondent; neither the prices nor amounts, actual or approximate, have been disclosed to any Proposer or potential Proposer, nor they will not be disclosed before the solicitation proposal opening.
- The Proposer has fully informed JAXPORT in writing of all convictions of the firm, its affiliates (as defined in section 287.133(1)(a) of the Florida Statutes), and all directors, officers, and employees of the firm and its affiliates for violation of state or federal antitrust laws with respect to a public contract for violation of any misrepresentation with respect to a public contract. This includes disclosure of the names of current employees who were convicted of contract crimes while in the employ of another company.
- The product(s) offered by the Proposer will conform to the specifications without exception.
- The Proposer has read and understands the Contract terms and conditions, and the submission is made in conformance with those terms and conditions.
- If an award is made to the Proposer, the Proposer agrees that it intends to be legally bound to the Contract that is formed with the JAXPORT.
- The Proposer has made a diligent inquiry of its employees and agents responsible for preparing, approving, or submitting the response, and has been advised by each of them that he or she has not participated in any communication, consultation, discussion, agreement, collusion, act or other conduct inconsistent with any of the statements and representations made in the response.
- The Proposer shall indemnify, defend, and hold harmless JAXPORT and its employees against any cost, damage, or expense which may be incurred or be caused by any error in the respondent's preparation of its proposal.
- All information provided by, and representations made by, the Proposer are material and important and will be relied upon by JAXPORT in awarding the Contract. Any misstatement shall be treated as fraudulent concealment from JAXPORT of the true facts relating to submission of the proposal. A misrepresentation shall be punishable under law, including, but not limited to, Chapter 817 of the Florida Statutes.
- That the Proposer has carefully examined the Scope of Services and that from his/her investigations has been satisfied as to the nature and location of the work, the kind and extent of the services needed for the performance of the work, the general and local conditions, all difficulties to be encountered, and all other items which in any way affect the work or its performance.
- That the Proposer is in full compliance with all Federal, State, and local laws and regulations and shall fully comply with the same during the entire term of the contract.

1.18 E-VERIFY PROGRAM FOR EMPLOYMENT VERIFICATION

Proposers are required to complete and submit with their proposals an E-Verify Acknowledgement and Acceptance Form. **Form is provided as "Exhibit C"**. The successful proposer agrees to utilize the U.S. Department of Homeland Security's E-Verify system to verify the employment eligibility of all new employees hired by the contractor during the term of this contract. Successful proposers must include in all subcontracts the requirement that subcontractors performing work or providing goods and services utilize the E-Verify system to verify the employment eligibility of all new employees hired by the subcontractor during the contract term. The successful proposer further agrees to maintain records of its participation and compliance and its subcontractor's participation and compliance with the provisions of the E-Verify program, and to make such records available to JAXPORT upon request. Failure to comply with this requirement will be considered a material breach of the contract.

1.19 NON-DISCRIMINATION PROVISIONS

The Proposer will have all state, county and local licenses and permits as may be required by law to perform the described services. The Proposer agrees to comply with all applicable Federal, State and local laws, including the Civil Rights Act 1964, as amended. The Equal Employment Opportunity Clause in Section 202 paragraph 1 through 7 of Executive Order 11246, as amended, relative to Equal Employment and the implementing Rules and Regulations of the Office of Federal Contract Compliance Programs are incorporated herein by specific reference. The Affirmative

Action Clause in Section 503 of the Rehabilitation Act of 1973, as amended, relative to Equal Opportunity for the disabled is incorporated herein by specific reference.

The Affirmative Action Clause in 38 USC Section 2-12 of the Vietnam Veterans' Readjustment Assistance Act of 1974, relative to Equal Employment Opportunity for the special disabled veteran and veterans of the Vietnam Era, is incorporated herein by specific reference.

1.20 PUBLIC MEETING REQUIREMENTS

JAXPORT is required to comply with Section 286.011 of the Florida Statutes. Therefore, Evaluation Committee meetings and meetings of the Awards Committee are required to be held in public with sufficient notice made of the time and date of the meeting. All notices of public meetings are posted in the lobby of the Jacksonville Port Authority, 2831 Talleyrand Avenue, Jacksonville, FL 32206 and on JAXPORT's website at www.jaxport.com.

1.21 PUBLIC RECORDS

In accordance with Section 119.0701, Florida Statutes, the Contractor shall:

- (a) Keep and maintain public records required by the JAXPORT to perform the services; and
- (b) Upon request from the JAXPORT's custodian of public records, provide the JAXPORT with a copy of the requested records or allow records to be inspected or copied within a reasonable time at a cost that does not exceed the cost provided for in Chapter 119, Florida Statutes, or as otherwise provided by law; and
- (c) Ensure that public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law for the duration of the Contract term and following completion of this Contract if Contractor does not transfer the records to the JAXPORT; and
- (d) Upon completion of this Contract, transfer to the JAXPORT at no cost all public records in possession of Contractor or keep and maintain public records required by the JAXPORT to perform the service. If Contractor transfers all public records to the JAXPORT upon completion of this Contract, Contractor shall destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. If Contractor keeps and maintains public records upon completion of this Contract, Contractor shall meet all applicable requirements for retaining public records. All records stored electronically must be provided to the JAXPORT upon request from either JAXPORT's custodian of public records in a format that is compatible with the JAXPORT's information technology systems.

The above requirements apply to a "Contractor" as defined in Section, 119.0701, Florida Statutes.

IF CONTRACTOR HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE CONTRACTOR'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS CONTRACT, CONTACT THE JAXPORT'S CUSTODIAN OF PUBLIC RECORDS AT (904) 357-3091 public.records@jaxport.com; JACKSONVILLE PORT AUTHORITY, PUBLIC RECORDS REQUEST, 2831 TALLEYRAND AVENUE, JACKSONVILLE, FLORIDA 32206.

1.22 PROTEST PROCEDURES

Respondents shall file any protest regarding this RFP in writing, in accordance with JAXPORT's Protest Procedures promulgated on SOP-1215 Procurement Code for the Jacksonville Port Authority, available at <https://www.jaxport.com/procurement>

1.23 EX-PARTE COMMUNICATION PROHIBITED

JAXPORT believes that any ex-parte communication concerning the solicitation, evaluation, and selection process denies all firms submitting proposals fair, open, and impartial consideration. Adherence to procedures which ensure fairness is essential to the maintenance of public confidence in the value and soundness of the important process of public procurement of professional services. Therefore, during the solicitation, evaluation, and selection process, any ex-parte communication between a firm, its employees, agents, or representatives; and JAXPORT, its members, employees, agents, legal counsel, or representatives; other than JAXPORT's designated representative identified

herein, is strictly prohibited. Failure to observe this requirement shall result in rejection of a firm's proposal. For purposes of this section, the term "ex-parte communication" shall mean any oral or written communication relative to this solicitation, evaluation, and selection process, which occurs outside of an advertised public meeting, pursuant to Section 285.011, Florida Statutes.

This requirement shall not prohibit:

- A. Meetings called or requested by JAXPORT and attended by Proposers/Firms for the purpose of discussing this solicitation, evaluation, and selection process, including, but not limited to, substantive aspects of this RFP;
- B. The addressing of any elected or appointed governing authority of JAXPORT at public meetings advertised and conducted pursuant to, and in compliance with, Section 285.011, Florida Statutes;
- C. The filing and prosecution of a written protest to any proposed award to be made pursuant to this solicitation, evaluation, and selection process, which filing and prosecution shall give notice to all firms. Protest proceedings shall be limited to open public meetings with no ex-parte communication outside those meetings;
- D. Contacts with elected or appointed officials of JAXPORT.

1.24 EXECUTION OF THE CONTRACT

Within twenty (20) days after Notice of Award, the successful Proposer will furnish the required certificates of insurance and any other requirements and enter into a formal agreement with JAXPORT. Failure to execute the Agreement as provided in these documents within twenty (20) days from the date of Notice of Award may be just cause, unless such failure has been caused by JAXPORT, for JAXPORT to annul and void the award. Award may then be made to another Proposer, or the contract may be re-advertised, as in the best interest of both entities. No award will be binding upon JAXPORT until the agreement has been executed by all appropriate parties.

1.25 ARTICLE/SECTION HEADINGS

Article or Section headings offering herein are inserted for convenience only, or reference only, and will in no way be construed to be interpretation of the text of this RFP.

1.26 ORDER OF PRECEDENCE

In the event of any conflict between the provisions of the Contract, the provisions of JAXPORT'S Request for Proposal, referred and incorporated in the Contract, said provisions will be given preference in the following order: 1) Amendments to Contract; 2) Contract **RFP 26-05**; 3) Addendum to Proposal; 4) JAXPORT'S Request for Proposal **RFP 26-05**; and 5) Proposer's Proposal.

1.27 VENUE

The venue of any legal action brought by or filed against JAXPORT relating to any matter arising under this RFP will be exclusively in the appropriate court, sitting in Duval County, Florida that has jurisdiction over such legal action. This RFP will be governed by and interpreted under the laws of the State of Florida.

1.28 ENTIRE AGREEMENT

This RFP is the entire agreement of the Parties and the Parties are not bound by any stipulations, representations, agreements, or promises, oral or otherwise, not printed or inserted in this RFP. Proposer agrees that no representations have been made by JAXPORT to induce the Proposer to enter into this RFP other than as expressly stated in this RFP. This RFP can neither be changed orally, nor by any means other than by written amendments expressly referencing this RFP and signed by all Parties hereto.

1.29 TAX EXEMPT

JAXPORT is exempt from State of Florida sales tax. The tax-exempt number is 85-8012544323C-8.

**ARTICLE II
GENERAL CONDITIONS
EXTERNAL AUDITOR SERVICES**

2.01 DEFINITIONS

JAXPORT - The Jacksonville Port Authority.

PROPOSAL - The approved forms on which the Proposer is to submit, or has submitted, its charges for the work contemplated.

CONTRACT - The contract consists of the document labeled “Request for Proposal for **EXTERNAL AUDITOR SERVICES** for the Jacksonville Port Authority”, **RFP NO. 26-05** and any Addendum issued before the execution of the Contract; Proposer’s Proposal; and any Modification issued after execution of the Contract. A Modification is a written amendment to the Contract signed by both Parties. The order of precedence of contract documents will be as specified in Article 1.26.

CONTRACTING OFFICER - Designated JAXPORT individual who provides JAXPORT Inspector(s) with Contract information and monitors the administration of the Contract to ensure compliance with terms by both JAXPORT and the Proposer. The Contracting Officer is the only individual authorized to make Contract modifications. The Contracting Officer will be the Director of Procurement Services.

PROPOSER - Any individual, firm or corporation entering into a Contract to perform the Scope of Services for JAXPORT.

PROPOSER'S REPRESENTATIVE(S) - Individual(s) designated in writing by the Proposer at the time of contract award as the only individual(s) authorized to act for the Proposer in all matters, including change orders, modifications to contract terms, quoting of services and provision of estimates for additional services not stated in the scope of services.

2.02 SCOPE OF SERVICES

The work to be performed under this Contract is specified in Article IV, Scope of Services, with work to be performed as specified. JAXPORT, without invalidating the Contract, may order extra work or make changes by altering, adding to, or deducting from the work, and the Contract will be adjusted accordingly, based on a mutually agreed upon negotiated fee. Changes in the work and the contract fees may only be changed by prior written agreement executed by the parties with proper authorization to do so.

2.03 TERM OF CONTRACT

The terms of the agreement for these services is intended to be for an initial period of **three (3) years, with three (3) additional, one (1) year renewal options** made at the sole discretion of JAXPORT. JAXPORT will award this contract to one (1) Proposer, who will be the designated Prime Proposer and who will be the single point of contact and will be fully responsible for providing **EXTERNAL AUDITOR SERVICES** to JAXPORT.

2.04 AWARD OF CONTRACT

This is an evaluated contract and JAXPORT intends to award a contract to one (1) Proposer receiving the *highest* number of points by submitting the most responsive and responsible proposal that, when evaluated, is deemed to be in the best interest of both entities. JAXPORT will be the sole judge of which proposal is ultimately determined to be in their best interest and its decision will be final. Only those proposals received in a timely manner from Proposers who can provide evidence that they are fully competent, have the requisite experience, organizational and financial capabilities will be considered. JAXPORT reserves the right to accept or reject any or all proposals. JAXPORT assumes no obligation or commitment to make an award to any person or firm submitting a proposal.

At the discretion of JAXPORT's Evaluation Committee, selected Proposers that are determined to be best qualified based upon the evaluation of written responses, may be invited to make presentations of their experience and approach prior to final selection. Such interviews or presentations will be scheduled at JAXPORT's convenience. JAXPORT will not be liable for any costs incurred in connection with such interviews and/or presentations. JAXPORT is not required to contact a Proposer to obtain additional information to evaluate the Proposal.

JAXPORT will make an award based on a Proposer's ability to meet both entities needs and requirements, based on the Responsible Proposer Criteria as shown in **Article 4.05**. Factors used to evaluate each Proposer's response, as well as the weight attributed to each of the factors will vary for each category and are listed in the **Evaluation Matrix - "Attachment No. 1."**

2.05 ESCALATION / DE-ESCALATION

All pricing submitted shall remain firm for the initial term period. Upon renewal (if applicable), a supplier may submit in writing a request for price escalation/de-escalation based on the average of the previous 12 months percentage of change as listed in the Purchase Price Index related to the industry represented or Consumer Price Index (whichever is appropriate as determine by JAXPORT). JAXPORT reserves the right to decline any price increase request or limit the percentage rate.

2.06 CERTIFICATION/PROPOSER QUALIFICATIONS

Proposer must be a qualified and licensed Firm and have current experience in providing the types of professional services required under this Request for Proposal (RFP). The Proposer must become fully aware of the technical specifications, failure to do so will not relieve a successful proposer of its obligation to provide JAXPORT's requirements for the contract at the price submitted and in accordance with all specifications, terms, conditions and the delivery stated on this RFP.

2.07 PAYMENT

- A. All invoices will reference the Contract No. **26-05**. A copy will be emailed to:

accounts.payable@jaxport.com

or mailed to:

Jacksonville Port Authority
Attn: Accounts Payable
P.O. Box 3005
Jacksonville, FL 32206-3496

- B. Invoices will be processed following normal JAXPORT payment terms, which are **thirty (30) days net after receipt of an approved invoice**. Special or early payments will not be authorized.
- C. **No payments will be made for per diem charges or travel expenses without prior approval of JAXPORT and in accordance with JAXPORT's Travel Procedures and Guidelines as per attached EXHIBIT D.** The Prime Proposer and any subcontractor must secure written approval from JAXPORT prior to any travel, if the Proposer intends to bill JAXPORT for these expenses.

2.08 RESPONSIBILITIES OF THE PROPOSER

- A. A post award conference, at JAXPORT, will be scheduled after the Contract is awarded, this is when the Proposer will be asked to furnish the certificates of insurance, copies of licenses and other items required by JAXPORT.
- B. The Proposer will provide services as described in the Contract upon receipt of Notification of Award issued by JAXPORT.
- C. The Proposer is responsible for product quality, timely delivery, and responsiveness as listed in Article IV – Scope of Services.

- D. The Proposer will remain liable for all damages to, or incurred by, JAXPORT caused by the Proposer's negligent performance of any of the services furnished under this Contract.
- E. The Proposer represents that it is an independent Proposer and not an employee of JAXPORT, nor are any of Proposer's employees performing services in furtherance of this Contract to be considered employees of JAXPORT. The Proposer is responsible for any federal or state taxes applicable to this Contract and for complying with the requirements of all federal and state laws about income tax withholding, unemployment insurance and other insurance applicable and necessary for its employees. Employees of the Proposer will not be eligible for any Federal Social Security, State Worker's Compensation or unemployment insurance under this Contract except as employees of the Proposer.
- F. The Proposer will designate in writing a qualified person(s) to act as its designated representative. The Proposer's Representatives(s) will have authority to act for the Proposer in all matters covered by this Contract.
- G. The Proposer will notify JAXPORT Contact in writing, prior to affecting a personnel change concerning the professional personnel assigned to the Contract. JAXPORT will have the right to reject any personnel assigned to perform work under this Contract.
- H. All personnel employed by the Proposer will be competent, trustworthy and properly trained. The Proposer and its employees will be required to comply with all the applicable regulations of JAXPORT.

2.09 RESPONSIBILITIES OF JAXPORT

- A. At the post-award conference, JAXPORT will provide a list of personnel, with phone numbers, who are designated as JAXPORT representatives.
- B. JAXPORT will promptly notify the Proposer, or its designated representative(s), of any problem encountered during the Contract term and will arrange for a meeting to resolve issues.
- C. JAXPORT will provide timely processing of Proposer's invoices, if all the terms of the Contract have been met. In cases where Contract procedures were not followed, every attempt will be made to reach an agreement acceptable to both parties, but JAXPORT will not be liable for costs billed by the Proposer in violation of Contract terms.

2.10 INDEMNIFICATION

Any Contract resulting from this Request for Proposal will include the following provisions:

To the fullest extent permitted by law, the Proposer agrees to indemnify, defend and hold harmless JAXPORT, its officers, agents, volunteers, and employees from and against all claims, damages, losses, and expenses, including but not limited to all fees and charges of engineer(s), architect(s), attorney(s) and other professional(s), court costs, or other alternative dispute resolution costs arising out of, resulting from, or otherwise but for the performance or furnishing of Proposer's work or services under this Request for Proposal; provided that any such claim, damage, loss or expense is attributable to bodily injury, sickness, disease, death or personal injury, or property damage, including the loss of use or diminution in value resulting there from; but only to the extent caused in whole or in part by the actual or alleged negligent acts, errors, or omissions of Proposer, Proposer's Subcontractor(s) or anyone directly or indirectly employed or hired by Proposer, or anyone for whose acts Proposer may be liable. JAXPORT reserves the right, but not the obligation, to participate in defense without relieving Proposer of any obligation hereunder.

2.11 INSURANCE

Prior to commencing Work, Contractor shall furnish Owner with Certificates of Insurance (COI), and copies of required Endorsements and Forms, executed by a duly authorized representative of each insurer, showing compliance with the insurance requirements set forth below.

Additional Insured Endorsement must be submitted with COI document.

Owner shall be included as an additional insured under the Commercial General Liability policy for on-going and completed operations.

Primary & Non-Contributory Endorsement must be submitted with COI document.

Contractors CGL coverage must be Primary and Non-Contributory.

Waiver of Subrogation is required for Workers Compensation, CGL, and Auto Liability.

Waiver of Subrogation Form must be submitted with COI document.

1. WORKERS' COMPENSATION/EMPLOYERS' LIABILITY

Part One - There shall be no maximum limit (other than as limited by the applicable statute) for liability imposed by the Florida Workers' Compensation Act, or any other coverage required by the contract documents, which are customarily insured under Part One of the standard Workers' Compensation Policy.

Part Two - The minimum amount of coverage required by the contract documents which are customarily insured under Part Two of the standard Workers' Compensation Policy shall be:

- \$100,000 (Each Accident)
- \$500,000 (Disease-Policy Limit)
- \$100,000 (Disease-Each Employee)

2. COMMERCIAL GENERAL LIABILITY (CGL)

The limits are to be applicable only to work performed under this contract and shall be those that would be provided with the attachment of the Amendment of Limits of Insurance (Designated Project or Premises) endorsement to a Commercial General Liability Policy with the following minimum limits:

- \$1,000,000 Each Occurrence, \$2,000,000 General Aggregate
- \$1,000,000 Products/Completed/On-Going Operations Aggregate
- \$1,000,000 Personal and Advertising Injury (each occurrence)
- \$1,000,000 Bodily Injury and Property Damage (each occurrence)

with maximum deductible or self-insured retention not exceeding \$100,000.

3. BUSINESS AUTO POLICY

Limit no less than \$500,000 per accident for bodily injury and property damage.

- Covering any auto (code 1)
- If contractor has no owned autos, hired (Code 8)
- Non-owned autos (Code 9)

Failure of Contractor to maintain the required insurance shall constitute a default under this Agreement and, at Owner's option, shall allow Owner to terminate this Agreement.

4. UMBRELLA LIABILITY (if CGL Limits are less Required Limits)

- \$1,000,000 per Occurrence; \$2,000,000 Aggregate

Minimum underlying coverages shall include Commercial General Liability, and Automobile Liability.

5. PROFESSIONAL LIABILITY

- \$1,000,000 per Occurrence; \$2,000,000 Aggregate

The Proposer / Consultant shall provide and maintain such professional liability insurance from the inception of its services, and until at least three (3) years after completion of all services required under this Agreement.

The Proposer's / Consultant's insurance shall be on a form acceptable to JPA, and shall cover the Proposer / Consultant for those sources of liability arising out of the rendering or failure to render professional services in the performance of this Agreement, including any hold harmless and/or indemnification agreement.

The Proposer / Consultant shall provide and maintain such professional liability insurance from the inception of its services, and until at least three (3) years after completion of all services required under this Agreement.

Prior to commencement of services, the Proposer / Consultant shall provide to JPA a certificate or certificates of insurance, signed by an authorized representative of the insurer(s) evidencing the insurance coverage specified in the foregoing Articles and Sections. The required certificates shall not only name the types of policies provided, but shall also refer specifically to this Agreement and Article, and to the above paragraphs in accordance with which insurance is being furnished, and shall state that such insurance is provided as required by such paragraphs of this Agreement.

Cross-Liability Coverage: If Contractor's liability policies do not contain the standard ISO separation of insured's provision, or a substantially similar clause, they shall be endorsed to provide cross-liability coverage.

Sub-Contractor's Insurance: Contractor shall cause each subcontractor employed by Contractor to purchase and maintain insurance of the type specified in this agreement. When requested by Owner, Contractor shall furnish to Owner copies of certificates of insurance evidencing coverage for each subcontractor.

Failure of Contractor to maintain the required insurance shall constitute a default under this Agreement and, at Owner's option, shall allow Owner to terminate this Agreement.

Failure of Owner to demand such certificate or other evidence of full compliance with these insurance requirements, or failure of Owner to identify a deficiency from evidence that is provided, shall not be construed as a waiver of Contractor's obligation to maintain such insurance.

No Representation of Coverage Adequacy: By requiring the insurance as set out in this Agreement, Owner does not represent that coverage and limits will necessarily be adequate to protect Contractor, and such coverage and limits shall not be deemed as a limitation on Contractor's liability under the indemnities provided to Owner in this Subcontract.

If the Contractor/Consultant maintains broader coverage and/or higher limits than the minimums shown above, the Owner requires and shall be entitled to the broader coverage and/or the higher limits maintained by the contractor/consultant. Any available insurance proceeds in excess of the specified minimum limits of insurance and coverage shall be available to the Owner.

2.12 PERMITS AND LICENSES

All licenses necessary to carry out the delivery will be secured and paid for by the Proposer and remain in effect throughout the duration of the Contract. If the Proposer allows unlicensed personnel to perform work on JAXPORT facilities, the Contract will be terminated immediately.

2.13 PERFORMANCE BOND REQUIREMENT – *Not Required*

2.14 TERMINATION FOR DEFAULT

If through any cause within the reasonable control of the successful Proposer/Firm, it shall fail to fulfill in a timely manner, or otherwise violate any of the covenants, agreements, or stipulations material to the Agreement, JAXPORT shall thereupon have the right to terminate the services then remaining to be performed by giving written notice to the successful Proposer of such termination which shall become effective upon receipt by the successful Proposer of the written termination notice.

In that event, JAXPORT shall compensate the successful Proposer in accordance with the Agreement for all services performed by the Proposer prior to termination, net of any costs incurred by JAXPORT as a consequence of the default.

Notwithstanding the above, the successful Proposer shall not be relieved of liability to JAXPORT for damages sustained by JAXPORT by virtue of any breach of the Agreement by the Proposer, and JAXPORT may reasonably withhold payments to the successful Proposer for the purposes of set off until such time as the exact amount of damages due to JAXPORT from the successful Proposer is determined.

2.15 TERMINATION FOR CONVENIENCE

JAXPORT may, for its convenience, terminate the services then remaining to be performed at any time without cause by giving written notice to successful Proposer of such termination, which shall become effective thirty (30) days following receipt by Proposer of such notice. In that event, all finished or unfinished documents and other materials shall be properly delivered to JAXPORT. If the Agreement is terminated by JAXPORT as provided in this section, JAXPORT shall compensate the successful Proposer in accordance with the Agreement for all services actually performed by the successful Proposer and reasonable direct costs of successful Proposer for assembling and delivering to JAXPORT all documents. No compensation shall be due to the successful Proposer for any profits that the successful Proposer expected to earn on the balance of the Agreement. Such payments shall be the total extent of JAXPORT's liability to the successful Proposer upon a termination as provided for in this section.

2.16 ASSIGNMENT

Due to the additional administrative burden placed on JAXPORT, the Proposer will not assign or otherwise transfer its rights under the Contract, without the express written consent of JAXPORT.

2.17 FORCE MAJEURE

- A. Performance of this RFP by both JAXPORT and the Proposer will be pursued with due diligence in all requirements hereof; however, neither JAXPORT nor the Proposer will be considered in default in the performance of its obligations under this RFP to the extent that such performance is prevented or delayed by causes not within the control of either Party and not foreseeable or, if foreseeable cannot be avoided by the exercise of reasonable care, including, but not limited to, acts of civil or military authority (including but not limited to courts or administrative agencies); acts of God; war; riot; insurrection; inability to secure approval, validation or sale of bonds; inability to obtain any required permits, licenses or zoning; blockades; embargoes; sabotage; epidemics; pandemics; endemics; fires; floods; strikes; lockouts; or collective bargaining. Upon any delay resulting from such cause the time for performance of each Party hereunder (including the payment of monies if such event prevents payment) will be extended for a period necessary to overcome the effect of such delays.
- B. In case of any delay or nonperformance caused by the above causes, the Party effected will promptly notify the other in writing of nature, cause, date of commencement and the anticipated extent of such delay, and will indicate the extent, if any, to which it is anticipated that any delivery or completion dates will be affected by that.

2.18 NON-WAIVER

Failure by either Party to insist upon strict performance of any of the provisions of this RFP will not release either Party of any of its obligations under the RFP.

**ARTICLE III
PROPOSAL FORM
EXTERNAL AUDITOR SERVICES**

PROPOSER'S NAME: _____

The following checklist is provided for convenience. The Proposer should carefully review the submittal requirements in the RFP and submit all information requested.

1. Proposal Form – Article III
2. Company’s Qualifications and Experience
3. Past and Present Experience with Government and/or Seaport Audits
4. Current Workload and Ability to Meet Report Deadlines
5. Design and Approach and Work Plan
6. Value Add and Insight Beyond Standard Audits
7. Quotation of rates, fees, charges and other detailed cost proposal breakdown information
8. Evidence that the Firm is licensed to do Business in the State of Florida
9. Acknowledgement of Addenda (*if any*)
10. Conflict of Interest Certificate (Exhibit “A”)
11. Sworn Statement of Public Entity Crimes (Exhibit “B”)
12. E-Verify Compliance Form (Exhibit “C”)

PROPOSED FIXED ANNUAL FEE

Compensation will be paid in accordance with the proposed fixed annual fees stated on this Proposal Form. **Fees must be applied as a single annual fixed fee only, a range will not be accepted or considered.** These fees shall include all taxes, benefits, travel, indirect administrative expenses and all other related cost to provide these services. **Any modifications, exceptions, or objections contained within the proposal form shall be grounds for disqualification of proposal.**

FISCAL YEAR END	FIXED ANNUAL FEE
<i>Fiscal Year Ended 2026</i> - (October 1, 2025 thru September 30, 2026)	\$
<i>Fiscal Year Ended 2027</i> - (October 1, 2026 thru September 30, 2027)	\$
<i>Fiscal Year Ended 2028</i> - (October 1, 2027 thru September 30, 2028)	\$
TOTAL FY ENDED 2026 - 2028	\$

Failure to provide above information in stated format may result in rejection of proposal.

PROPOSER'S CERTIFICATION

1) Certification and Representations of the Proposer

By signing and submitting a proposal, the Proposer certifies and represents as follows:

- A. That it has carefully examined all available records and conditions, including sites if applicable, and the requirements and specifications of these Contract Documents prior to submitting its Proposal. Where the Proposer visits sites, no work or other disturbance is to be performed while at the site without written permission by JAXPORT in advance of the site visit.
- B. That every aspect of its submitted Proposal, including the Contract Price, are based on its own knowledge and judgment of the conditions and hazards involved, and not upon any representation of JAXPORT. JAXPORT assumes no responsibility for any understanding or representation made by any of its representatives during or prior to execution of the Contract unless such understandings or representations are expressly stated in the Contract and the Contract expressly provides that JAXPORT assumes the responsibility.
- C. That the individual signing the proposal is a duly authorized agent or officer of the firm. Proposals submitted by a corporation must be executed in the corporate name by the President or Vice President. If an individual other than the President or Vice President signs the proposal, satisfactory evidence of authority to sign must be submitted with the proposal. If the proposal is submitted by a partnership, the proposal must be signed by a partner whose title must appear under the signature. If an individual other than a partner signs the proposal, satisfactory evidence of authority to sign must be submitted with the proposal. The corporation or partnership must be in active status at the Florida Division of Corporations at the time of submission of the proposal.
- D. That the firm maintains in active status any and all licenses, permits, certifications, insurance, bonds and other credentials including not limited to Contractor's license and occupational licenses necessary to perform the services. The Proposer also certifies that, upon the prospect of any change in the status of applicable licenses, permits, certifications, insurances, bonds or other credentials, the Proposer shall immediately notify JAXPORT of status change.
- E. That it read understands and will comply with Article 1.15, Public Entity Crime "Exhibit B" and Conflict of Interest Certificate "Exhibit A" of these instructions to Proposers.

PROPOSER'S ATTESTATION

Initials: _____ **Date:** _____ I hereby attest, as the Bidder's authorized agent, that Firm is not owned, an affiliate of, or substantially controlled or influenced by the government of a foreign country of concern as defined below.

Under Florida Statutes, JAXPORT, like all state agencies and local government entities, is prohibited from entering into any contract or agreement with a foreign country of concern, which has been defined as "the People's Republic of China, the Russian Federation, the Islamic Republic of Iran, the Democratic People's Republic of Korea, the Republic of Cuba, the Venezuelan regime of Nicolás Maduro, or the Syrian Arab Republic, including any agency of or any other entity of significant control of such foreign country of concern."

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PROPOSER'S ACKNOWLEDGEMENT

I hereby acknowledge, as Proposer's authorized agent, that I have fully read and understand all terms and conditions as set forth in this Proposal, I have met the minimum requirements (**See Article IV, Paragraph 4.02**), and will fully comply with such terms and conditions.

Date: _____

Company Name: _____

Proposer is a (*check one*): _____ Corporation _____ Partnership _____ Individual

Authorized Agent's Name: _____

Authorized Agent's Signature: _____

Authorized Agent's Title: _____

Authorized Agent's Email Address: _____

Telephone Number: _____ Fax Number: _____

Federal Identification Number : _____

Remittance Address: _____

City: _____ State: _____ Zip Code: _____

Failure to provide above information may be grounds for rejection of Proposal.

**REQUEST FOR PROPOSAL 26-05
EXTERNAL AUDITOR SERVICES**

NO PROPOSAL FORM

If your firm cannot submit a proposal at this time, please provide the information requested in the space provided below and return it to:

**Jacksonville Port Authority
Procurement Services
FAX: (904) 357-3077**

OR

Jerrie.Gunder@jaxport.com

We are unable to submit a proposal at this time due to the following reasons:

Name of Firm: _____

Signature: _____

Printed Name: _____

Title: _____

Telephone Number: _____ Email: _____

Address: _____

City: _____ State: _____ Zip Code: _____

ARTICLE IV
SCOPE OF SERVICES
EXTERNAL AUDITOR SERVICES

4.01 GENERAL OVERVIEW

The Jacksonville Port Authority (JAXPORT) is a full-service international trade seaport located in the Southeastern United States and is the global gateway to the State of Florida, the third most populous state in the nation.

JAXPORT owns, maintains and markets three cargo terminals, two intermodal rail terminals and one passenger cruise terminal along the St. Johns River.

JAXPORT and its maritime partners handle a variety of cargoes, including:

- containerized freight
- automobiles, recreational boats and construction equipment (roll-on roll-off or Ro/Ro)
- breakbulk commodities
- dry and liquid bulks and
- over-sized and specialty cargoes.

JAXPORT's three marine terminals handled more than 10 million tons of cargo in 2024, including 1.3 million TEUs (containers) – making Jacksonville the largest container handling port in Florida – and 500,000+ vehicles, ensuring JAXPORT's ranking as one of the top vehicle ports in the U.S.

JAXPORT features 22 container cranes, warehousing, Foreign Trade Zone status and intermodal connections enhanced through its two container rail yards. To help speed goods to market, shippers can take advantage of Jacksonville's location at the crossroads of three major railroads (CSX, Norfolk Southern and Florida East Coast Railway) and three interstate highways (I-95, I-10, and I-75).

Cargo activity through the Port of Jacksonville generates 206,000+ jobs in Florida and supports \$33 billion in annual economic output for the region and state.

JAXPORT's Vision

JAXPORT will be a global leader in diversified trade and supply chain solutions, focused on efficiency and fiscal integrity.

JAXPORT's Mission

Creating jobs and opportunities by offering the most competitive environment for the movement of cargo and people in a safe and secure workplace.

4.02 MINIMUM QUALIFICATIONS

- A minimum of five (5) years of External Auditor Services
- A demonstrated knowledge of External Auditor Services being performed for Ports or other governmental entities similar in scope and size of JAXPORT.
- Must have five (5) years of experience with single audits.

4.03 SCOPE OF SERVICES – EXTERNAL AUDITOR SERVICES

The Jacksonville Port Authority (JAXPORT) is seeking a Certified Public Accounting firm to audit its financial statements for the fiscal year period (October 1, 2025, through September 30, 2026) and render certain opinions and reports as required. All audits are to be performed in accordance with applicable Accounting and Auditing Standards.

Included as Attachment No. 2 is a copy of JAXPORT's General Purpose Financial Statements and Supplemental Information for the year ending September 30, 2025, and 2024 with the Report of Independent Auditors, Other Reports required by Governmental Auditing Standards, 2 CFR 200 (Uniform Administrative Requirements, Cost Principles, Cost Principles, and Audit Requirements for Federal Awards) ("Uniform Guidance") and Florida Single Audit Act for the year ending September 30, 2025, Report to Management for the year ending September 30, 2025, and Audit Committee Report for the year ending September 30, 2025.

Services to be performed include, but are not limited to the following:

- A. Perform an audit and provide an opinion on its general-purpose financial statements in conformity with applicable Accounting and Auditing Standards.
- B. Perform an audit and provide an opinion on the compliance requirements described in 2 CFR Part 200 (Uniform Guidance) and the Florida Single Audit Act.

4.04 PROPOSER'S RESPONSIBILITY FOR ADDRESSING EVALUATION CRITERIA

Proposers should be aware that the proposal will be evaluated in accordance with the criteria prescribed herein and accordingly it would be advised to structure their proposal in a manner to properly address each factor of the Evaluation Criteria.

- A. **Evaluation Criteria** - The Evaluation Committee shall determine qualifications, interest and availability by reviewing the written responses received, and, when deemed necessary, by conducting formal interviews of selected Proposers that are determined to be best qualified based upon the evaluation of written responses.
- B. **Cover Letter (1 page ONLY)** - The cover letter must include the following information:
 - 1. Legal name of the Proposer
 - 2. Primary location (Physical business address)
 - 3. Telephone number, Fax number and e-mail address
 - 4. Name of contact person
 - 5. Authorized signature of firm's agent
- C. **Biography of the Firm and/or Consultant(s)** – Proposals must contain a biography of the firm and/or consultant(s) expected to perform services for JAXPORT in sufficient detail to allow a reasonable evaluation of the relative capability of respondents to serve the particular needs of JAXPORT. Proposals must identify the Primary Consultant to be assigned to the JAXPORT.

If the Proposer intends to use the services of any other organization to perform any of the services identified in this RFP, then the Proposer must submit the required information for each such organization or person, as applicable, with and as part of the proposal. Each such informational sheet shall identify, at the top of the front page, the role of the organization or person. Also, include a brief statement as to the need for and benefit JAXPORT from using these additional or specialized services.

4.05 EVALUATION CRITERIA

A. COMPANY'S QUALIFICATION AND EXPERIENCE (30 Points Maximum Score)

The application of this criterion shall include an assessment of the general capabilities of the firm or individuals that will be engaged in the project. Qualities and indicators that should receive consideration should generally include the various professional, technical and educational achievements and registrations of the firm and individuals; the size, facilities, equipment, diversification, depth of personnel and overall experience of the firm; the applicable experience of the proposed assigned staff; and the specific experience gained on similar projects. The Proposer's available services and technology, including adaptation to Artificial Intelligence, will receive significant consideration.

1. Provide the total number of employees your firm employs along with the total number of Certified Public Accountants.
2. Name and describe the type of experience, educational and professional accomplishments, and number of years of experience (with this firm and others) of the individual(s) who would work directly with JAXPORT on a day-to-day basis. Separately name and describe the experience of the individual who would serve in a general supervisory role for the individuals described in the immediately preceding sentence. Describe the anticipated division of duties among all persons listed, identifying both the type of work such person is anticipated to perform and the percentage of the total work expected to be performed by that person in connection with JAXPORT services.
3. Provide the most recent external quality control review report prepared by individual(s) who would work directly with JAXPORT on a day-to-day basis.
4. Identify any circumstance and status of any disciplinary action taken or pending against the firm during the past five (5) years with regulatory bodies or professional organizations.

B. PAST AND PRESENT EXPERIENCE WITH GOVERNMENT AND/OR SEAPORT AUDITS (20 Points Maximum Score)

The application of this criterion shall include an assessment of the firm's specific experience in undertaking similar professional engagements. Qualities and indicators that should receive considerations should generally include the number and level of complexity associated with projects undertaken; the quality of such project work; the level of cooperation and coordination with customer's staff; and the level of performance on such projects with regard to the firm's adherence to the scope of services, compliance with contract terms, response time, ability to adhere to quoted fees.

1. Describe any outstanding accomplishments for similar engagements that relate to specific services being sought.
2. Describe any experience of the firm in providing similar services for the City of Jacksonville and its various using agencies (JEA, JTA, JAA, and DCPS).
3. Describe other relevant governmental experience or expertise in Seaport business activities.
4. Provide three (3) relevant governmental client references, including contact person and telephone numbers. The references must summarize the scope of the work performed, total staff hours utilized, length of assignment and size of project team.
5. Proposers are requested to state with specificity whether or not, within the past five (5) years, they have provided the scope of services contemplated herein within the State of Florida. Responding to this evaluation criterion necessitates that proposers include statements of their past and present record of professional accomplishments

C. CURRENT WORKLOAD AND ABILITY TO MEET REPORT DEADLINES (15 Points Maximum Score)

The application of this criterion shall include an assessment of the perceived ability of the firm to devote the necessary human resources and management attention to the project. Qualities and indicators that should receive consideration should generally include the number and size of the projects being performed by the firm and the assigned staff; the status of personnel to be assigned to the project; ability to provide on-site staffing during annual audit fieldwork as needed or as required; and the number and type of projects that would concurrently be undertaken by the assigned engagement team.

1. Describe how soon after the award of the Agreement each project team member can begin devoting substantial time to JAXPORT.
2. Describe any obligations and interests that the firm has that might conflict with the best interests of JAXPORT.
3. Provide your planned time budget by assigned engagement team members for year one of the engagement period and then for subsequent years.

D. DESIGN AND APPROACH TO WORKPLAN (15 Points Maximum Score)

Provide an audit work plan, including timeline. The application of this criterion shall include an assessment of the overall quality of the proposal. Qualities and indicators that should receive consideration should generally include the firm's performance in converting scope of services into work plan; the detail and clarity of the discussion as the respondent's approach to undertaking the project; the firm's performance in identifying any special problems or concerns, which may be associated with project.

1. Qualities and indicators that should receive consideration which generally include the firm's performance in converting scope of services into work plan; the detail and clarity of the discussion as the respondent's approach to undertaking the project; the firm's performance in identifying any special problems or concerns, which may be associated with the project.
2. Please specify your intended use of Artificial Intelligence and analytical approach.

E. VALUE ADD AND INSIGHT (15 Points Maximum Score)

The application of this criterion shall include an assessment of the Proposer's demonstrated ability to deliver meaningful value beyond standard audit services, with a particular emphasis on providing a fresh, independent perspective that enhances audit quality, strengthens professional skepticism, and mitigates the risk of audit complacency.

The Evaluation Committee shall consider the extent to which the Proposer evidence innovation, objectivity, and the ability to deliver proactively identify risks and opportunities for improvement in JAXPORT's financial reporting and audit processes.

At a minimum, Proposers shall address the following:

1. After reviewing JAXPORT's 2025 Annual Financial Report with CFR Part 200 (Single Audit) see Attachment No. 2, please outline any issues of concern your firm may have with our existing data or format.
2. Define the Proposer's processes, controls, and methodologies designed to prevent over-reliance on prior year workpapers, assumptions, or conclusions. Such discussion should include but not be limited to:
 - a. Internal quality control procedures and independent technical reviews
 - b. Policies promoting professional skepticism
 - c. Use of data analytics or alternative audit techniques to validate prior conclusions
3. Describe the Proposer's policies and practices regarding the rotation of engagement partners and key personnel. The response should address how rotation supports independence and objectivity while maintaining continuity and audit quality.
4. Describe the methodology for identifying, assessing, and responding to emerging risks, including but not limited to regulatory changes, cybersecurity threats, economic threats, economic conditions, and industry-specific developments. The Proposer must demonstrate the ability to adapt audit procedures to evolving risk environments.

F. QUOTATION OF RATES, FEES OR CHARGES AND OTHER DETAILED COST PROPOSAL BREAKDOWN INFORMATION (5 Points Maximum Score)

The application of this criterion shall include an assessment of the level of compensation that will be required by the firm to complete the project. Qualities and indicators that should receive consideration should generally include the level of detail provided in how the firms' fee and charge information has been determined; the proposed cost to complete the project as prescribed by the scope of services and detailed in the respondent's proposal; the degree of the respondent's willingness to negotiate fees; the recognition of the respondent that advances in Artificial Intelligence has streamlined the audit workload; and any indications of the respondent as to special pricing considerations such as limitations on overhead cost, expressions to fix prices for determined period of time, and willingness to work within cap, etc.

1. Proposal must include a proposed annual fee for first three (3) consecutive years, inclusive of all miscellaneous expenses, such as out-of-pocket expenses, travel, etc. If annual fee differs from year to year, please provide a reasonable explanation for increase/decrease in cost.
2. Provide a list of other services or changes that may arise during the audit which may lead to additional costs.
3. The final negotiated fee schedules will be firm for the initial period of the contract, unless scope of services listed on this RFP is increased by JAXPORT. Increases or decreases for subsequent renewal periods will be negotiated.

G. BASE TECHNICAL SCORE (BTS)

Each proposal will receive a Base Technical Score (BTS) between 0 and 100 points based on the evaluation criteria.

A Funding Equity Adjustment (FEA) will then be applied to encourage participation from firms with less historical engagement with JAXPORT.

FEA Formula:

BTS = Base Technical Score (0-100)

HF = Total fees received by the Proposer from JAXPORT over the past five (5) years

MaxHF = Highest total fees received by a Proposer over the past five (5) years

$$FEA = BTS \times (1 + 0.10 \times (1 - HF / MaxHF))$$

- a. The adjustment provides up to a 10% increase to the Base Technical Score for firms with little to no prior funding.
- b. Firms with the highest historical funding receive no adjustment.
- c. The Funding Equity Adjustment will be capped at the maximum of 10 points.

JAXPORT's Procurement Services Department shall calculate and apply the Funding Equity Adjustment.

H. PRESENTATIONS AND INTERVIEWS - Optional if deemed necessary by Evaluation Committee (15 Point Maximum Score)

The Evaluation Committee reserves the right to require selected Proposers, as determined to be reasonably susceptible of award, to participate in formal presentations and interviews. The purpose of such presentations and interviews shall be to clarify and validate the Proposer's qualifications, proposed approach, and ability to successfully perform the required services.

Evaluation of presentations and interviews shall include, but not be limited to, the following:

1. Demonstrated Understanding of JAXPORT's Needs

- a. The extent to which the Proposer demonstrates a clear understanding of JAXPORT's operational, financial, and regulatory environment, and the ability to tailor audit services accordingly.

2. Team Qualifications and Cohesion

- a. The experience, expertise, and coordination of the proposed engagement team, including clarity of roles, responsibilities, and communication practices.

3. Communication and Responsiveness

- a. The clarity, organization, and professionalism of the presentation, as well as the Proposer’s ability to effectively respond to questions and articulate complex audit concepts.

4. Demonstration of Value Add and Insight

- a. The Proposer’s ability to substantiate, through discussion or examples, its capacity to provide a fresh perspective, avoid audit complacency, and deliver meaningful advisory insight.

5. Professionalism and Compatibility

- a. The degree to which the Proposer demonstrates professionalism, integrity, and compatibility with JAXPORT’s organizational culture and expectations.

6. Scoring Methodology (15 Points Maximum)

- a. Each member of the Evaluation Committee shall independently assign a score ranging from zero (0) to fifteen (15) points based on the evaluation criteria.

The final Presentation and Interview score shall be calculated as the arithmetic average of all individual evaluator scores.

Failure to provide complete and accurate information will result in lower score on evaluation.

4.06 PRIOR YEAR AUDIT REPORT

After review of the JAXPORT’s 2025 Annual Financial Report, please outline any issues of concern your firm may have with our existing data or format.

4.07 REPORTS TO BE ISSUED AT EACH AUDIT COMPLETION

Note: Unless indicated separately, report preparation, editing and printing will be the responsibility of the Auditor.

1. A report stating its opinion on JAXPORT'S General Purpose financial statements and supplemental information in conformity with applicable Accounting and Auditing Standards.
2. Other Reports Required by Governmental Auditing Standards, and the Florida Single Audit Act.
 - a. Report of Independent Certified Public Accountants on Compliance and on Internal Control Over Financial Reporting based on an Audit of Financial Statements performed in accordance with Government Auditing Standards.
 - b. Report on Compliance with Requirements applicable to each major Federal Program and State Project and on Internal Control over compliance in accordance with 2 CFR Part 200 (Uniform Guidance) and the State Projects Compliance Supplement.
 - c. Schedule of Expenditures - Federal Programs and State Projects.
 - d. Schedule of Findings and Questioned Costs – Federal Programs and State Projects.
3. Special Reports
 - a. Report to Management (“Management Letter”).
 - b. Audit Committee Report.
 - c. Data Collection Form for reporting on Audits of States, Local Governments, and Non-Profit Organizations (Prepared by JAXPORT, reviewed and signed by Auditors).

4.08 OTHER SERVICES TO BE PROVIDED

- A. Auditor must be available to meet with JAXPORT personnel, after being given reasonable notice.
- B. Auditor must be available to make Board presentations, after giving reasonable notice.
- C. Auditor must be available to provide on-site staff during audit fieldwork period as needed or as required.

4.09 WORKING PAPER RETENTION AND ACCESS TO WORKING PAPERS

All working papers and reports must be retained, at the Auditor’s expense, for a minimum of five (5) years, unless the firm is notified in writing by JAXPORT of the need to extend the retention period. The Auditor will be required to make working papers available, upon request, to JAXPORT or their designees. In addition, the firm will respond to the reasonable inquiries of successor Auditors and allow successor Auditors to review working papers relating to matters of continuing accounting significance.

4.10 SPECIAL CONSIDERATIONS

- 1. JAXPORT will include its general-purpose financial statements and the Auditor’s Opinion in its Annual Report.
- 2. JAXPORT may issue one or more official statements in connection with the sale of debt securities, which will contain the general-purpose financial statements and the Auditor’s Opinion thereon. The Auditor may be required to issue a “consent and/or comfort letters”.

4.11 SCHEDULE FOR THE 2026 FISCAL YEAR AUDIT

- 1. Planning and Interim Work - The Auditor will commence all interim work upon award of contract.
- 2. Detailed Audit Plan - The Auditor will provide JAXPORT by August 31, 2026, a detailed plan and a list of all schedules to be prepared by JAXPORT.
- 3. Commencement of Year-End Work - JAXPORT will have all records ready for audit by November 30, 2026, with the exception of information provided by third parties (FRS pension data).
- 4. Fieldwork - The Auditor will complete all fieldwork and recommend all audit adjustments by December 31, 2026, with the exception of information provided by third parties (FRS pension data).
- 5. Final Report - Final General Purpose Financial Statements and Supplemental Information with Report of Independent Accountants will be submitted to JAXPORT no later than February 1, 2027. In the event of a delay by third parties (FRS), this deadline can be adjusted.
- 6. The Auditor will provide the following minimum number of reports:
 - A. General Purpose Financial Statements (Annual Financial Report)..... 20
 - B. Other Reports Required by Governmental Auditing Standards, 2 CFR Part 200 (Uniform Guidance), Florida Single Audit Act and Florida Auditor General 20
 - C. Management Letter 20
 - D. Audit Committee Report 10

Additional Copies may be requested. If there is a fee for additional copies, please disclose the fee in your response.

- 7. The schedule for subsequent annual audits will be mutually agreed upon by JAXPORT and the successful proposer. However, deadlines will be dictated by deadlines established by the City of Jacksonville.

4.12 COMPLIANCE WITH STANDARDS

The firm shall perform the Scope of Services in accordance with each of the following as applicable to JAXPORT, as each may be amended from time to time:

- A. Statement of Auditing Standards issued by the Auditing Standard Board of American Institute of Certified Public Accountants (GAAS).
- B. Government Auditing Standards (2018 Revision), issued by the Comptroller General of the United States (the “Yellow Book”).
- C. The Single Audit Act of 1984, Public Law 98-502, as amended (31 U.S.C.A.ss 7501 to 7507) and related 2 CFR Part 200 (Uniform Guidance) for Single Audits of State and Local Governments.
- D. 2 CFR Part 200 (Uniform Guidance), including Subpart F—Audit Requirements, and other applicable Office of Management and Budget requirements.
- E. Rules of the State of Florida Auditor General, Chapter 10.550, Local Government Entity Audits.
- F. AICPA Audit and Accounting Guide: State and Local Governments.

4.13 LIQUIDATED DAMAGES - *Not Applicable*

4.14 SERVICES TO BE PROVIDED BY JAXPORT

- A. Accounting Department and Clerical Assistance - JAXPORT Accounting Department staff and responsible personnel will be available during the audit to assist the firm by providing information, documentation and explanations. The preparation of confirmations will be the responsibility of JAXPORT. Reasonable clerical support will be made available to the Auditor for the preparation of routine letters and memoranda.
- B. Information Technology (IT) Assistance - IT personnel will be available to provide technical explanations.
- C. Statements and Schedules to be prepared by the staff of JAXPORT - The staff of JAXPORT will prepare draft statements and schedules for the Auditor by the dates agreed to at the post award conference.
- D. Work area, telephones, photocopying and facsimile machines - JAXPORT will provide the Auditor with reasonable workspace. The Auditor will also be provided with access to telephone, photocopying and facsimile machines.

4.15 CHANGES IN SCOPE OF SERVICES

JAXPORT, without invalidating the Contract, may order extra work or make changes by altering, adding to, or deducting from the work, and the Contract will be adjusted accordingly, based on a mutually agreed upon negotiated fee. Changes in the work and the contract sum may only be changed by prior written agreement executed by the parties with proper authorization to do so.

4.16 CHANGES IN PERSONNEL

The Firm will notify JAXPORT in writing thirty (30) days prior to affecting a personnel change concerning the primary consultant to be assigned to the JAXPORT contract. JAXPORT will have the right to reject any individual assigned to perform work under this contract, or to request the Consultant to change the primary consultant to be assigned to JAXPORT contract.

Evaluation Matrix

JAXPORT will make award based on the Proposer's ability to meet our needs as rated on the evaluation matrix shown below. Factors used to evaluate the Proposer's response, as well as the weighting of the factors, vary for each service and are listed below in descending order of importance.

	Ability of Proposer:	Point Matrix
A.	COMPANY'S QUALIFICATION AND EXPERIENCE - The application of this criterion shall include an assessment of the general capabilities of the firm or individuals that will be engaged in the project.	30
B.	PAST AND PRESENT EXPERIENCE WITH GOVERNMENT AND/OR SEAPORT AUDITS - The application of this criterion shall include an assessment of the firm's specific experience in undertaking similar professional engagements.	20
C.	CURRENT WORKLOAD AND ABILITY TO MEET REPORT DEADLINES - The application of this criterion shall include an assessment of the perceived ability of the firm to devote the necessary human resources and management attention to the project.	15
D.	DESIGN AND APPROACH TO WORKPLAN - Provide an audit work plan, including timeline. The application of this criterion shall include an assessment of the overall quality of the proposal.	15
E.	VALUE ADD AND INSIGHT - The application of this criterion shall include an assessment of the Proposer's demonstrated ability to deliver meaningful value beyond standard audit services, with a particular emphasis on providing a fresh, independent perspective that enhances audit quality, strengthens professional skepticism, and mitigates the risk of audit complacency.	15
F.	QUOTATION OF RATES, FEES OR CHARGES AND OTHER DETAILED COST PROPOSAL BREAKDOWN INFORMATION - The application of this criterion shall include an assessment of the level of compensation that will be required by the firm to complete the project.	5
	TOTAL POINTS:	100

Jacksonville Port Authority

Annual Financial Report
For the Year Ended September 30, 2025

Table of Contents

Letter of Transmittal	i-iii
Independent Auditor's Report	1-3
Management's Discussion and Analysis (Unaudited)	4-11
Financial Statements:	
Statements of Net Position	12-13
Statements of Revenue, Expenses and Changes in Net Position	14
Statements of Cash Flows	15-16
Notes to Financial Statements	17-51
<hr/>	
Required Supplementary Information (Unaudited)	
Schedule of Changes in Total OPEB Liability	52
Schedule of the Authority's Proportionate Share of the Net Pension Liability – Florida Retirement System Pension Plan	53
Schedule of the Authority's Proportionate Share of the Net Pension Liability – Health Insurance Subsidy Pension Plan	54
Schedule of the Authority's Contributions – Florida Retirement System Pension Plan	55
Schedule of the Authority's Contributions – Health Insurance Subsidy Pension Plan	56
Supplemental Information	
Schedule of Expenditures of Federal Awards and State Financial Assistance	57
Notes to Schedule of Expenditures of Federal Awards and State Financial Assistance	58
<hr/>	
Compliance Section	
Report on Internal Control Over Financial Reporting and on Compliance and Other Matters Based on an Audit of Financial Statements Performed in Accordance with <i>Government Auditing Standards</i>	59-60
Report on Compliance for Each Major Federal Program and the Major State Financial Assistance Project; Report on Internal Control Over Compliance; and Report on the Schedule of Expenditures of Federal Awards and State Financial Assistance Required by the Uniform Guidance and State of Florida Chapter 10.550, <i>Rules of the Auditor General</i>	61-63
Schedule of Findings and Questioned Costs	64-65
Summary Schedule of Prior Audit Findings	66
Management Letter	67-71
Independent Accountant's Report	72



February 24, 2026

To the Board of Directors of the
Jacksonville Port Authority

We present the Annual Financial Report of the Jacksonville Port Authority (the Authority or JAXPORT), a component unit of the City of Jacksonville, Florida, for the fiscal year ended September 30, 2025. Responsibility for both the accuracy of the data and completeness and fairness of the presentation, including all disclosures, rests with the Authority. To the best of our knowledge and belief, this report fairly presents and fully discloses the Authority's financial position, changes in financial position and cash flows in accordance with accounting principles generally accepted in the United States of America. Please refer to the Management Discussion and Analysis (MD&A) for additional information about the financial position of the Authority.

Reporting Entity and Governance

The Jacksonville Port Authority, a public body corporate and politic, was created in 1963 by Chapter 63-1447 of the Laws of Florida to own and operate marine facilities in Duval County, Florida.

JAXPORT operates across three distinct terminal locations in Jacksonville, handling various cargo types, including containers, automobiles, bulk commodities, military shipments and cruise operations. Containers and automobiles account for approximately two-thirds of the port's total revenue.

A seven-member Board of Directors presently governs the Authority. The Board of Directors establishes Authority policy and appoints a Chief Executive Officer/CEO. The Board of Directors annually elects a Chairman, Vice-Chairman, Secretary and Treasurer. Directors serve a four-year term.

The CEO of the Authority plans and directs all the programs and activities of the Authority, focusing on the future and the development of long-term business strategies.

2025 Operating Revenue Highlights

Total operating revenues for fiscal year 2025 were approximately \$76 million, a 9% increase over prior-year revenues of \$70 million. Total container volumes in 2025 were 1,388,841 TEUs (twenty-foot equivalent units), a 4% increase over fiscal year 2024 TEUs of 1,340,412. In fiscal year 2025 the multi-year SSA Jacksonville, LLC Marine Terminal expansion and modernization project was completed, densifying a 93-acre facility designed to handle increased international cargo volumes at our deep-water berths. Another major multi-year project, the Southeast Toyota Distributors (SET) 89-acre auto processing facility, was completed and fully operational on December 1, 2025 (fiscal year 2026). This newly completed auto-processing facility is complemented by the construction of an additional approximately \$54 million Ro/Ro berth.

Even with 89 acres out-of-service, auto volumes totaled 506,237 in 2025 compared to 509,091 in 2024. Auto-related revenues for fiscal year 2025 were \$14.9 million, relatively flat with revenues of \$15 million in 2024. Cruise passenger counts declined slightly to 200,548 from last year's high of 206,720, with revenues of \$7.3 million in both years.

Also noteworthy was strong growth within JAXPORT's Breakbulk business, as revenues grew to \$7.1 million versus \$4.8 million in fiscal year 2024, with tonnage volumes up 21%. Military revenues totaled \$2.7 million, compared to \$1.8 million a year ago.

2025 In Review and Looking Ahead

JAXPORT continued to make significant progress on the aforementioned major construction projects which will pave the way for future growth and additional cargo volumes. Other noteworthy highlights in fiscal year 2025 include the following:

- Continued follow-through on transition of a long-term 30-year Facilities Lease Agreement with Enstructure for the lease and development of 79 acres of waterfront property at the site previously occupied by Southeast Toyota Distributors (SET) prior to their relocation to the Blount Island Marine Terminal. SET began relocating in Q3 fiscal year 2025, with Enstructure backfilling immediately in Q1 fiscal year 2026.
- Enstructure also expanded its Breakbulk operation by taking over a 240,000 square foot on-dock warehouse on Blount Island from an existing tenant who was shifting focus to other product lines. Breakbulk has been, and is expected to be, a growth driver for JAXPORT over the coming decade.
- Norwegian Cruise Line (NCL) commenced seasonal service in Q1 fiscal year 2026 with the initial sailing of Norwegian Gem from JAXPORT. The schedule calls for 26 annual sailings over a three-year term, operating on a 5-4-4 rotation, consisting of five-day, four-day, and four-day itineraries, with voyages primarily to the Bahamas during the November through April season.
- In fiscal year 2025 JAXPORT took delivery of two new, predominately state-funded, 50-gauge Ship-to-Shore container cranes at Blount Island, with one additional crane arriving in Q1 fiscal year 2026 to be erected and commissioned in fiscal year 2026 at the Talleyrand Marine Terminal. As we closed fiscal year 2025, the first two cranes were nearing completion of construction on the terminal, with commissioning occurring in Q1 fiscal year 2026.
- As we move into fiscal year 2026, the major capital project to raise the powerlines over the St. Johns River to achieve a new operational clearance of 205 feet, versus the current 175 feet, remains on schedule and on budget. Operational clearance is projected by December 31, 2026. Our sister agency, Jacksonville Electric Authority (JEA), is responsible for construction, oversight, and project management, with JAXPORT's close coordination.
- In partnership with the City of Jacksonville and the Department of Defense, we commenced construction of a new Fire Station at Blount Island to relocate and replace the existing aged station. This project will ensure continued and modernized fire-rescue services to the Island and surrounding community. This project is funded with City and Federal grants.
- In Q4 of fiscal year 2025, we closed on the purchase of a 7-acre parcel adjacent to our Talleyrand Terminal, complete with an office building, cross-dock trans-shipment facility and a maintenance building for \$4.5 million. This parcel will allow for the relocation of our Access Control Center from Blount Island to promote efficient operations, while also serving as a potential future revenue-generating asset for an appropriate logistics operation.

Rating agencies Moody's Investors Service and Fitch Ratings currently report JAXPORT credit ratings of A2 and A, respectively, Outlook Stable for both.

As exhibited in the attached financial statements, JAXPORT continues to strive for disciplined fiscal stewardship, focused on maintaining strong cash balances, controlling expenses and managing its conservative debt profile.

Independent Audit

A firm of independent certified public accountants is retained each year to conduct an audit of the financial statements of the Authority in accordance with auditing standards generally accepted in the United States and to meet the requirements of the Uniform Guidance and Chapter 10.550, *Rules of the Florida Auditor General*. The Authority selected the firm of RSM US LLP to perform these services. Their opinion is presented with this report. Each year, the independent certified public accountants meet with the Audit Committee of the Board of Directors to review the results of the audit.

The Authority's financial statements are prepared in accordance with accounting principles generally accepted in the United States of America, using the accrual basis of accounting. The Authority is a local government proprietary fund, and therefore the activities are reported in conformity with governmental accounting and financial reporting principles issued by the Governmental Accounting Standards Board.

Acknowledgement

I would like to recognize the Finance Team in the preparation and presentation of JAXPORT's financial statements and commentary.

I would also like to thank the Board of Directors for their direction, oversight, and strong corporate governance in the financial and operational matters of the Authority.

Respectfully submitted,



Eric Green, CEO

Independent Auditor's Report

Members of the Board of Directors
Jacksonville Port Authority

Report on the Audit of the Financial Statements

Opinion

We have audited the financial statements of the Jacksonville Port Authority (Authority), a component unit of the City of Jacksonville, Florida, as of and for the years ended September 30, 2025 and 2024, and the related notes to the financial statements, which collectively comprise the Authority's basic financial statements as listed in the table of contents.

In our opinion, the accompanying financial statements referred to above present fairly, in all material respects, the financial position of the Authority, as of September 30, 2025 and 2024, and the changes in its financial position and its cash flows for the years then ended in accordance with accounting principles generally accepted in the United States of America.

Basis for Opinion

We conducted our audits in accordance with auditing standards generally accepted in the United States of America (GAAS) and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States (*Government Auditing Standards*). Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of our report. We are required to be independent of the Authority, and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Responsibilities of Management for the Financial Statements

Management is responsible for the preparation and fair presentation of the financial statements in accordance with accounting principles generally accepted in the United States of America, and for the design, implementation and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is required to evaluate whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the Authority's ability to continue as a going concern for 12 months beyond the financial statement date, including any currently known information that may raise substantial doubt shortly thereafter.

Auditor's Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with GAAS and *Government Auditing Standards* will always detect a material misstatement when it exists. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations or the override of internal control. Misstatements are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the financial statements.

In performing an audit in accordance with GAAS and *Government Auditing Standards*, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the amounts and disclosures in the financial statements.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Authority's internal control. Accordingly, no such opinion is expressed.
- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements.
- Conclude whether, in our judgment, there are conditions or events, considered in the aggregate, that raise substantial doubt about the Authority's ability to continue as a going concern for a reasonable period of time.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit, significant audit findings and certain internal control-related matters that we identified during the audit.

Required Supplementary Information

Accounting principles generally accepted in the United States of America require that the management's discussion and analysis and other post-employment benefits and pension related schedules, as listed in the table of contents, be presented to supplement the basic financial statements. Such information is the responsibility of management and, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic or historical context. We have applied certain limited procedures to the required supplementary information in accordance with GAAS, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

Other Reporting Required by *Government Auditing Standards*

In accordance with *Government Auditing Standards*, we have also issued our report dated February 24, 2026, on our consideration of the Authority's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is solely to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the Authority's internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering Authority's internal control over financial reporting and compliance.

RSM US LLP

Jacksonville, Florida
February 24, 2026

EXHIBIT

**Jacksonville Port Authority
A Component Unit of the City of Jacksonville, Florida**

Management's Discussion and Analysis (Unaudited)

This section of the Jacksonville Port Authority's (the Authority or JAXPORT) annual financial report presents a narrative overview and analysis of the Authority's financial performance for the fiscal years ended September 30, 2025 and 2024. The discussion is intended to assist and help readers focus on the significant financial issues and activities of the Authority and to identify any significant changes in financial position. We encourage readers to consider the information contained in this discussion in conjunction with the Authority's financial statements.

FINANCIAL STATEMENTS PRESENTATION

The Authority, a component unit of the City of Jacksonville, Florida, is considered a special purpose governmental entity engaged in a single business-type activity. JAXPORT is a landlord port and generates revenues primarily through user fees and charges to its tenants and customers. The Authority maintains a proprietary fund, which reports transactions related to activities similar to those found in the private sector. As such, the Authority presents only the statements required of enterprise funds, which include the statements of net position, statements of revenues, expenses and changes in net position and statements of cash flows.

The statements of net position present information on all of the Authority's assets and deferred outflows of resources, liabilities and deferred inflows of resources, with the difference reported as net position. The statements of revenue, expenses and changes in net position shows how the Authority's net position changed during the fiscal year. The statements of cash flows represent cash and cash equivalent activity for the fiscal year resulting from operating, non-capital financing, capital financing and investing activities. Collectively, these financial statements provide an assessment of the overall financial condition of the Authority.

FINANCIAL ANALYSIS OF THE AUTHORITY

A condensed overview of the Authority's net position is provided in the following pages. The statements of net position serve as a useful indicator of assessing the Authority's financial position and relative components of assets, deferred outflows of resources, liabilities and deferred inflows of resources. It identifies these assets, deferred outflows of resources, liabilities and deferred inflows of resources for their expected use both for current operations and long-term purposes and identifies trends and allocation of resources.

As the Authority operates in a capital-intensive environment, capital assets are by far the largest component of net position. They are essential to seaport operations, providing land assets, buildings and equipment and other capital assets to its tenants and customers. These capital assets are largely funded by bonds and notes outstanding (debt). Repayment of this debt is provided annually from operations, as well as funds maintained by the Authority restricted for ongoing scheduled and certain future debt payments. The Authority's capital spending program is also supported by funding from its primary government, the City of Jacksonville, state and federal grants and tenant contributions. In addition to long-term assets and liabilities, the Authority holds current assets, including operating cash balances, to meet current liabilities.

Monetary amounts are presented in the thousands (000's), unless noted otherwise.

Revenue, Expenses and Changes in Net Position

2025 vs 2024

Total operating revenues for fiscal year 2025 were \$76,088, an increase of 9% compared to revenues of \$70,024 in fiscal year 2024. Total cargo tonnage in 2025 was 10,230,114 tons, relatively flat compared to 10,488,408 tons in 2024. Total container volumes in 2025 were 1,388,841 TEUs (twenty-foot equivalent units), a 4% increase over fiscal year 2024 TEUs of 1,340,412. Total container revenues in fiscal year 2025 were \$34,038, an 8% increase over prior year revenues of \$31,471.

**Jacksonville Port Authority
A Component Unit of the City of Jacksonville, Florida****Management's Discussion and Analysis (Unaudited)**

Auto revenues for fiscal year 2025 were \$14,858, down 1% compared to prior year revenues of \$15,014. Fiscal years 2025 and 2024 reflect under-construction related impacts of a new 88-acre auto processing facility in progress. The new 88-acre facility is now fully operational as of December 2025. Total auto units were 506,237 in 2025 compared to 509,091 units in 2024.

Cruise revenues totaled \$7,347 in 2025, an increase of 1%. Passenger counts in 2025 totaled 200,548 passengers compared to 206,720 passengers in 2024. Breakbulk revenue increased 48% to \$7,057 in 2025, compared to \$4,770 in 2024, with tonnage up 21% to 975,928 tons. Liquid bulk revenues were \$1,372, remaining in line with the prior year.

Dry bulk revenues, driven mainly by aggregate materials, totaled \$3,338 in 2025, a 15% increase over fiscal year 2024 revenues of \$2,895. Military-related revenue rose to \$2,678 in 2025, compared to \$1,816 in 2024. Other revenue totaled \$5,400 in 2025, relatively flat with 2024 revenues of \$5,430.

Total operating expenses before depreciation for 2025 were \$52,873, an increase of \$5,428 over fiscal year 2024. Trends from fiscal years 2023 to 2025 reflect the transition of the Dames Point Terminal (158 acres). Under the previous contract, all operational expenses associated with the terminal were paid by the tenant. Terminal expenses for security, utilities and berth maintenance dredging are now the sole responsibility of the Authority. Salaries and benefits in 2025 reflect additional "terminal operations" staffing and standardized annual increases.

Fiscal year-end pension accounting valuation adjustments are recorded within Salaries and Benefits expense and include annual actuarial valuation adjustments provided by the Florida Retirement System. Pension valuation accounting for 2025 resulted in a (\$1,301) credit, compared to a (\$288) credit in 2024.

Contract security services in 2025 were \$6,895, up \$1,040, or 18% over prior year. This increase is attributable to additional required security coverage, as well as third-party contract standard rate increases. The Authority's security protocol, mandated by various regulatory maritime agencies, are concurrently offset by appropriate tariff or contract fees to its tenants.

Berth maintenance dredging totaled \$11,058 in 2025, an increase of \$1,544 over 2024, as impacted by maintenance dredging requirements, adversely impacted by inordinate seasonal heavy tropical storm and hurricane activity. The Authority does file associated FEMA claims, where applicable, for related excess siltation caused by these storm activities. In 2025, the Authority collected \$2,517 for a prior years' FEMA claim, it is recorded with capital grant contributions.

Net non-operating revenues (expenses) for 2025 totaled (\$21,777). Fiscal year 2025 included the first recognition of capital contributions to the Jacksonville Electric Authority (JEA) in the amount of (\$35,576). This project, under the supervision of JEA to increase powerlines operational clearance to 205 feet, includes funding participation with the JEA, City and State. The project will continue through fiscal year 2027 (see Note C for further information). Also in 2025, the Authority made the determination that several older cranes required disposal and demolition, resulting in a related expense of (\$3,056). Of note, three new cranes were substantially constructed or pending delivery at the date of this report. Other non-operating items were largely recurring activities, including shared revenue from primary government totaling \$10,688, up \$644 over prior year.

Capital contributions related to grants for fiscal year 2025, which include state, local and federal grant funding, totaled \$64,836, compared to \$47,864 in fiscal year 2024.

Ongoing contributions from tenants for construction in progress totaled \$72,463 in 2025, compared to \$37,107 in 2024.

Jacksonville Port Authority
A Component Unit of the City of Jacksonville, Florida

Management's Discussion and Analysis (Unaudited)

At the close of fiscal year 2025, the Authority had a net position of \$880,173, an increase of \$101,921 from \$778,252 at fiscal year-end 2024.

**STATEMENT OF REVENUES, EXPENSES
AND CHANGES IN NET POSITION**
(in thousands of dollars)

	2025	2024	2023
Operating revenue			
Cargo	\$ 60,663	\$ 55,520	\$ 53,500
Cruise	7,347	7,258	6,501
Military	2,678	1,816	1,399
Other operating revenue	5,400	5,430	4,347
Total operating revenue	<u>76,088</u>	<u>70,024</u>	<u>65,747</u>
Operating expenses			
Salaries and benefits	22,878	22,061	22,977
Services and supplies	6,601	5,474	5,799
Security services	6,895	5,855	5,020
Business travel and training	678	557	416
Promotion, advertising, dues and memberships	724	590	550
Utility services	1,043	831	787
Repairs and maintenance	2,499	2,366	2,423
Berth maintenance dredging	11,058	9,514	5,730
Miscellaneous	497	197	168
Total operating expenses	<u>52,873</u>	<u>47,445</u>	<u>43,870</u>
Operating income before depreciation	23,215	22,579	21,877
Depreciation	36,816	33,821	32,802
Operating loss	<u>(13,601)</u>	<u>(11,242)</u>	<u>(10,925)</u>
Non-operating revenue (expense)			
Interest expense	(6,305)	(6,808)	(6,539)
Interest income	3,547	4,751	3,469
Shared revenue from primary government	10,688	10,044	10,108
Intergovernmental grant revenue	9,035	727	307
Grant revenues provided to subrecipient	1,297	1,732	-
Grant expenses of subrecipients	(1,297)	(1,732)	-
Reimbursement to grantor	(865)	-	(16,992)
Contributions to other governments	(35,576)	-	-
Gain (loss) on sale/disposition of assets	(2,041)	33	(1,075)
Other non-operating expenses	(260)	(176)	(420)
Total non-operating revenue (expense)	<u>(21,777)</u>	<u>8,571</u>	<u>(11,142)</u>
Income before capital contributions	(35,378)	(2,671)	(22,067)
Capital contributions from tenants	72,463	37,107	22,441
Capital contributions from grants	64,836	47,864	16,759
Total capital contributions	<u>137,299</u>	<u>84,971</u>	<u>39,200</u>
Changes in net position	101,921	82,300	17,133
NET POSITION			
Beginning of year	778,252	695,952	678,819
End of year	<u>\$ 880,173</u>	<u>\$ 778,252</u>	<u>\$ 695,952</u>

Jacksonville Port Authority
A Component Unit of the City of Jacksonville, Florida

Management's Discussion and Analysis (Unaudited)

SUMMARY REVENUES AND EXPENSES

(in thousands of dollars)

	2025	2024	2023
Total revenue	\$ 237,954	\$ 172,282	\$ 118,831
Total expenses	136,033	89,982	101,698

Revenue, Expenses and Changes in Net Position

2024 vs 2023

Total operating revenues for fiscal year 2024 were \$70,024, an increase of 7%, compared to revenues of \$65,747 in fiscal year 2023. Total container volumes in 2024 were 1,340,412 TEUs (twenty-foot equivalent units), a 2% increase over fiscal year 2023 TEUs of 1,313,487. Total container revenues in fiscal year 2024 were \$31,471, an increase of 5% over prior year revenues of \$29,910. Fiscal year 2024 included the continued phased construction of a 93-acre container terminal, aligned with recently constructed deep-water berths, and six 100-gauge electric cranes. The project which is almost exclusively tenant and grant-funded, has a projected completion date of April 2025.

Auto revenues for fiscal year 2024 were \$15,014, an increase of 3% over prior year revenues of \$14,555. Auto revenues were impacted in both fiscal years 2024 and 2023 by continued construction activity, as a new 88-acre auto processing facility is in progress, scheduled for completion in late 2025. Auto units totaled 509,091 in 2024 compared to 505,665 units in 2023.

Cruise revenues totaled \$7,258 in 2024, up 12%, reflecting an all-time record number of cruise passengers at 206,720, compared to 190,872 passengers in 2023, with revenues totaling \$6,501. Breakbulk revenue decreased by 5% to \$4,770 in 2024, compared to \$5,002 in 2023, with tonnage down 9% from the prior year. Dry bulk revenues (from aggregate materials) were \$2,895 in 2024, an 11% increase over the prior year. Military-related revenue rose to \$1,816 in 2024, compared to \$1,399 in 2023. All other operating revenues increased year over year, primarily driven by non-cargo-related dockage activities.

Total operating expenses before depreciation for 2024 were \$47,445, an increase of \$3,575 over fiscal year 2023. Salaries and benefits were up \$1,281, or 9%, and include contract and merit-related increases, and modest increases in security and operational staff personnel and hours. Benefits were up \$844, or 13% and includes associated payroll taxes, increased pension contributions, and higher health insurance expenses. Fiscal year-end pension accounting valuation adjustments are also recorded within Salaries and Benefits expense, and include actuarial valuation adjustments as provided annually by the Florida Retirement System (FRS). Expense impacts of pension valuation accounting in 2024 was a \$(288) credit, compared to \$2,753 expense impact in 2023. See note G for further reference. Berth Maintenance Dredging totaled \$9,514 in 2024, an increase of \$3,784 over 2023. This increase was primarily attributable to the acquiring of contractual rights to the Dames Point Terminal in early fiscal year 2024, and the associated berth maintenance dredging activity. Security services were \$5,855 in 2024, an increase of \$835 compared to 2023, as impacted by the additional coverage for the Dames Point Terminal operation. Service and supplies expense were \$5,474 in 2024, down 6% from \$5,799 in 2023. Repair and maintenance expense totaled \$2,366 in 2024, relatively flat with \$2,423 in 2023.

Net non-operating revenues (expenses) for 2024 totaled \$8,571. Shared revenue from the primary government was \$10,044, remaining relatively flat compared to the prior year. Interest income for fiscal year 2024 was \$4,751, compared to \$3,469 in fiscal year 2023. Fiscal year 2023 included a favorable \$35 million refund from the USACE related to the 47-foot harbor deepening project closeout. Related reimbursements of state and local grants allocated to the harbor deepening refund totaled \$16,992.

Capital contributions in 2024, which include state, local and federal grant contributions totaled \$47,864, compared to \$16,759 in prior year. The increase was attributable to grants for construction and new cranes.

Jacksonville Port Authority
A Component Unit of the City of Jacksonville, Florida

Management's Discussion and Analysis (Unaudited)

At the close of fiscal year 2024, the Authority had a net position of \$778,252, an increase of \$82,300 from \$695,952 at fiscal year-end 2023.

Net Position

2025 vs. 2024

At September 30, 2025, the Authority's net position was \$880,173 compared to \$778,252 at year-end 2024, an increase of \$101,921. This increase includes capital contributions from grants, of \$64,836, and contributions from tenants for construction of \$72,463. Partly offset these increases was a contribution to other government agencies (JEA), in the amount of (\$35,576) as discussed in Note C. The remainder of the impacts were all normal operating and non-operating activities.

(In thousands of dollars)

	2025	2024	2023
NET POSITION			
Current assets	\$ 62,056	\$ 67,573	\$ 49,598
Noncurrent assets (excluding capital assets)	41,982	70,590	76,895
Capital assets	1,053,860	923,666	830,649
Deferred outflows of resources	7,528	8,879	9,064
Total assets and deferred outflows	<u>1,165,426</u>	<u>1,070,708</u>	<u>966,206</u>
Current liabilities	56,688	33,007	27,716
Bonds and notes outstanding (net of current portion)	178,729	188,102	197,210
Other noncurrent liabilities	46,268	68,970	43,872
Deferred inflows of resources	3,568	2,377	1,456
Total liabilities and deferred inflows	<u>285,253</u>	<u>292,456</u>	<u>270,254</u>
Net position			
Net investment in capital assets	833,683	725,782	640,705
Restricted for debt service	19,844	19,955	19,396
Restricted – other	3,549	3,406	3,252
Unrestricted	23,097	29,109	32,599
Total net position	<u>\$ 880,173</u>	<u>\$ 778,252</u>	<u>\$ 695,952</u>

Total assets and deferred outflows increased by \$94,718, to \$1,165,426 in 2025 compared to \$1,070,708 in 2024. Current assets declined \$5,517, and includes a decrease in grants receivable of \$15,100 for state grants (cranes) for pending collection of \$18,757 in 2024, collected in early 2025. Partly offset by an increase in cash and cash equivalents of \$4,493 over prior year. Additionally, accounts receivables were up \$1,846 due to increased revenue activity and a large minimum annual guaranty receivable recorded at 2025 year end. Noncurrent assets, excluding capital assets, declined by \$28,608, a result of utilization of \$28,185 of construction fund balances, including tenant and the Authority restricted funds, driven by a year of heavy construction spending. Capital assets reflect a notable net increase of \$130,194, funded by substantial tenant-funded projects, state and federal grants, as well as reinvestment of harbor deepening refunds utilized by the Authority (see Note C for additional detail). Changes in both deferred outflows, and inflows are related to pension accounting activities (see Note G).

**Jacksonville Port Authority
A Component Unit of the City of Jacksonville, Florida****Management's Discussion and Analysis (Unaudited)**

Within total liabilities and deferred inflows, bonds and notes outstanding declined \$9,373, a result of scheduled principal debt payments. Current liabilities increases were related to construction-related accounts payable, up \$23,376 at year end 2025. Within other noncurrent liabilities, significant activities included a net reduction in line of credit outstandings of \$11,480, the settlement of a payable to primary government of \$6,122 in 2025, and a reduction of net pension liability of \$3,478.

Net position at year-end 2025 was \$880,173, compared to \$778,252 in 2024, an increase of \$101,921. The year end 2025 balance reflects net investment in capital assets of \$833,683, and increase of \$107,901 from 2024. Restricted funds for debt service rose slightly to \$19,844 from \$19,955, while renewal and replacement funds totaled \$3,549, and the unrestricted net position was \$23,097.

Net Position**2024 vs. 2023**

At September 30, 2024, the Authority's net position was \$778,252 compared to \$695,952 at year-end 2023, an increase of \$82,300. This increase was primarily driven by capital contributions, in the form of grants, totaling \$47,864, and contributions from tenants for construction of \$37,107. The remainder of the impacts were all normal operating and non-operating activities.

Total assets and deferred outflows increased by \$104,502, reaching \$1,070,708 in 2024 compared to \$966,206 in 2023. Current assets grew by \$17,975 reflecting an increase in grants receivable of \$16,962 for three state-funded gantry cranes currently in production. Noncurrent assets, excluding capital assets, decreased by \$6,305, primarily due to an outlay of restricted cash for capital projects. Capital assets saw a notable increase of \$93,017, driven by substantial tenant-funded construction and grant-supported infrastructure improvements, emphasizing the Authority's focus on developing, renewing and expanding its capital improvement program.

Total liabilities and deferred inflows experienced a modest increase, rising to \$292,456 from \$270,254 in 2023. Current liabilities grew by \$5,291, mainly due to construction-related accounts payable. Bonds and notes outstanding decreased by \$9,108 reflecting scheduled principal payments, while other noncurrent liabilities increased by \$25,098, due to a higher balance on the line of credit of \$23,912 which was utilized for the funding of the three new gantry cranes pending reimbursement from the State. The increase also includes unearned grant revenue of \$5,821 associated with the planned construction of a new fire station on Blount Island.

Total net position at year-end 2024 was \$778,252, compared to \$695,952 in 2023, an increase of \$82,300. The 2024 balance reflects a net investment in capital assets of \$725,782, up from \$640,705 in 2023, driven by continued infrastructure development and investments in tenant-funded and grant-supported projects. Restricted funds for debt service rose slightly to \$19,955 from \$19,396, while renewal and replacement funds totaled \$3,406, and the unrestricted net position was \$29,109.

CAPITAL ASSETS AND DEBT ADMINISTRATION**Capital Assets**

Capital assets include land, land improvements, harbor deepening and related costs, buildings and building improvements and equipment. At September 30, 2025, the Authority had commitments for future construction work of \$66,378. Additional information regarding capital assets can be found in the accompanying notes to the financial statements (see Note C).

**Jacksonville Port Authority
A Component Unit of the City of Jacksonville, Florida****Management's Discussion and Analysis (Unaudited)**

2025 vs. 2024

At September 30, 2025, the Authority's capital assets, net of depreciation, totaled \$1,053,860, an increase of \$130,194 compared to \$923,666 at the end of fiscal year 2024. This increase reflects continued development of the Blount Island Terminal, including a container terminal expansion project spending of \$20,052, and a new auto processing facility spending of \$76,616. Both projects are largely tenant funded. In addition, was spending for a related Ro/Ro berth expansion project totaling \$20,661. Additionally, in 2025 was the phased construction of three 50-gauge cranes totaling \$22,102, scheduled for completion in early 2026.

Accumulated depreciation rose to \$590,933 in 2025, up from \$555,179 in 2024, reflecting an annual depreciation expense of \$36,816, slightly higher than the \$33,821 recorded in 2024. Funding for these capital investments was supported by state and federal grants totaling \$73,826 and tenant contributions amounting to \$72,463.

2024 vs. 2023

At September 30, 2024, the Authority's capital assets, net of depreciation, totaled \$923,666, an increase of \$93,017 compared to \$830,649 at the end of 2023. This increase reflects continued progress on two major terminal expansion projects of \$75,575 and the phased construction of three 50-gauge cranes totaling \$18,949, contributing to total capital additions of \$126,838 for the year. These critical infrastructure projects, aimed at enhancing the Authority's operational capacity, remain on schedule for completion in 2025.

Accumulated depreciation rose to \$555,179 in 2024, up from \$521,928 in 2023, reflecting an annual depreciation expense of \$33,821, slightly higher than the \$32,802 recorded in 2023. Funding for these capital investments was supported by state and federal grants totaling \$48,531 and tenant contributions amounting to \$37,107.

Long-Term Debt2025 vs. 2024

At September 30, 2025, the Authority had outstanding revenue bonds and direct borrowing notes of \$187,913, a decrease of \$9,109 from fiscal year-end 2024 balances of \$197,022 (both net of unamortized bond premiums). Line of credit balances outstanding at September 30, 2025, were \$12,432, compared to \$23,912 at prior year-end. In 2025, most of the Authority's line of credit usage was dedicated to Ro/Ro berth expansion and strategic acquisition of warehouse space and related acreage. The Authority exceeded its required minimum debt service coverage ratio for the 2025 fiscal year.

2024 vs. 2023

At September 30, 2024, the Authority had outstanding revenue bonds and direct borrowing notes of \$197,022, a decrease of \$8,856 from fiscal year-end 2023 balances of \$205,878 (both net of unamortized bond premiums). Line of credit balances outstanding at September 30, 2024, were \$23,912, compared to \$2,920 at prior year-end. In 2024, most of the Authority's line of credit usage consisted of short-term bridge advances awaiting state reimbursement, except for \$5,155 allocated to the purchase of specific terminal assets. The Authority exceeded its required minimum debt service coverage ratio for the 2024 fiscal year.

**Jacksonville Port Authority
A Component Unit of the City of Jacksonville, Florida**

Management's Discussion and Analysis (Unaudited)

REQUESTS FOR INFORMATION

This financial report is designed to provide our citizens, taxpayers, customers, investors and creditors with a general overview of the Authority's finances and to demonstrate the Authority's accountability to each of those groups. Questions concerning any information included in this report or any request for additional information should be addressed to the Chief Financial Officer, Jacksonville Port Authority, P.O. Box 3005, Jacksonville, FL 32206-0005.

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Jacksonville Port Authority
A Component Unit of the City of Jacksonville, Florida

Statements of Net Position
September 30, 2025 and 2024
(In thousands of dollars)

	2025	2024
Assets and Deferred Outflows of Resources		
Current assets		
Cash and cash equivalents	\$ 27,703	\$ 23,210
Restricted cash and cash equivalents	9,070	8,737
Accounts receivable, net	8,661	6,815
Other receivables	135	187
Grants receivable	10,966	26,066
Prepaid items	3,207	569
Inventories and other assets	2,314	1,989
Total current assets	<u>62,056</u>	<u>67,573</u>
Noncurrent assets		
Cash and cash equivalents	-	11,620
Restricted cash and cash equivalents	16,879	17,298
Restricted cash and cash equivalents for capital projects	25,103	41,668
Notes receivable	-	4
Capital assets, net:		
Non-depreciable	605,644	541,310
Depreciable	448,216	382,356
Total noncurrent assets	<u>1,095,842</u>	<u>994,256</u>
Total assets	<u>1,157,898</u>	<u>1,061,829</u>
Deferred outflow of resources (Note J)	7,528	8,879
Total assets and deferred outflow of resources	<u>1,165,426</u>	<u>1,070,708</u>

(continued)

Jacksonville Port Authority
A Component Unit of the City of Jacksonville, Florida

Statements of Net Position
September 30, 2025 and 2024
(In thousands of dollars)

	2025	2024
Liabilities and Deferred Inflows of Resources		
Current liabilities		
Accounts payable	\$ 5,236	\$ 3,876
Accrued expenses	720	645
Accrued interest payable	2,428	2,538
Unearned revenue	700	700
Bonds and notes payable	9,184	8,920
Current liabilities payable from restricted assets		
Construction contracts payable	34,223	10,847
Retainage payable	4,197	5,481
Total current liabilities	<u>56,688</u>	<u>33,007</u>
Noncurrent liabilities		
Unearned revenue	17,241	19,013
Accrued expenses	2,549	2,399
Payable to primary government	-	6,122
Net pension liability	14,046	17,524
Line of credit	12,432	23,912
Bonds and notes payable, net	178,729	188,102
Total noncurrent liabilities	<u>224,997</u>	<u>257,072</u>
Total liabilities	<u>281,685</u>	<u>290,079</u>
Deferred inflow of resources (Note J)	<u>3,568</u>	<u>2,377</u>
Total liabilities and deferred inflow of resources	<u>285,253</u>	<u>292,456</u>
Net Position		
Net investment in capital assets	833,683	725,782
Restricted for		
Debt service	19,844	19,955
Repair and replacement	3,549	3,406
Unrestricted	23,097	29,109
Total net position	<u>\$ 880,173</u>	<u>\$ 778,252</u>

See Notes to the Financial Statements.

Jacksonville Port Authority
A Component Unit of the City of Jacksonville, Florida

Statements of Revenue, Expenses and Changes in Net Position
For the Years Ended September 30, 2025 and 2024
(In thousands of dollars)

	2025	2024
Operating revenue		
Cargo	\$ 60,663	\$ 55,520
Cruise	7,347	7,258
Military	2,678	1,816
Other operating revenue	5,400	5,430
Total operating revenue	<u>76,088</u>	<u>70,024</u>
Operating expenses		
Salaries and benefits	22,878	22,061
Services and supplies	6,601	5,474
Security services	6,895	5,855
Business travel and training	678	557
Promotions, advertising, dues and memberships	724	590
Utility services	1,043	831
Repairs and maintenance	2,499	2,366
Berth maintenance dredging	11,058	9,514
Miscellaneous	497	197
Total operating expenses	<u>52,873</u>	<u>47,445</u>
Operating income before depreciation	23,215	22,579
Depreciation expense	<u>36,816</u>	<u>33,821</u>
Operating loss	<u>(13,601)</u>	<u>(11,242)</u>
Non-operating revenues (expenses)		
Interest expense	(6,305)	(6,808)
Investment income	3,547	4,751
Shared revenue from primary government	10,688	10,044
Intergovernmental grant revenue	9,035	727
Grant revenues provided to subrecipient	1,297	1,732
Grant expenses of subrecipients	(1,297)	(1,732)
Reimbursement to grantor	(865)	-
Contributions to other government agency	(35,576)	-
Gain (loss) on disposal of assets	(2,041)	33
Other non-operating expenses	(260)	(176)
Total non-operating revenues (expenses)	<u>(21,777)</u>	<u>8,571</u>
Loss before capital contributions	<u>(35,378)</u>	<u>(2,671)</u>
Capital contributions		
Capital contributions from tenants	72,463	37,107
Capital contributions from grants	64,836	47,864
Total capital contributions	<u>137,299</u>	<u>84,971</u>
Change in net position	101,921	82,300
Net position		
Beginning of year	778,252	695,952
End of year	<u>\$ 880,173</u>	<u>\$ 778,252</u>

See Notes to the Financial Statements.

Jacksonville Port Authority
A Component Unit of the City of Jacksonville, Florida

Statements of Cash Flows
For the Years Ended September 30, 2025 and 2024
(In thousands of dollars)

	2025	2024
Cash flows from operating activities		
Receipts from customers	\$ 73,594	\$ 70,009
Payments for services and supplies	(29,080)	(26,881)
Payments to employees	(24,012)	(21,795)
Net cash provided by operating activities	<u>20,502</u>	<u>21,333</u>
Cash flows from noncapital financing activities		
Receipts from primary government	10,688	10,044
Operating Grants	62	49
Trademark licensing fee	(2,747)	-
Contributions to other governmental agency	(35,576)	-
Intragovernmental grant revenue	2,657	-
Grant revenues provided to subrecipient	3,029	-
Grant expenses of subrecipients	(3,029)	-
Net cash (used in) provided by noncapital financing activities	<u>(24,916)</u>	<u>10,093</u>
Cash flows from capital and related financing activities		
Line of credit advances	32,176	27,257
Line of credit payments	(43,656)	(6,265)
Contributions from tenants for construction	71,392	36,949
Contributions from grants for construction	77,579	33,309
Contribution from primary government for construction	-	5,979
Acquisition and construction of capital assets	(152,984)	(122,758)
Harbor deepening refund (USACE)	4,948	-
Principal paid on capital debt	(8,920)	(8,668)
Interest paid on capital debt	(6,238)	(6,656)
Proceeds from sale of assets	4,136	57
Other	(1,344)	(86)
Net cash used in capital and related financing activities	<u>(22,911)</u>	<u>(40,882)</u>
Cash flows from investing activities		
Interest on investments	<u>3,547</u>	<u>4,751</u>
Net cash provided by investing activities	<u>3,547</u>	<u>4,751</u>
Net decrease in cash and cash equivalents	(23,778)	(4,705)
Cash and cash equivalents		
Beginning of year	102,533	107,238
End of year	<u>\$ 78,755</u>	<u>\$ 102,533</u>

(continued)

Jacksonville Port Authority
A Component Unit of the City of Jacksonville, Florida

Statements of Cash Flows
For the Years Ended September 30, 2025 and 2024
(In thousands of dollars)

	2025	2024
Reconciliation of cash and cash equivalents to financial statements		
Current cash and cash equivalents	\$ 27,703	\$ 23,210
Current restricted cash and cash equivalents	9,070	8,737
Noncurrent cash and cash equivalents	-	11,620
Noncurrent restricted cash and cash equivalents	16,879	17,298
Noncurrent restricted cash and cash equivalents for capital projects	25,103	41,668
Total cash and cash equivalents	<u>\$ 78,755</u>	<u>\$ 102,533</u>
Reconciliation of operating loss to net cash provided by operating activities		
Operating loss	<u>\$ (13,601)</u>	<u>\$ (11,242)</u>
Adjustments to reconcile operating loss to net cash provided by operating activities:		
Depreciation expense	36,816	33,821
(Increase) decrease in accounts receivable and other current assets	(2,010)	563
(Increase) decrease in deferred outflow of resources	985	(185)
(Increase) decrease in liabilities:		
Accounts payable and accrued expenses	1,299	(659)
Unearned revenue	(700)	(859)
Pension liability	(3,478)	(1,027)
Increase (decrease) in deferred inflows of resources	1,191	921
Total adjustments	<u>34,103</u>	<u>32,575</u>
Net cash provided by operating activities	<u>\$ 20,502</u>	<u>\$ 21,333</u>
Noncash investing, capital and financing activities		
Construction costs paid on account	\$ 26,567	\$ 16,328
Payable to primary government	-	6,122

See Notes to the Financial Statements.

Jacksonville Port Authority
A Component Unit of the City of Jacksonville, Florida

Notes to Financial Statements

Note A – Reporting Entity and Summary of Significant Accounting Policies

1. Reporting entity

The Jacksonville Port Authority (the Authority) was created in 1963 by Chapter 63-1447 of the Laws of Florida, to own and operate marine facilities in Duval County, Florida. The Authority is governed by a seven-member board. Three board members are appointed by the Governor of Florida and four are appointed by the Mayor and confirmed by the City Council of the City of Jacksonville, Florida. The City Council reviews and approves the Authority's annual budget.

The Authority is a component unit of the City of Jacksonville, Florida (the City), as defined by Governmental Accounting Standards Board (GASB) Section 2100 of Codification, *The Financial Reporting Entity*. The Authority's financial statements include all funds and departments controlled by the Authority or which are dependent on the Authority. No other agencies or organizations are included in the Authority's financial statements.

2. Basic financial statements

The Authority is considered a special purpose government engaged in a single business-type activity. Business-type activities are those activities primarily funded by user fees and charges. The Authority maintains a proprietary fund, which reports transactions related to activities similar to those found in the private sector. As such, the Authority presents only the statements required of enterprise funds, which include the statements of net position, statements of revenue, expenses and changes in net position and statements of cash flows.

3. Fund structure

The operations of the Authority are recorded in a single proprietary fund. Proprietary funds distinguish operating revenues and expenses from non-operating revenue and expenses. Operating revenue and expenses generally result from providing services and producing and delivering goods in connection with the fund's principal ongoing operation. The principal operating revenues for the Authority's proprietary fund are cargo, cruise, military and other customer service charges. Operating expenses include direct expenses of providing the goods or services, administrative expenses and depreciation on capital assets. All revenue and expenses not meeting this definition are reported as non-operating revenue and expenses.

4. Basis of accounting

The accounting and financial reporting treatment applied to a fund is determined by its measurement focus. The Authority's financial statements are reported using the economic resources measurement focus and the accrual basis of accounting. Under this method, revenue is recorded when earned and expenses are recorded when a liability is incurred, regardless of the timing of the related cash flows. Grants and similar items are recognized as revenue or capital contributions when all eligibility requirements imposed by the provider are met.

Operating revenues of the Authority include revenues from facility leases, which are recognized over the term of the lease agreements. All other revenues, such as fees from wharfage, throughput and dockage, are recognized as services are provided.

The Authority's policy is to use restricted resources first, then unrestricted resources, when both are available for use to fund activity.

Jacksonville Port Authority
A Component Unit of the City of Jacksonville, Florida

Notes to Financial Statements

Note A – Reporting Entity and Summary of Significant Accounting Policies (Continued)

5. Recently issued accounting pronouncements

In April 2024, the GASB issued Statement No. 103, *Financial Reporting Model Improvements*. The objective of this Statement is to improve key components of the financial reporting model to enhance its effectiveness in providing information that is essential for decision making and assessing a government's accountability. This Statement also addresses certain application issues. The requirements of this statement are effective for the fiscal years beginning after June 15, 2025, and all reporting periods thereafter. Earlier application is permitted. The Authority is currently evaluating the impacts of this statement on its financial statements.

In September 2024, the GASB issued Statement No. 104, *Disclosure of Certain Capital Assets*. The objective of this statement is to provide the users of government financial statements with essential information about certain types of capital assets. This statement requires certain types of capital assets to be disclosed separately in the capital asset note disclosures required by Statement No. 34, *Basic Financial Statements and Management Discussions and Analysis for State and Local Governments*. This statement also requires additional disclosures for capital assets held for sale. The requirements of this statement are effective for the fiscal years beginning after June 15, 2025, and all reporting periods thereafter. Earlier application is permitted. The Authority is currently evaluating the impacts of this statement on its financial statements.

In December 2025, the GASB issued Statement No. 105, *Subsequent Events*. The objective of this Statement is to improve the financial reporting requirements for subsequent events, thereby enhancing consistency in their application and better meeting the information needs of financial statement users. This Statement defines subsequent events, as well as outlines when such events should be disclosed. The requirements of this statement are effective for the fiscal years beginning on or after June 15, 2026, and all reporting periods thereafter. Earlier adoption is permitted. The Authority is currently evaluating the impacts of this statement on its financial statements.

6. Budgeting procedures

The Authority's charter and related amendments, City Council resolutions and/or Board policies have established the following budgetary procedures for certain accounts maintained within its enterprise fund. These include:

Prior to July 1 of each year, the Authority shall prepare and submit its budget to the City Council for the ensuing fiscal year. The City Council may increase or decrease the appropriation requested by the Authority on a total basis or a line-by-line basis; however, the appropriation from the City Council for construction, reconstruction, enlargement, expansion, improvement or development of any marine project or projects authorized to be undertaken by the Authority, shall not be reduced below \$800,000. Once adopted, additional appropriations may only be through action of the City Council.

Jacksonville Port Authority
A Component Unit of the City of Jacksonville, Florida

Notes to Financial Statements

Note A – Reporting Entity and Summary of Significant Accounting Policies (Continued)

6. Budgeting procedures (continued)

The Authority is authorized to transfer within Operating/Non-Operating Schedules and the Capital Schedule as needed. Transfers between schedules are allowable up to \$50,000. Once the \$50,000 limit is reached, City Council approval must be obtained. Operating budget item transfers require Chief Executive Officer or Chief Financial Officer approval. Line-to-line capital budget transfers of \$50,000 or less require the same approval levels. Line-to-line capital budget transfers of more than \$50,000 require the same approval levels, with additional notification to the Board if deemed necessary by either of the above-mentioned parties. Any Capital Budget transfer creating a new capital project greater than \$1,000,000 requires Board approval. All appropriations lapse at the end of each fiscal year and must be re-appropriated.

7. Cash and cash equivalents

Cash and cash equivalents consist of demand deposits, money market funds and the Florida State Board of Administration investment pool. Cash equivalents include investments held with an original maturity of three months or less.

8. Restricted assets

Certain proceeds of revenue bonds and notes, as well as certain resources set aside for their repayment, are classified as restricted assets on the statement of net position, as their use is limited by applicable debt agreements. Restricted cash also includes renewals and replacement funds restricted for capital improvements and other funds as specifically designated by contributors or by grant agreement.

9. Fair value determination

Certain cash equivalents of the Authority are reported at fair value using quoted market price or other fair value techniques as required by GASB Statement No. 72, *Fair Value Measurements* (GASB 72). Fair value is defined by GASB 72, as the price that would be received to sell an asset or to transfer a liability in an orderly transaction between market participants at the measurement date. Categories within the fair value hierarchy include: Level 1 inputs are quoted prices in active markets for identical assets; Level 2 inputs are significant other observable inputs and Level 3 are unobservable inputs.

10. Accounts receivable

Management considers all accounts to be fully collectible; however, the Authority has established an allowance for doubtful accounts based upon collections experience. The allowance for doubtful accounts for the years ended September 30, 2025 and 2024 was \$92,000 each.

11. Leases and subscriptions

The Authority, as a landlord port, has various leases which convey usage of property, facilities, equipment, terminal privileges and space to its tenants. As lessor, the Authority administers the leases as a Marine Terminal Operator (MTO), as defined by the Federal Maritime Commission (FMC). Additionally, lessees (tenants) are also defined as MTOs. The Authority takes the position that all its lease agreements and tariff are regulated and subject to external laws, regulations or legal rulings and meet the definition of certain regulated leases under GASB Statement No. 87, *Leases* (GASB 87). The Authority has no material ancillary operational activities outside the scope of those defined as a “terminal facility” by FMC regulations.

Jacksonville Port Authority
A Component Unit of the City of Jacksonville, Florida

Notes to Financial Statements

Note A – Reporting Entity and Summary of Significant Accounting Policies (Continued)

11. Leases and subscriptions (continued)

The Authority owns all its facilities and has no property or equipment leases defined as long term. Accordingly, the Authority reports no lease obligations within its statements of net position.

The Authority utilizes subscription-based information technology arrangements (SBITAs) to support various operational functions. GASB 96, issued by the Governmental Accounting Standards Board, establishes the accounting and financial reporting requirements for SBITAs. Under GASB 96, entities must recognize a right-to-use subscription asset and a corresponding liability at the commencement of the subscription term. This guidance aligns the accounting treatment of SBITAs with that of lease arrangements under GASB 87, providing a consistent framework for recognizing these commitments in financial statements.

The Authority initially measures the right to use subscription assets at an amount equal to the related subscription liability. Any payments made at or before the commencement of the services, along with certain direct costs, are included in the assets initial measurement. SBITA assets are subsequently amortized on a straight-line basis over the subscription term.

SBITA liabilities are initially measured at the present value of subscription payments expected to be made during the subscription term, discounted using the Authority's incremental borrowing rate at the date the SBITA is placed into service. The Authority evaluates each SBITA arrangement annually to determine if it meets the definition of a SBITA under GASB 96 and applies the appropriate accounting treatment as outlined in this policy.

Exemptions are provided for short-term subscriptions with terms of less than 12 months. Additionally, the Authority has established a \$30,000 minimum annual expense threshold for recognition under GASB 96. As all of the Authority's current SBITAs are either short-term in nature or below the \$30,000 threshold, the Authority has reported no subscription obligations for right to use assets at September 30, 2025 and 2024, respectively.

12. Inventories and prepaid items

Inventories are stated at the lower of cost or market. Payments made to vendors for services that will benefit periods beyond the current fiscal year are recorded as prepaid items.

13. Grants receivable

Grants received from federal and state government agencies that are restricted for the acquisition of construction of capital assets are recorded as capital contributions when all applicable eligibility requirements are met. Grants receivables are classified as current unless deferred receipts arrangements are prescribed by grantor agreement.

Grants received, for which the Authority acts as a pass-through entity, are recognized as both grants receivable and grants payable at year-end to reflect amounts in process under subrecipient agreements. These amounts are accrued when eligibility and performance requirements are substantially met. During the year, the Authority disbursed \$3,029,000 in cash to subrecipients under pass-through grant agreements. The funds were used by the subrecipients to construct capital assets that will ultimately be retained by the subrecipients. These receipts and disbursements are reported in the statement of cash flows as noncapital financing activities, consistent with their nature.

**Jacksonville Port Authority
A Component Unit of the City of Jacksonville, Florida**

Notes to Financial Statements

Note A – Reporting Entity and Summary of Significant Accounting Policies (Continued)

14. Capital assets

Capital assets are carried at cost less accumulated depreciation. Capital assets are defined by the Authority as assets with an individual cost of \$5,000 or greater, and an estimated useful life of more than one year.

Capital assets are depreciated on a straight-line basis over the estimated useful lives of the assets. The estimated useful lives of capital assets are as follows:

<u>Asset Class</u>	<u>Estimated Service Life (Years)</u>
Buildings	20-30
Improvements	10-50
Equipment	3-30

When capital assets are disposed of, the related cost and accumulated depreciation are recorded as gains or losses on disposition.

Costs incurred for harbor deepening are accounted for as non-depreciable land improvements. Costs incurred for the development of dredge spoil sites are recorded as land improvements and amortized over 20 years. Berth maintenance dredging is expensed as incurred.

15. Deferred outflows/inflows of resources

In addition to assets, the statements of net position include a separate section for deferred outflows of resources. Deferred outflows of resources, represents a consumption of net assets that applies to future periods and so will not be recognized as an outflow of resources (expenses) until that time. The Authority currently reports the net deferred loss on refunding of debt and deferred outflows related to pensions in this category.

In addition to liabilities, the statements of net position include a separate section for deferred inflows of resources. Deferred inflows of resources, represents an acquisition of net assets that applies to a future period and so will not be recognized as an inflow of resources (revenue) until that time. The Authority currently reports deferred inflows related to pensions in this category.

16. Unearned revenue

Resources received that do not meet revenue recognition requirements are recorded as unearned revenue in the financial statements. Unearned revenue consists of unearned lease revenue and unearned advanced contributions from the primary government for construction (see Note E).

17. Compensated absences

In June 2022, the Governmental Accounting Standards Board (GASB) issued Statement No. 101, *Compensated Absences*. The objective of this standard is to provide a consistent, principles-based accounting model for all types of paid leave, improving comparability across governmental entities. GASB 101 is effective for fiscal years beginning after December 15, 2023.

Jacksonville Port Authority
A Component Unit of the City of Jacksonville, Florida

Notes to Financial Statements

Note A – Reporting Entity and Summary of Significant Accounting Policies (Continued)

17. Compensated absences (continued)

As of October 1, 2024, the Authority adopted GASB 101. The Authority reviewed its existing leave policies and accrual methodologies and determined that its current practices align with the new standard. As such, the adoption of GASB 101 did not result in a material impact on the Authority's financial position or require restatement of prior periods.

The Authority's compensated absences liability continues to reflect unused, earned annual leave up to the established cap, measured at employees' current pay rates, and includes applicable payroll taxes and employer retirement contributions. Maximum leave accrual balances cap at 480 hours for union employees, and 350 hours for non-union employees.

18. Debt, notes payable, and long-term other obligations

In the financial statements, long-term obligations are reported as liabilities in the statements of net position. Bond premiums and discounts are deferred and amortized over the life of the related obligation. Bonds payable are reported net of the applicable premium or discount. Costs of issuance are expensed as incurred except for prepaid bond insurance which is capitalized and amortized over the life of the bonds.

19. Pensions

In the statements of net position, liabilities are recognized for the Authority's proportionate share of each pension plan's net pension liability. For purposes of measuring the net pension liability, deferred outflows/inflows of resources and pension expense, information about the fiduciary net position of the Florida Retirement System (FRS) defined benefit plan and the Health Insurance Subsidy (HIS) and additions to/deductions from FRS's and HIS's fiduciary net position have been determined on the same basis as they are reported by the FRS and HIS plans. For this purpose, plan contributions are recognized as of employer payroll paid dates.

20. Other post-employment benefits (OPEB)

The Authority obtains actuarial valuation reports for its post-employment benefit plan (other than pensions) and records the total OPEB liability and related deferred inflows/outflows as required under GASB Statement No. 75. *Accounting and Financial Reporting for Postemployment Benefits Other Than Pensions*.

21. Net position

In the financial statements, net position is classified in the following categories:

Net Investment in Capital Assets – This category groups all capital assets into one component of net position. Accumulated depreciation and the outstanding balances of debt, deferred balances from debt refunding and other liabilities that are attributable to the acquisition, construction or improvement of these assets will reduce this category.

Restricted Net Position – This category represents the net position of the Authority which is restricted by constraints placed on the use by external groups such as creditors, grantors, contributors or laws and regulations.

Unrestricted Net Position – This category represents the net position of the Authority, which is not restricted for any project or other purpose.

When both restricted and unrestricted resources are available for use, it is the Authority's policy to use restricted resources first, then unrestricted resources as they are needed.

Jacksonville Port Authority
A Component Unit of the City of Jacksonville, Florida

Notes to Financial Statements

Note A – Reporting Entity and Summary of Significant Accounting Policies (Continued)

22. Shared revenue from primary government

Shared revenue from primary government represents the Authority's share of the Communications Service Tax received by the City, millage payments from the Jacksonville Electric Authority (JEA) pursuant to City Ordinance Code and the Interlocal Agreement, as well as a fixed contribution from the City. These revenues are pledged to pay debt service and the Authority's capital improvement program. Shared revenue from primary government was \$10,688,000 and \$10,044,000 in 2025 and 2024, respectively.

23. Intergovernmental grant revenue

Intergovernmental grant revenues are accounted for as non-operating revenues in the period they are recognized, as defined by the grant agreement. Most common are reimbursements for specific federal security grants for security or public safety operational expenditures. Also included are Federal Emergency Management Agency (FEMA) grants received for disaster relief, examples would include federal assistance for costs incurred for hurricane preparation and recovery.

24. Contributions from tenants for construction

Tenant contributions are accounted for as contributions within non-operating income (in a non-exchange transaction). Whereby the tenant contributes funding for a construction project they would have otherwise undertaken, but the project is administered by the Authority typically when federal or state grants are involved.

25. Use of estimates

The preparation of financial statements in conformity with accounting principles generally accepted in the United States of America (U.S. GAAP) requires management to make estimates and assumptions that affect the reported amounts of assets, deferred outflows, liabilities and deferred inflows and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the reporting period. Actual results could differ from those estimates.

26. Certain risk disclosures

In December 2023, the GASB issued Statement No. 102, *Certain Risk Disclosures*, which requires governments to disclose vulnerabilities arising from significant concentrations or constraints that, if triggered by specific events, could substantially impact financial health. The standard is effective for fiscal years beginning after June 15, 2024.

As of September 30, 2025, the Authority has adopted GASB 102 and conducted a comprehensive evaluation of its operations in accordance with the standard's requirements. Management assessed potential concentrations (e.g., reliance on specific revenue sources or customers) and constraints (e.g., limitations on fees or spending), and determined that none met the criteria for disclosure. Specifically, the Authority did not identify any known conditions that, combined with a triggering event, would result in a substantial adverse financial impact.

Accordingly, no disclosures related to concentrations or constraints are required under GASB 102 for the fiscal year ended September 30, 2025.

**Jacksonville Port Authority
A Component Unit of the City of Jacksonville, Florida**

Notes to Financial Statements

Note A – Reporting Entity and Summary of Significant Accounting Policies (Continued)

27. Subsequent event policy

The Authority evaluates events occurring after the date of the financial statements but before the date the financial statements are issued. Events that provide additional evidence about conditions that existed at the date of the financial statements are recognized in the financial statements, while events that are indicative of conditions that arose after the financial statement date are disclosed if material.

28. Reclassifications

Certain reclassifications were made to the 2024 financial statements in order to conform to the 2025 financial statement presentation.

Note B – Deposits and Cash Equivalents

Cash and Deposits

At September 30, 2025 and 2024, the carrying amount of the Authority's cash deposit accounts were \$52,903,000 and \$76,124,000, respectively. These cash deposits are held by banks that qualify as a public depository under the Florida Security for Community Deposits Act as required by Chapter 280, Florida Statutes. The Authority's cash deposits are fully insured by the Public Deposits Trust Fund.

Additionally, the Authority maintains deposits held in trust account money market funds and short-term U.S. Treasury securities for purposes of required bond reserve balances, debt service funding and a renewal and replacement fund, collectively totaling \$25,821,000 and \$26,380,000 at September 30, 2025 and 2024, respectively.

Other cash balances maintained totaled \$31,000 and \$29,000 at September 30, 2025 and 2024, respectively, and include Florida Prime balances and petty cash.

Investment Policy

The Authority formally adopted a comprehensive investment policy pursuant to Section 218.415, Florida Statutes that established permitted investments, asset allocation limits and issuer limits, credit ratings requirements and maturity limits to protect the Authority's cash and investment assets.

The Authority's investment policy allows for the following investments: The State Board of Administration's Local Government Surplus Funds Trust Fund, United States Government Securities, United States Government Agencies, Federal Instrumentalities, Interest Bearing Time Deposit or Saving Accounts, Repurchase Agreements, Commercial Paper, Corporate Bonds, Bankers' Acceptances, State and/or Local Government Taxable and/or Tax-Exempt Debt, Registered Investment Companies (Money Market Mutual Funds) and Intergovernmental Investment Pools.

In instances where unspent bond proceeds, scheduled bond payments held by a third-party trustee, or other bond reserves as prescribed by bond covenants are held, the Authority will look first to the Authority's Bond Resolution for guidance on qualified investments and then to the Authority's investment policy.

Jacksonville Port Authority
A Component Unit of the City of Jacksonville, Florida

Notes to Financial Statements

Note B – Deposits and Cash Equivalents (Continued)

Interest Rate Risk

Interest rate risk is the risk of changes in market interest rates adversely affecting the fair value of an investment. Generally, the longer the maturity of an investment the greater the sensitivity of its fair value to changes in market interest rates. The Authority's investment policy limits interest rate risk by attempting to match investment maturities with known cash needs and anticipated cash flow requirements. The policy of the Authority is to maintain an amount equal to three months, or one quarter, of the budgeted operating expenses of the current fiscal year in securities with maturities of less than 90 days. The weighted average duration of the portfolio will not exceed three years at the time of each reporting period. As of September 30, the Authority had the following investments and effective duration presented in terms of years:

<u>2025</u> (in thousands of dollars)	Fair Value	Maturities (in Years)	
		Less Than 1	1-5
Cash Equivalents Type			
Cash Equivalents Subject to Interest Rate Risk			
Money Market Funds	\$ 18,649	\$ 18,649	\$ -
U.S. Treasury Securities	7,172	7,172	-
Total Cash Equivalents	<u>\$ 25,821</u>	<u>\$ 25,821</u>	<u>\$ -</u>
<u>2024</u> (in thousands of dollars)	Fair Value	Maturities (in Years)	
Cash Equivalents Type		Less Than 1	1-5
Cash Equivalents Subject to Interest Rate Risk			
Money Market Funds	\$ 19,445	\$ 19,445	\$ -
U.S. Treasury Securities	6,935	6,935	-
Total Cash Equivalents	<u>\$ 26,380</u>	<u>\$ 26,380</u>	<u>\$ -</u>

Total cash equivalents shown above are classified as restricted cash and cash equivalents, reflecting money market funds held for debt service obligations (and related proceeds), on the statements of net position.

The Authority's portfolio in US Treasuries are held in SLGs (State and Local Government) securities which are special purpose securities issued by the US Treasury to assist state and local governments in complying with federal tax laws and IRS regulations. SLGs are designed to help these governments invest their tax-exempt bonds proceeds while adhering to yield restrictions imposed by the Internal Revenue Code. The Authority's SLGs holding are demand deposit SLGs which means they have a one-day maturity and roll over daily until they are redeemed by the Authority.

Credit Risk

Credit risk is the risk that a security or a portfolio will lose some or all of its value due to a real or perceived change in the ability of the issuer to repay its debt. This risk is generally measured by the assignment of a rating by a nationally recognized statistical rating organization. The Authority's investment policy permits the following investments, which are limited to credit quality ratings from nationally recognized rating agencies as described below:

**Jacksonville Port Authority
A Component Unit of the City of Jacksonville, Florida**

Notes to Financial Statements

Note B – Deposits and Cash Equivalents (Continued)

Commercial paper of any United States company or foreign company domiciled in the United States that is rated, at the time of purchase, 'Prime-1' by Moody's and 'A-1' by Standard & Poor's (prime commercial paper), or equivalent as provided by two nationally recognized rating agencies. If the commercial paper is backed by a letter of credit (LOC), the long-term debt of the LOC provider must be rated 'A' or better by at least two nationally recognized rating agencies.

Corporate bonds issued by corporations organized and operating within the United States or by depository institutions licensed by the United States that have a long-term debt rating, at the time of purchase, at a minimum 'A' by Moody's and a minimum long-term debt rating of 'A' by Standard & Poor's, or equivalent as provided by two nationally recognized rating agencies.

State and/or local government taxable and/or tax-exempt debt, general obligation and/or revenue bonds, rated at least 'Aa' by Moody's and 'AA' by Standard & Poor's for long-term debt, or rated at least 'VMIG-2' by Moody's and 'A-2' by Standard & Poor's for short-term debt (one year or less), or equivalent as provided by two nationally recognized rating agencies.

Money market funds shall be rated 'AAAm' or better by Standard & Poor's or the equivalent by another rating agency.

As of September 30, the Authority had the following credit exposure as a percentage of total investments:

2025

Security type:

Money Market Funds
U.S. Treasury Securities
Total

Credit Rating	% of Portfolio	Fair Value
AAAm	72%	\$ 18,649
AA+	28%	7,172
	100%	\$ 25,821

2024

Security type:

Money Market Funds
U.S. Treasury Securities
Total

Credit Rating	% of Portfolio	Fair Value
AAAm	74%	\$ 19,445
AA+	26%	6,935
	100%	\$ 26,380

Custodial Credit Risk

This is the risk that in the event of the failure of the counterparty, the Authority will not be able to recover the value of its investments or collateral securities that are in the possession of an outside party. The Authority's investment policy, pursuant to Section 218.415(18), Florida Statutes, requires securities, with the exception of certificates of deposits, shall be held with a third-party custodian and all securities purchased by and all collateral obtained by the Authority should be properly designated as an asset of the Authority. The securities must be held in an account separate and apart from the assets of the financial institution. A third-party custodian is defined as any bank depository chartered by the Federal Government, the State of Florida, or any other state or territory of the United States which has a branch or principal place of business in the State of Florida, or by a national association organized and existing under the laws of the United States which is authorized to accept and execute trusts and which is doing business in the State of Florida.

Jacksonville Port Authority
A Component Unit of the City of Jacksonville, Florida

Notes to Financial Statements

Note B – Deposits and Cash Equivalents (Continued)

Concentration of Credit Risk

The Authority's investment policy has established asset allocation and issuer limits on the following investments, which are designed to reduce concentration of credit risk of the Authority's investment portfolio.

A maximum of 100% may be invested in non-negotiable interest-bearing time certificates of deposit, time deposit accounts, demand deposit accounts or savings accounts in banks organized under State of Florida law. To include national banks organized under the laws of the United States and doing business in the State of Florida, provided that any such deposits are secured by the Florida Security for Public Deposits Act, Chapter 280, Florida Statutes, or such deposits are with a national bank whose short-term ratings are at least A-1 by Standard & Poor's, or P-1 by Moody's rating agency.

Fair Value Measurements

The Authority categorizes its fair value measurements within the fair value hierarchy established by U.S. GAAP. The hierarchy is based upon the valuation inputs used to measure the fair value of the asset. The following table summarizes major categories of the Authority's assets measured at fair value on a recurring basis as of September 30:

2025

(in thousands of dollars)

	September 30, 2025			
	Fair Value	Level 1	Level 2	Level 3
Cash equivalents				
Money Market Funds	\$ 18,649	\$ 18,649	\$ -	\$ -
U.S. Treasury Securities	7,172	-	7,172	-
Total cash equivalents	\$ 25,821	\$ 18,649	\$ 7,172	\$ -

2024

(in thousands of dollars)

	September 30, 2024			
	Fair Value	Level 1	Level 2	Level 3
Cash equivalents				
Money Market Funds	\$ 19,445	\$ 19,445	\$ -	\$ -
U.S. Treasury Securities	6,935	-	6,935	-
Total cash equivalents	\$ 26,380	\$ 19,445	\$ 6,935	\$ -

**Jacksonville Port Authority
A Component Unit of the City of Jacksonville, Florida**

Notes to Financial Statements

Note C – Capital Assets

Capital asset activity for the fiscal year ended September 30, 2025, was as follows:

<i>(in thousands of dollars)</i>	Beginning Balance	Increases and Transfers	Decreases and Transfers	Ending Balance
Capital assets not being depreciated				
Land and improvements	\$ 145,447	\$ 1,728	\$ -	\$ 147,175
Harbor deepening and related costs	238,780	2,292	(4,947)	236,125
Construction in progress	157,083	167,692	(102,431)	222,344
Total capital assets not being depreciated	<u>541,310</u>	<u>171,712</u>	<u>(107,378)</u>	<u>605,644</u>
Depreciable capital assets				
Buildings	85,675	2,935	(19)	88,591
Improvements	700,712	96,507	(60)	797,159
Equipment	151,148	4,290	(2,039)	153,399
Total depreciable capital assets at historical cost	<u>937,535</u>	<u>103,732</u>	<u>(2,118)</u>	<u>1,039,149</u>
Less accumulated depreciation for:				
Buildings	64,275	2,380	(19)	66,636
Improvements	400,464	27,908	(60)	428,312
Equipment	90,440	6,528	(983)	95,985
Total accumulated depreciation	<u>555,179</u>	<u>36,816</u>	<u>(1,062)</u>	<u>590,933</u>
Depreciable capital assets, net	<u>382,356</u>	<u>66,916</u>	<u>(1,056)</u>	<u>448,216</u>
Capital assets, net	<u>\$ 923,666</u>	<u>\$ 238,628</u>	<u>\$ (108,434)</u>	<u>\$ 1,053,860</u>

Major Capital Projects completed or in progress in fiscal year 2025

Fiscal year 2025 project spending included significant progress or completion of the following capital projects:

- Blount Island Terminal Southeast Toyota Auto Processing Facility, \$77 million. Total project costs are estimated at \$143 million, with a scheduled completion date of early 2026. Funding for the project was primarily tenant and grant funding.
- Completion of the SSA Atlantic, LLC Blount Island Terminal Expansion Project, \$21 million. Total completed project costs was \$76 million. Funding for the project was primarily tenant and grant funding.
- Blount Island Roll on/Roll off Berth expansion development \$21 million.
- Investment in three additional gantry cranes \$22 million.
- Cruise Terminal Expansion \$2 million.

Jacksonville Port Authority
A Component Unit of the City of Jacksonville, Florida

Notes to Financial Statements

Note C – Capital Assets (Continued)

Investment in Harbor Deepening and related costs were \$236 million at fiscal year end 2025.

Fulton Cut Crossing Powerlines Project

On March 25, 2025, the Authority entered into a tri-party agreement with the City of Jacksonville (the City) and the Jacksonville Electric Authority (JEA) for the construction and funding of the Fulton Cut Crossing Powerlines Project. The Fulton Cut Crossing Powerlines Project will raise existing high-voltage electric transmission lines crossing the St. Johns River to provide increased air draft clearance for marine navigation. The project will increase the height of the transmission lines to approximately 225 feet above mean high water, providing a minimum navigational air draft clearance of approximately 205 feet, which will allow larger and higher-capacity vessels to transit the Fulton Cut and call on the Authority marine terminals. The total Project cost is estimated at \$117,000,000, funded by contributions of approximately \$32,500,000 from the Authority, \$32,500,000 from JEA, \$29,500,000 from the City (including the reclassification of previously authorized loans to grants), and \$22,500,000 from the Florida Department of Transportation (FDOT). The project is expected to be completed in fiscal year 2027, with operational clearance achieved by December 31, 2026. As construction progresses, the Authority will contribute funding annually to JEA. As of September 30, 2025, total project costs incurred amounted to \$35,576,000. This is not an asset of the Authority.

Capital asset activity for the fiscal year ended September 30, 2024, was as follows:

<i>(in thousands of dollars)</i>	Beginning Balance	Increases and Transfers	Decreases and Transfers	Ending Balance
Capital assets not being depreciated				
Land and improvements	\$ 145,447	\$ -	\$ -	\$ 145,447
Harbor deepening and related costs	236,460	2,320	-	238,780
Construction in progress	65,932	116,590	(25,439)	157,083
Total capital assets not being depreciated	<u>447,839</u>	<u>118,910</u>	<u>(25,439)</u>	<u>541,310</u>
Depreciable capital assets				
Buildings	85,675	-	-	85,675
Improvements	677,534	23,178	-	700,712
Equipment	141,529	10,189	(570)	151,148
Total depreciable capital assets at historical cost	<u>904,738</u>	<u>33,367</u>	<u>(570)</u>	<u>937,535</u>
Less accumulated depreciation for:				
Buildings	61,925	2,350	-	64,275
Improvements	375,363	25,101	-	400,464
Equipment	84,640	6,370	(570)	90,440
Total accumulated depreciation	<u>521,928</u>	<u>33,821</u>	<u>(570)</u>	<u>555,179</u>
Depreciable capital assets, net	<u>382,810</u>	<u>(454)</u>	<u>-</u>	<u>382,356</u>
Capital assets, net	<u>\$ 830,649</u>	<u>\$ 118,456</u>	<u>\$ (25,439)</u>	<u>\$ 923,666</u>

**Jacksonville Port Authority
A Component Unit of the City of Jacksonville, Florida**

Notes to Financial Statements

Note D – Leasing Operations

In accordance with GASB 87 paragraph 43, lessors who are regulated by external laws, regulators or legal rulings, should only recognize current inflows of resources and provide the required disclosures outlined in GASB 87 paragraph 60.

The Authority leases property to terminal operators for the purpose of cargo movement generated from international trade and foreign commerce. All assets including cranes and other equipment include language in contracts such as – a minimum complement of cranes (not specified), tenant acreage is exclusive to the extent that the port properties are segregated for operational and security purposes.

As of September 30, 2025, capital assets held for lease have a historical cost of approximately \$1,049,512,000 and had accumulated depreciation of \$502,523,000, compared to \$940,763,000 and \$465,424,000 as of September 30, 2024.

Inflows of resources received from leases were \$60,725,000 and \$54,106,000 for the years ended September 30, 2025 and 2024, respectively. Revenues of \$39,857,000 in 2025 and \$36,340,000 in 2024 were related to contractual annual guarantees and required rents. Inflows of resources from variable payments not included in expected future minimum payments were \$20,868,000 and \$17,766,000 for the fiscal years ended 2025 and 2024, respectively.

The Authority has no lease agreements with terms and conditions that allow the lessee to solely terminate the lease or abate payments. The Authority looks to its pledged revenues to support its debt obligations, but no lease agreement calls for lease payments as security for debt obligations. Minimum future rental receipts and contractual minimum annual guarantees for each of the next five years and thereafter, excluding contingent or volume variable amounts on non-cancelable operating facility leases at September 30, 2025, are as follows:

<i>Year (in thousands of dollars)</i>	<i>\$</i>
2026	42,530
2027	42,171
2028	41,182
2029	40,223
2030	38,501
2031-2035	179,353
2036-2040	171,661
2041-2045	170,241
2046-2050	153,434
2051-2055	114,445
2056-2060	31,139
2061-2065	19,492
2066-2070	650
	\$ 1,045,022

Jacksonville Port Authority
A Component Unit of the City of Jacksonville, Florida

Notes to Financial Statements

Note E – Unearned Revenue

In fiscal year 2019, the Authority entered into a 25-year lease agreement with SSA Atlantic, LLC (SSA). As part of the agreement, SSA advanced \$18 million in rent payments, which are recognized as lease revenue on a straight-line basis over the lease term, in accordance with applicable lease accounting standards.

Unearned revenue related to this agreement was \$13,191,000 at September 30, 2025, and \$13,892,000 at September 30, 2024.

In fiscal year 2024, the Authority entered into an agreement with the City to construct a new Fire Station #48 at Blount Island. Under the agreement, the City contributed \$5,979,000 toward project costs, complemented by a matching federal grant from the Department of Defense (DoD). These funds are being used for planning, design and construction of the fire station, currently in progress at fiscal year 2025 year end.

The City's contribution is recognized as unearned revenue until eligible project expenses are incurred, as specified in the agreement. Any unspent funds, along with any interest earned, must be returned to the City upon project completion. Unearned revenue related to this agreement totaled \$4,750,000 at September 30, 2025 and \$5,821,000 at September 30, 2024.

Note F – Pension Plan

Retirement Benefits

The Authority provides retirement benefits to its employees through the Florida Retirement System (FRS), the Florida Retirement System Health Insurance Subsidy (HIS) and an FRS Deferred Retirement Option Program (DROP). Additionally, the Authority provides an implicit rate subsidy for retiree insurance (an age adjusted premium benefit), which is addressed in Note H – Other Post-Employment Benefits.

As a participating employer, the Authority follows accounting guidance under GASB Statement No. 68, *Accounting and Financial Reporting for Pensions* (GASB 68), which requires employers participating in cost-sharing multiple employer defined benefit pension plans to report the employers' proportionate share of the net pension liabilities and related pension amounts of the defined benefit pension plans. The GASB 68 component of pension expense captures and records the Authority's proportionate share of net pension liability of both the FRS Pension Plan and Health Insurance Program, along with the Authority's related allocation of deferred outflows and deferred inflows and pension expense impacts. The GASB 68 pension expense accrual has no current year impact on pension funding. The employer share of FRS and HIS pension funding contributions are recorded as expense when contributed. The two elements (accrual and contributions) are combined to show total pension expense of the Authority.

General Information about the FRS

The FRS was created in Chapter 121, Florida Statutes, to provide a defined benefit pension plan for participating public employees. The FRS was amended in 1998 to add the Deferred Retirement Option Program under the defined benefit plan and amended in 2000 to provide a defined contribution plan alternative to the defined benefit plan for FRS members effective July 1, 2002. This integrated defined contribution pension plan is the FRS Investment Plan. Chapter 112, Florida Statutes, established the Retiree Health Insurance Subsidy (HIS) Program, a cost-sharing multiple employer defined benefit pension plan, to assist retired members of any State-administered retirement system in paying the costs of health insurance.

**Jacksonville Port Authority
A Component Unit of the City of Jacksonville, Florida**

Notes to Financial Statements

Note F – Pension Plan (Continued)

Essentially all regular employees of the Authority are eligible to enroll as members of the State-administered FRS. Provisions relating to the FRS are established by Chapters 121 and 122, Florida Statutes; Chapter 112, Part IV, Florida Statutes; Chapter 238, Florida Statutes; and FRS Rules, Chapter 60S, Florida Administrative Code; wherein eligibility, contributions and benefits are defined and described in detail. Such provisions may be amended at any time by further action from the Florida Legislature. The FRS is a single retirement system administered by the Florida Department of Management Services, Division of Retirement and consists of the two cost-sharing, multiple employer defined benefit plans and other nonintegrated programs. A comprehensive annual financial report of the FRS, which includes its financial statements, required supplementary information, actuarial report and other relevant information, is available from the Florida Department of Management Services Web site (www.dms.myflorida.com).

The Authority's pension expense for FRS and HIS totaled \$1,457,012 and \$2,334,317 for the fiscal years ended September 30, 2025 and 2024, respectively. Included in pension expense is the amortization of deferred inflows and outflows as well as the changes in the net pension liability. The Authority's FRS and HIS balances for the years ended September 30, 2025 and 2024, is as follows:

Plan	2025			
	Net Pension Expense	Net Pension Liability	Deferred Inflows of Resources	Deferred Outflows of Resources
FRS	\$ 1,336,005	\$ 9,253,068	\$ 2,343,038	\$ 2,695,240
HIS	121,007	4,792,523	1,224,959	409,709
Total	<u>\$ 1,457,012</u>	<u>\$ 14,045,591</u>	<u>\$ 3,567,997</u>	<u>\$ 3,104,949</u>

Plan	2024			
	Net Pension Expense	Net Pension Liability	Deferred Inflows of Resources	Deferred Outflows of Resources
FRS	\$ 2,170,035	\$ 11,981,074	\$ 1,603,358	\$ 3,607,284
HIS	164,282	5,542,569	773,372	483,191
Total	<u>\$ 2,334,317</u>	<u>\$ 17,523,643</u>	<u>\$ 2,376,730</u>	<u>\$ 4,090,475</u>

Florida Retirement System (FRS) Pension Plan

Plan Description: The FRS Pension Plan (the Plan) is a cost-sharing multiple employer defined benefit pension plan, with a DROP for eligible employees. The general classes of membership are as follows:

- *Regular Class* – Members of the FRS who do not qualify for membership in the other classes.
- *Senior Management Service Class (SMSC)* – Members in senior management level positions.

Jacksonville Port Authority
A Component Unit of the City of Jacksonville, Florida

Notes to Financial Statements

Note F – Pension Plan (Continued)

Employees enrolled in the Plan prior to July 1, 2011, vest at six years of creditable service and employees enrolled in the Plan on or after July 1, 2011, vest at eight years of creditable service. All vested members, enrolled prior to July 1, 2011, are eligible for normal retirement benefits at age 62 or at any age after 30 years of service. All members enrolled in the Plan on or after July 1, 2011, once vested, are eligible for normal retirement benefits at age 65 or any time after 33 years of creditable service. Members of the Plan may include up to four years of credit for military service toward creditable service.

The Plan also includes an early retirement provision; however, there is a benefit reduction for each year a member retires before his or her normal retirement date. The Plan provides retirement, disability, death benefits and annual cost-of-living adjustments to eligible participants.

FRS Pension Plan members in a regularly established position can elect to participate in DROP for a period not to exceed a maximum of 96 calendar months. The election to participate in the DROP can be made at any time after the member first reaches their normal retirement date by age or service. This provision replaces the previous individual eligibility windows. The DROP allows a member to retire while continuing employment. While in the DROP, the member's retirement benefits accumulate in the FRS Trust Fund increased by a cost-of-living adjustment (COLA) each July, if eligible, and earn monthly interest equivalent to an annual rate of 4.00 percent on the preceding month's DROP accumulation until DROP participation ends. Upon employment termination, the DROP account is paid out as a lump sum payment, a rollover, or a combination partial lump sum payment and rollover. Monthly benefits are paid to the member in the amount calculated upon entry into the DROP, including any applicable COLA for intervening years.

The net pension liability does not include amounts for DROP participants, as these members are considered retired and are not accruing additional pension benefits.

Benefits Provided: Benefits under the Plan are computed on the basis of age and/or years of service, average final compensation and service credit. Credit for each year of service is expressed as a percentage of the average final compensation. For members initially enrolled before July 1, 2011, the average final compensation is the average of the five highest fiscal years' earnings; for members initially enrolled on or after July 1, 2011, the average final compensation is the average of the eight highest fiscal years' earnings. The total percentage value of the benefit received is determined by calculating the total value of all service, which is based on the retirement class to which the member belonged when the service credit was earned. Members are eligible for in-line-of-duty or regular disability and survivors' benefits. The following chart shows the percentage value for each year of service credit earned:

	<u>% Value</u>
<i>Regular Class members initially enrolled before July 1, 2011</i>	
Retirement up to age 62 or up to 30 years of service	1.60
Retirement at age 63 or with 31 years of service	1.63
Retirement at age 64 or with 32 years of service	1.65
Retirement at age 65 or with 33 or more years of service	1.68
<i>Regular Class members initially enrolled on or after July 1, 2011</i>	
Retirement up to age 65 or up to 33 years of service	1.60
Retirement at age 66 or with 34 years of service	1.63
Retirement at age 67 or with 35 years of service	1.65
Retirement at age 68 or with 36 or more years of service	1.68
<i>Senior Management Service Class</i>	2.00

**Jacksonville Port Authority
A Component Unit of the City of Jacksonville, Florida**

Notes to Financial Statements

Note F – Pension Plan (Continued)

As provided in Section 121.101, Florida Statutes, if the member is initially enrolled in the FRS before July 1, 2011, and all service credit was accrued before July 1, 2011, the annual cost-of-living adjustment is 3% per year. If the member is initially enrolled before July 1, 2011, and has service credit on or after July 1, 2011, there is an individually calculated cost-of-living adjustment. The annual cost-of-living adjustment is a proportion of 3% determined by dividing the sum of the pre-July 2011 service credit by the total service credit at retirement multiplied by 3%. Plan members initially enrolled on or after July 1, 2011, will not have a cost-of-living adjustment after retirement.

Contributions: The Florida Legislature establishes contribution rates for participating employers and employees. Contribution rates for fiscal years 2025 and 2024, were as follows:

Notes: 2025 Employer rates include 2.00% for the post-employment health insurance subsidy program, and the assessment of 0.06% for administration of the FRS Investment Plan and retirement and financial planning for members of both plans

Class	Employee	Percent of Gross Salary	
		2025 Employer	2024 Employer
FRS, Regular	3.00	14.03	13.63
FRS, Senior Management Service	3.00	33.24	34.52
DROP – Applicable to members from all above classes	0.00	22.02	21.13

The Authority’s contributions, for FRS and HIS totaled \$2,809,418 and employee contributions totaled \$457,575 for the fiscal year ended September 30, 2025. The Authority’s contributions, for FRS and HIS totaled \$2,658,420 and employee contributions totaled \$431,078 for the fiscal year ended September 30, 2024.

Pension Liabilities, Pension Expense and Deferred Outflows of Resources and Deferred Inflows of Resources Related to Pensions: At September 30, 2025, the Authority reported a liability of \$9,253,068 for its proportionate share of the FRS Plan’s net pension liability, compared to \$11,981,074 at September 30, 2024. The net pension liability was measured as of June 30, 2025, and the total pension liability used to calculate the net pension liability was determined by an actuarial valuation as of July 1, 2025. The Authority’s proportionate share of the net pension liability was based on the Authority’s 2024-25 fiscal year contributions relative to the 2024-25 fiscal year contributions of all participating members. At June 30, 2025, the Authority’s proportionate share was 0.0298%, which was a decrease of 0.001% from its proportionate share measured as of June 30, 2024, of 0.0309%. At June 30, 2024, the Authority’s proportionate share was 0.0309%, which was a decrease of 0.001% from its proportionate share measured as of June 30, 2023, of 0.0322%.

**Jacksonville Port Authority
A Component Unit of the City of Jacksonville, Florida**

Notes to Financial Statements

Note F – Pension Plan (Continued)

For the fiscal year ended September 30, 2025, the Authority recognized pension expense of \$1,336,005. Fiscal year 2024 showed pension expense of \$2,170,035 which, in addition, the Authority reported deferred outflows of resources and deferred inflows of resources related to pensions from the following sources, for 2025 and 2024, as shown below:

<u>Description</u>	<u>2025</u>	Deferred Outflow of Resources	Deferred Inflow of Resources
Differences between expected and actual experience	\$ 988,325	\$ -	
Change of assumptions	1,074,522		-
Net difference between projected and actual earnings on FRS pension plan investments	-		1,544,893
Changes in proportion and differences between Authority FRS contributions and proportional share of contributions	151,889		798,145
Authority FRS contributions subsequent to the measurement date	480,504		-
Total	\$ 2,695,240	\$ 2,343,038	

<u>Description</u>	<u>2024</u>	Deferred Outflow of Resources	Deferred Inflow of Resources
Differences between expected and actual experience	\$ 1,210,410	\$ -	
Change of assumptions	1,642,116		-
Net difference between projected and actual earnings on FRS pension plan investments	-		796,325
Changes in proportion and differences between Authority FRS contributions and proportional share of contributions	285,594		807,033
Authority FRS contributions subsequent to the measurement date	469,164		-
Total	\$ 3,607,284	\$ 1,603,358	

The deferred outflows of resources related to pensions, totaling \$480,504, resulted from the Authority's contributions to the Plan subsequent to the measurement date and will be recognized as a reduction of the net pension liability in 2026. Other amounts reported as deferred outflows of resources and deferred inflows of resources related to pensions will be recognized in pension expense as follows (in thousands):

<u>Year</u>	<u>Amount</u>
2026	\$ 1,349
2027	(496)
2028	(587)
2029	(394)
	\$ (128)

**Jacksonville Port Authority
A Component Unit of the City of Jacksonville, Florida**

Notes to Financial Statements

Note F – Pension Plan (Continued)

Actuarial Assumptions: The total pension liabilities in the July 1, 2025 and 2024, actuarial valuations were determined using the following actuarial assumptions, applied to all periods included in the measurement:

	2025	2024
Inflation	2.40%	2.40%
Salary Increase	3.50%	3.50%
Investment Rate of Return	6.70%	6.70%

PUB2010 base table varies by member category and sex, projected generationally with Scale MP-2018 details in valuation reports. The actuarial assumptions are based on an experience study for the period July 1, 2018 through July 30, 2023.

The long-term expected rate of return on pension plan investments was not based on historical returns, but instead is based on a forward-looking capital market economic model. The allocation policy's description of each asset class was used to map the target allocation to the asset classes shown below. Each asset class assumption is based on a consistent set of underlying assumptions and includes an adjustment for the inflation assumption. The target allocation and best estimates of arithmetic and geometric real rates of return for each major asset class are summarized in the following tables:

July 1, 2025 actuarial assumptions:

Asset Class	Target Allocation	Annual Arithmetic Return	Compound Annual (Geometric) Return	Standard Deviation
Cash	1.0%	3.2%	3.2%	1.1%
Fixed Income	29.0%	5.5%	5.4%	4.0%
Global Equity	45.0%	8.5%	6.9%	18.3%
Real Estate	12.0%	8.4%	7.1%	16.8%
Private Equity	11.0%	12.4%	8.8%	28.4%
Strategic Investments	2.0%	6.5%	6.1%	8.7%
Total	100.0%			
Assumed inflation – Mean			2.4%	1.5%

**Jacksonville Port Authority
A Component Unit of the City of Jacksonville, Florida**

Notes to Financial Statements

Note F – Pension Plan (Continued)

July 1, 2024 actuarial assumptions:

Asset Class	Target Allocation	Annual Arithmetic Return	Compound Annual (Geometric) Return	Standard Deviation
Cash	1.0%	3.3%	3.3%	1.1%
Fixed Income	29.0%	5.7%	5.6%	3.9%
Global Equity	45.0%	8.6%	7.0%	18.2%
Real Estate	12.0%	8.1%	6.8%	16.6%
Private Equity	11.0%	12.4%	8.8%	28.4%
Strategic Investments	2.0%	6.6%	6.2%	8.7%
Total	<u>100.0%</u>			
Assumed inflation – Mean			2.4%	1.5%

Discount Rate: The discount rate used to measure the total pension liability was 6.7% for 2025 and 2024, respectively. The projection of cashflows used to determine the discount rate assumes participant contributions will be made at the current contribution rate and the employer contributions will be made at rates equal to the difference between actuarially determined contribution rates and the participant rate. The Plan’s fiduciary net position was projected to be available to make all projected future benefit payments of current active and inactive employees. Therefore, the discount rate for calculating the total pension liability is equal to the long-term expected rate of return.

Sensitivity of the Authority’s Proportionate Share of the Net Position Liability to Changes in the Discount Rate: The following presents the Authority’s proportionate share of the net pension liability calculated using the discount rate of 6.7%, as well as what the Authority’s proportionate share of the net pension liability would be if it were calculated using a discount rate that is one percentage-point lower (5.7%) or one percentage-point higher (7.7%) than the current rate:

	1% Decrease	Current Discount Rate	1% Increase
Authority’s proportionate share of the net pension liability			
As of September 30, 2025	\$ 18,159,003	\$ 9,253,068	\$ 1,786,461
As of September 30, 2024	\$ 21,074,290	\$ 11,981,074	\$ 4,363,546

Pension Plan Fiduciary Net Position: Detailed information about the Plan’s fiduciary net position is available in the separately issued FRS Pension Plan and Other State-Administered Systems, Annual Comprehensive Financial Report.

Jacksonville Port Authority
A Component Unit of the City of Jacksonville, Florida

Notes to Financial Statements

Note F – Pension Plan (Continued)

The Retiree Health Insurance Subsidy Program (HIS)

Plan Description: The HIS Pension Plan (HIS Plan) is a cost-sharing multiple employer defined benefit pension plan established under Section 112.363, Florida Statutes and may be amended by the Florida Legislature at any time. The benefit is a monthly payment to assist retirees of State-administered retirement systems in paying their health insurance costs and is administered by the Florida Department of Management Services, Division of Retirement.

Benefits Provided: For the fiscal year ended June 30, 2025, eligible retirees and beneficiaries received a monthly HIS payment of \$7.50 for each year of creditable service completed at the time of retirement, with a minimum HIS payment of \$45 and a maximum HIS payment of \$225 per month, pursuant to Section 112.363, Florida Statutes. To be eligible to receive HIS Plan benefits, a retiree under a State-administered retirement system must provide proof of health insurance coverage, which may include Medicare.

Contributions: The HIS Plan is funded by required contributions from FRS participating employers as set by the Florida Legislature. Employer contributions are a percentage of gross compensation for all active FRS members. For the fiscal year ended June 30, 2025, the contribution rate was 2.0% of payroll pursuant to Section 112.363, Florida Statutes. HIS Plan contributions are deposited in a separate trust fund from which payments are authorized. HIS Plan benefits are not guaranteed and are subject to annual legislative appropriation. In the event the legislative appropriation or available funds fail to provide full subsidy benefits to all participants, benefits may be reduced or canceled.

The Authority's contributions to the HIS Plan totaled \$345,984 for the fiscal year ended June 30, 2025, and \$278,886 for the fiscal year ended June 30, 2024.

Pension Liabilities, Pension Expense, and Deferred Outflows of Resources and Deferred Inflows of Resources Related to Pensions: At June 30, 2025, the Authority reported a net pension liability of \$4,792,523 for its proportionate share of the HIS Plan's net pension liability, compared to \$5,542,569 at September 30, 2024. The net pension liability was measured as of June 30, 2025, and the total pension liability used to calculate the net pension liability was determined by an actuarial valuation as of July 1, 2024 and rolled forward to the measurement date. The Authority's proportionate share of the net pension liability was based on the Authority's 2025-24 fiscal year contributions relative to the total 2025-24 fiscal year contributions of all participating members. At June 30, 2025, the Authority's proportionate share was 0.0374%, a 0.0005% increase in its proportionate share measured as of June 30, 2024, of 0.0369%. At June 30, 2024, the Authority's proportionate share was 0.0369%, a 0.0001% increase in its proportionate share measured as of June 30, 2023, of 0.0359%.

**Jacksonville Port Authority
A Component Unit of the City of Jacksonville, Florida**

Notes to Financial Statements

Note F – Pension Plan (Continued)

For the fiscal year ended June 30, 2025, the Authority recognized the HIS Plan pension expense of \$121,007 and \$164,282 for fiscal year 2024. In addition, the Authority reported deferred outflows of resources and deferred inflows of resources related to pensions from the following sources:

<u>Description</u>	<u>2025</u>	Deferred Outflow of Resources	Deferred Inflow of Resources
Differences between expected and actual experience		\$ 28,608	\$ 7,602
Change of assumptions		42,419	1,159,188
Net difference between projected and actual earnings on HIS pension plan investments		-	3,989
Changes in proportion and differences between Authority HIS contributions and proportional share of contributions		249,861	54,180
Authority HIS contributions subsequent to the measurement date		88,821	-
Total		<u>\$ 409,709</u>	<u>\$ 1,224,959</u>

<u>Description</u>	<u>2024</u>	Deferred Outflow of Resources	Deferred Inflow of Resources
Differences between expected and actual experience		\$ 53,517	\$ 10,643
Change of assumptions		98,090	656,169
Net difference between projected and actual earnings on HIS pension plan investments		-	2,005
Changes in proportion and differences between Authority HIS contributions and proportional share of contributions		245,673	104,555
Authority HIS contributions subsequent to the measurement date		85,911	-
Total		<u>\$ 483,191</u>	<u>\$ 773,372</u>

The deferred outflows of resources related to pensions, totaling \$88,821 resulted from the Authority's contributions to the HIS Plan subsequent to the measurement date and will be recognized as a reduction of the net pension liability in 2026. Other amounts reported as deferred outflows of resources and deferred inflows of resources related to pensions will be recognized in pension expense as follows (in thousands):

<u>Year</u>	<u>Amount</u>
2026	\$ (216)
2027	(234)
2028	(191)
2029	(155)
2030	(108)
	<u>\$ (904)</u>

Jacksonville Port Authority
A Component Unit of the City of Jacksonville, Florida

Notes to Financial Statements

Note F – Pension Plan (Continued)

Actuarial Assumptions: The total pension liabilities in the July 1, 2025 and 2024 actuarial valuations were determined using the following actuarial assumptions, applied to all periods included in the measurement:

	2025	2024
Inflation	2.40%	2.40%
Salary Increase	3.50%	3.50%
Investment Rate of Return	5.20%	3.93%

Mortality rates were based on the Generational RP-2010 with Projection Scale MP 2018. The investment rate of return increased from 3.65% in 2023 to 3.93% in 2024. The actuarial assumptions are based on an experience study for the period July 1, 2018 through June 30, 2023.

Discount Rate: The discount rate used to measure the total pension liability was 5.20% and 3.93% for 2025 and 2024, respectively. In general, the discount rate for calculating the total pension liability is equal to the single rate equivalent to discounting at the long-term expected rate of return for benefit payments prior to the projected depletion date. Because the HIS Plan benefit is essentially funded on a pay-as-you-go basis, the depletion date is considered to be immediate and the single equivalent discount rate is equal to the municipal bond rate selected by the HIS Plan sponsor.

Sensitivity of the Authority's Proportionate Share of the Net Pension Liability to Changes in the Discount Rate: The following presents the Authority's proportionate share of the net pension liability calculated using the applicable discount rate for each fiscal year, as well as what the Authority's proportionate share of the net pension liability would be if it were calculated using a discount rate that is one percentage-point lower or one percentage-point higher than the current rate:

	1% Decrease	Current Discount Rate	1% Increase
Authority's proportionate share of the net pension liability			
As of September 30, 2025	\$ 5,404,341	\$ 4,792,523	\$ 4,279,402
As of September 30, 2024	\$ 6,589,116	\$ 5,542,569	\$ 5,185,504

Jacksonville Port Authority
A Component Unit of the City of Jacksonville, Florida

Notes to Financial Statements

Note F – Pension Plan (Continued)

Pension Plan Fiduciary Net Position: Detailed information about the HIS Plan's fiduciary net position is available in the separately issued FRS Pension Plan and Other State Administered Systems Annual Comprehensive Financial Report.

FRS – Defined Contribution Pension Plan

The SBA administers the defined contribution plan officially titled the FRS Investment Plan (Investment Plan). The Investment Plan is reported in the SBA's annual financial statements and in the State of Florida Comprehensive Annual Financial Report.

As provided in Section 121.4501, Florida Statutes, eligible FRS members may elect to participate in the Investment Plan in lieu of the FRS defined benefit plan. Authority employees participating in DROP are not eligible to participate in the Investment Plan. Employer and employee contributions, including amounts contributed to individual member's accounts, are defined by law, but the ultimate benefit depends in part on the performance of investment funds. Benefit terms, including contribution requirements, for the Investment Plan are established and may be amended by the Florida Legislature. The Investment Plan is funded with the same employer and employee contribution rates that are based on salary and membership class (Regular Class, Elected County Officers, etc.), as the FRS defined benefit plan. Contributions are directed to individual member accounts and the individual members allocate contributions and account balances among various approved investment choices. Costs of administering plan, including the FRS Financial Guidance Program, are funded through an employer contribution of 0.06% of payroll and by forfeited benefits of plan members.

For all membership classes, employees are immediately vested in their own contributions and are vested after one year of service for employer contributions and investment earnings. If an accumulated benefit obligation for service credit originally earned under the FRS Pension Plan is transferred to the Investment Plan, the member must have the years of service required for FRS Pension Plan vesting (including the service credit represented by the transferred funds) to be vested for these funds and the earnings on the funds. Non-vested employer contributions are placed in a suspense account for up to five years. If the employee returns to FRS-covered employment within the five-year period, the employee will regain control over their account. If the employee does not return within the five-year period, the employee will forfeit the accumulated account balance. For the fiscal years ended September 30, 2025 and 2024, the information for the amount of forfeitures was unavailable from the SBA; however, management believes that these amounts, if any, would be immaterial to the Authority.

After termination and applying to receive benefits, the member may rollover vested funds to another qualified plan, structure a periodic payment under the Investment Plan, receive a lump-sum distribution, leave the funds invested for future distribution, or any combination of these options. Disability coverage is provided, the member may either transfer the account balance to the FRS Pension Plan when approved for disability retirement to receive guaranteed lifetime monthly benefits under the FRS Pension Plan or remain in the Investment Plan and rely upon that account balance for retirement income.

The Authority's Investment Plan pension expense totaled \$1,424,965 for the fiscal year ended September 30, 2025 and \$1,284,260 for the fiscal year ended September 30, 2024.

Jacksonville Port Authority
A Component Unit of the City of Jacksonville, Florida

Notes to Financial Statements

Note G – Deferred Compensation Plan

The Authority provides a deferred compensation plan (the 457 Plan) for its employees, established under Internal Revenue Code (IRC) Section 457. This plan, available to all full-time employees, allows participants to defer a portion of their salary to future years. Deferred compensation is accessible only upon termination, retirement, death, or in cases of unforeseeable emergency. All plan assets are held in trust for the exclusive benefit of participants and beneficiaries and therefore are not reported on the Authority's statements of net position.

The Authority also sponsors a separate retirement plan under IRC Section 401(a), which includes matching contributions. The Authority matches a specified amount for each dollar deferred by employees into the 457 Plan. Similar to the 457 Plan, all 401(a) assets are held in trust for the sole benefit of participants and beneficiaries, and are not reflected on the Authority's statements of net position.

The Authority's 401(a) matching contributions were \$224,000 for the fiscal year ended September 30, 2025 and \$214,000 for the fiscal year ended September 30, 2024.

Note H – Other Post-Employment Benefits (OPEB)

Plan Description

The Authority maintains a single employer medical benefits plan that it makes available both to current and retired employees. Retired employees have a one-time benefit option to continue coverage under the group plan upon retirement. Retirees pay the full insurance premium with no direct subsidy from the Authority. The medical plan is an experience-rated insurance contract plan that provides medical benefits to employees and eligible retirees and their dependents. The OPEB portion of the benefits (referred to as OPEB) refers to the benefits applicable to current and future retirees based upon GASB 75, *Accounting and Financial Reporting for Postemployment Benefits Other Than Pension* (GASB 75). The Authority currently has 175 active participants in the group medical plan and 0 participating retirees.

OPEB Liability

GASB 75 requires the recording of the OPEB liability. The OPEB liability is the actuarial present value of the total projected benefits allocated to years of employment prior to the measurement date. The Authority recognizes an implicit rate subsidy (age-adjusted premium benefit), which is calculated based on the annual required contribution of the employer, as determined in accordance with parameters of GASB 75. The OPEB expense reflects the annual change in the employer's OPEB liability, with deferred recognition provided for certain items. GASB 75 calls for the Authority to have an OPEB valuation performed every two years. The Authority does not accumulate assets to pay benefits but rather finances the program on a pay-as-you-go basis.

**Jacksonville Port Authority
A Component Unit of the City of Jacksonville, Florida**

Notes to Financial Statements

Note H – Other Post-Employment Benefits (OPEB) (Continued)

Actuarial Assumptions

Category	2025	2024
Measurement date	9/30/2025	9/30/2024
Valuation Date	9/30/2025	9/30/2023
Census Date	9/30/2025	9/30/2023
Discount Rate	4.5% per annum (for FYE 25 Expense); 4.5% (disclosures); 3.5%-5.5% (sensitivity)	4.87% per annum (for FYE 24 Expense); 4.06% (disclosures); 3.06%-5.06% (sensitivity). The discount rate was increased from 4.77% in FYE 2023 to 4.87% in FYE 2024.
Salary Scale	3% per annum	3% per annum
Mortality	PUBH-2010 mortality table with MP-2021 projection	PUBH-2010 mortality table with MP2021 projection
Retirement Rates	Florida Retirement System Actuarial Valuation as of July 1, 2024 for Regular Employees	Florida Retirement System Actuarial Valuation as of July 1, 2018 for Regular employees
Health Care Cost Trend Rate	6.5% per annum trending down to .05% until reaching the ultimate rate of 4.5%	6.5% per annum trending down to .05% until reaching the ultimate rate of 4.5%
Asset Valuation Method	Market value	Market value
Amortization Basis	Experience gains/losses average expected future working lifetime of the whole group. Amortization changes: average expected future working lifetime of the whole group	Experience gains/losses average expected future working lifetime of the whole group. Amortization changes: average expected future working lifetime of the whole group

Changes in Total OPEB Liability

The following data presents the changes in the total OPEB liability for fiscal years ended September 30:

	2025	2024
Balance, beginning of year	\$ 299,698	\$ 267,191
Service cost	20,752	13,243
Interest cost	12,044	12,619
Differences between expected and actual experience	207	5,616
Changes in assumptions or other inputs	(13,829)	17,187
Implicit rate subsidy fulfillment	(6,163)	(16,158)
Net change	13,011	32,507
Balance, end of year	\$ 312,709	\$ 299,698

Deferred inflows and outflows associated with the Authority's total OPEB liability are not considered significant by management and accordingly have not been recorded in the Authority's financial statements.

The OPEB expense for fiscal year 2025 and 2024 was \$22,976 and \$18,205, respectively.

**Jacksonville Port Authority
A Component Unit of the City of Jacksonville, Florida**

Notes to Financial Statements

Note H – Other Post-Employment Benefits (OPEB) (Continued)

Sensitivity of the Total OPEB Liability to Changes in the Health Care Cost Trend Rate and Discount Rate

Health Care Cost Trend Sensitivity: Calculated using trend rates that are 1% lower and higher than the current rate assumption:

	Rate	Total OPEB Liability		
		1% Decrease	Current Rate	1% Increase
As of September 30, 2025	6.5%	\$ 275,969	\$ 312,709	\$ 357,085
As of September 30, 2024	6.5%	\$ 267,145	\$ 299,698	\$ 338,399

Discount Rate Sensitivity: The discount rate was based upon a 20-year tax-exempt municipal bond fund, below are the changes as impacted by a 1% lower and higher than the current rate assumption:

	Rate	Total OPEB Liability		
		1% Decrease	Current Rate	1% Increase
As of September 30, 2025	4.50%	\$ 345,118	\$ 312,709	\$ 283,649
As of September 30, 2024	4.06%	\$ 322,210	\$ 299,698	\$ 278,458

Changes in actuarial assumptions: The discount rate was increased from 4.06% to 4.50% and the demographic assumptions were updated to those used in the July 1, 2024 Florida Retirement System Pension Plan Actuarial Valuation.

Note I – Risk Management

The Authority participates in the City’s experience rated self-insurance plan which provides for auto liability, comprehensive general liability and workers’ compensation coverage, up to \$1,200,000 per occurrence for workers’ compensation claims. The Authority has excess coverage for individual workers’ compensation claims above \$1,200,000. The Authority’s expense is the premium charged by the City’s self-insurance plan. Workers’ compensation and general liability insurance premiums amounted to \$278,000 and \$187,000 for the years ended September 30, 2025 and 2024, respectively.

The Authority is also a participant in the City’s property insurance program which is provided through commercial insurance policies. Premium expenses amounted to \$1,057,000 and \$1,036,000 for the years ended September 30, 2025 and 2024, respectively.

As a part of the Authority’s risk management program, the Authority also purchases certain additional commercial insurance policies to cover exposures such as special risk employees and business interruption coverage. The Authority does not retain any risk on their policies and settlements have not exceeded insurance coverage for each of the last three fiscal years. There has been no change in coverage from 2024 to 2025.

Jacksonville Port Authority
A Component Unit of the City of Jacksonville, Florida

Notes to Financial Statements

Note J – Long-Term Debt, Other Noncurrent Liabilities and Deferred Inflows and Outflows
(Continued)

Revenue bonds are bonds that are offered for public sale. Direct borrowing notes are negotiated between the Authority and a bank. The Authority's source of repayment is pledged funds, which consist of net revenues, interlocal agreement revenues and amounts within a composite reserve account or sub account.

Revenue bonds, notes and line of credit at September 30, consisted of the following:

<i>(in thousands of dollars)</i>	2025	2024
Revenue Bonds		
Revenue Bonds, Series 2018B, due in varying amounts thru 2048. Interest rate is fixed at 5%.	\$ 42,400	\$ 42,400
Total Revenue Bonds	42,400	42,400
Direct Borrowing Notes		
Tax Exempt Revenue Note, Series 2017, due in varying amounts through 2028. Interest rate is fixed at 2.25%.	9,875	12,210
Tax Exempt Revenue Note, Series 2010, due in varying amounts through 2030. Interest rate is fixed at 2.69%.	10,794	12,348
Tax Exempt Bank Note Crane 2014, Subordinate Obligation due in varying amounts through 2034. Interest rate is fixed at 3.04%.	13,032	14,200
Tax Exempt Revenue Note, Series 2018A, due in varying amounts through 2033. Interest rate is fixed at 2.872%.	19,939	21,853
Taxable Revenue Note, Series 2020A, matured November 2024. Interest rate was fixed at 2.66%	-	495
Tax Exempt Revenue Note, Series 2022, due in varying amounts through 2038. Interest rate is fixed at 2.10%.	87,415	88,870
Total Direct Borrowing Notes	141,055	149,976
Line of Credit		
\$50 million Line of Credit, Subordinate Obligation, interest due monthly in varying rates, 4.93% to 6.11% in 2025 and 2024. Principal due February 2028.	12,432	23,912
Total revenue bonds, notes and line of credit	195,887	216,288
Less current portion	9,184	8,920
Total revenue bonds, notes and line of credit, net	\$ 186,703	\$ 207,368

Jacksonville Port Authority
A Component Unit of the City of Jacksonville, Florida

Notes to Financial Statements

Note J – Long-Term Debt, Other Noncurrent Liabilities and Deferred Inflows and Outflows
(Continued)

Revenue bonds

In August 2018, the Authority issued \$42,400,000 in Revenue Bonds, Series 2018B, for the purposes of financing the Authority's capital improvement program, largely the harbor deepening project. The bonds have a fixed term rate of 5.00% with a term of 30 years through 2048. The outstanding balance as of September 30, 2025 was \$42,400,000. The Series 2018B bonds may be redeemed prior to maturity at the option of the Authority, as a whole or in part on November 1, 2028, or on any date thereafter, at a redemption price equal to the principal amount thereof, without premium, plus accrued interest to the redemption date. The bond agreement does not address remedies available to bondholders in the event of default because such remedies are subject to judicial action which is discretionary.

Direct placement notes

In November 2017, the Authority executed a loan agreement with Regions Bank, the Tax-Exempt Revenue Note, Series 2017, for the purpose of paying off the balance of the 2008 Bonds. The original amount of the loan was \$23,120,000, at a fixed term rate of 2.25%, with a final maturity of 2028. The outstanding balance as of September 30, 2025, was \$9,875,000. The Series 2017 is subject to redemption prior to its respective date of maturity, at any time, on or after November 1, 2022, at the option of the Authority, in whole or in part, at redemption price equal to 100% of the principal amount of the note to be redeemed, plus accrued interest to the redemption date. In the event of default, the note holder may either declare all outstanding balances immediately due and payable, or apply a default rate of the lesser of 6% or the maximum rate permitted by law until balances are paid and collected.

In November 2010, the Authority executed a loan agreement with Regions Bank, Tax-Exempt Revenue Note Series 2010, for the purpose of paying off the Series 2000 Revenue Bonds and to establish a required reserve account. The Regions Bank, Tax Exempt Note Series 2010, has a final maturity of 2030. The outstanding balance as of September 30, 2025, was \$10,794,418. The Series 2010 is subject to redemption prior to its respective date of maturity, at any time, on or after September 10, 2020, at the option of the Authority, in whole or in part, at redemption price equal to 100% of the principal amount of the note to be redeemed, plus accrued interest to the redemption date. In the event of default, the note holder may either declare all outstanding balances immediately due and payable, or apply a default rate of the lesser of 12% or the maximum rate permitted by law until balances are paid and collected.

In September 2014, the Authority executed a loan agreement in the amount of \$25,000,000 to support the acquisition of three new cranes. The agreement has a fixed term rate of 3.04%. The SunTrust Bank Note issued has a final maturity of 2034. The outstanding balance as of September 30, 2025, was \$13,032,437. The Series 2014 is subject to redemption prior to its respective date of maturity, at any time, on or after September 12, 2014, at the option of the Authority, in whole or in part, at redemption price equal to 100% of the principal amount of the note to be redeemed, plus accrued interest to the redemption date. Collateral includes pledged revenues and the cranes and related equipment. In the event of default, the note holder may either require the Authority to return the equipment, or require all outstanding principal and accrued interest to be immediately due.

In August 2018, the Authority executed a \$28,982,000 loan agreement with Chase Bank, N.A., Tax-Exempt Revenue Note Series 2018A, for the purpose of financing or refinancing expenditures relating to the cost of portions of the Authority's capital program and to pay down the Authority's line of credit. The agreement has a fixed term rate of 2.872% with a term of 15 years through 2033. The outstanding balance as of September 30, 2025, was \$19,939,000. The Series 2018A is not subjected to redemption before maturity. The agreement does not address remedies available to debtholders in the event of default.

Jacksonville Port Authority
A Component Unit of the City of Jacksonville, Florida

Notes to Financial Statements

Note J – Long-Term Debt, Other Noncurrent Liabilities and Deferred Inflows and Outflows
(Continued)

In March 2020, the Authority executed loan agreements with Truist Bank for the purpose of advance refunding \$84,695,000 (95%) of the Series 2012 Bonds. The transaction resulted in two bank notes, the Taxable Revenue Note, Series 2020A for \$3,405,000, at 2.66%, and the Taxable Revenue Note, Series 2020B in the amount of \$88,870,000, ranging from 2.10% to 2.66%. In August 2022, the Revenue Refunding Bond, Series 2022 in the amount of \$88,870,000 (Tax-Exempt) were exchanged for Taxable Revenue Note, Series 2020B in the same amount. The remaining Taxable Revenue Note, Series 2020A matured in 2024, and has a balance as of September 30, 2025 of \$0.

In August 2022, the Authority executed an agreement with Truist Commercial Equity, Inc. to issue Tax-Exempt Revenue Refunding Bond, Series 2022 for \$88,870,000 for the purposes of redeeming the Taxable Revenue Note, Series 2020B in the same amount. The bond has a tax-exempt interest rate of 2.10%, with a maturity date of November 2038. The outstanding balance as of September 30, 2025, was \$87,415,000. The Series 2022 is subject to redemption prior to its respective date of maturity, at any time, on or after March 31, 2030, at the option of the Authority, in whole or in part, at redemption price equal to 100% of the principal amount of the note to be redeemed, plus accrued interest to the redemption date. In the event of default, a default rate of the lesser of 5% or the maximum rate permitted by law will be applied until balances are paid and collected.

Line of credit

In January 2009, the Authority established a \$50 million multi-year line of credit with Regions Bank, which has been subsequently renewed for multi-year terms since that time. An eighth renewal was executed on December 12, 2022, and is due and payable February 2028. The current agreement allows for an additional renewal option through 2029. It is the intention of the Authority to use the line for a revolving medium term or long-term funding source designated for the Authority's capital spending program. The taxable interest rate is the Secured Overnight Financing Rate (SOFR) on the applicable reset date, plus 1.75%. The tax-exempt rate is 79% of the SOFR on the applicable reset date, plus 1.53%. In the event of default, the note holder may either declare all outstanding balances immediately due and payable, or apply a default rate of the lesser of 6% greater than the variable rate or the maximum rate permitted by law until balances are paid and collected. The outstanding balance on the line of credit at September 30, 2025, was \$12,431,980. The unused balance on the line of credit at September 30, 2025, was \$37,568,020.

Bond covenants

The Authority's debt resolutions place restrictions on the issuance of additional bonds, designate required funding of related bond reserves and requires certain monies for debt service payments be held in trust funds. The Authority has also agreed in its bond covenants to establish and maintain rates charged to customers that will be sufficient to generate certain levels of operating revenues and operating income in excess of its annual debt service on the various outstanding bonds. The Authority has agreed to maintain net operating revenues in excess of 125% of the senior debt service obligations and 100% of the total subordinate debt service obligations.

**Jacksonville Port Authority
A Component Unit of the City of Jacksonville, Florida**

Notes to Financial Statements

**Note J – Long-Term Debt, Other Noncurrent Liabilities and Deferred Inflows and Outflows
(Continued)**

Debt maturities

Required debt service for the outstanding bonds and notes payable for the next five years and thereafter to maturity as of September 30, 2025, are as follows (in thousands):

Years ending	Revenue Bonds		Direct Borrowing Notes	
	Principal	Interest	Principal	Interest
2026	\$ -	\$ 2,120	\$ 9,184	\$ 3,214
2027	-	2,120	9,438	2,978
2028	-	2,120	9,703	2,735
2029	-	2,120	9,978	2,485
2030	-	2,120	11,003	2,222
2031-2035	1,945	10,551	56,241	6,950
2036-2040	11,330	8,754	35,508	1,512
2041-2045	14,555	5,535	-	-
2046-2050	14,570	1,503	-	-
	<u>\$ 42,400</u>	<u>\$ 36,943</u>	<u>\$ 141,055</u>	<u>\$ 22,096</u>

Original issue discount and deferred loss on refundings

Unamortized premiums on bonds were \$4,458,000 and \$4,647,000 at year-end 2025 and 2024, respectively. Unamortized deferred loss on debt refundings was \$4,423,000 and \$4,788,000 in 2025 and 2024, respectively.

Deferred outflow/inflow of resources

Deferred outflow of resources as shown on the statements of net position include unamortized loss on debt refundings and defeasance transactions. Additionally, deferred outflows and inflows are recorded for changes related to pensions activities.

(in thousands of dollars)

	2025	2024
Deferred loss on debt refundings	\$ 4,423	\$ 4,788
Deferred outflow pension (see Note F)	3,105	4,091
Total deferred outflow of resources	<u>\$ 7,528</u>	<u>\$ 8,879</u>
Deferred inflow of resources – pension (see Note F)	<u>\$ 3,568</u>	<u>\$ 2,377</u>

Jacksonville Port Authority
A Component Unit of the City of Jacksonville, Florida

Notes to Financial Statements

Note J – Long-Term Debt, Other Noncurrent Liabilities and Deferred Inflows and Outflows
(Continued)

Other noncurrent liabilities

Unearned revenue balances were approximately \$17,941,000 and \$19,713,000 for years ended September 30, 2025 and 2024, respectively. The current portion was \$700,000 each year and represents one year of rent amortization on SSA rents collected but unearned. See Note E for further explanation regarding unearned lease rent revenue recognition. This balance also includes unearned grant funds of \$4,750,000 for ongoing projects and construction funding agreements from the City of Jacksonville to construct Fire Station #48 at Blount Island. These funds will remain unearned until they are utilized for eligible project expenses.

In fiscal year 2025, a final accounting of the 47-foot Harbor Deepening refund was received from the USACE. Prior to this final accounting, the Authority had recorded a payable to the primary government in the amount of \$6,122,000 in fiscal year 2023, representing the City's prorata share of an initial \$35 million refund. The final accounting in 2025 resulted in a total amount of \$7 million due to the City. Amounts carried as payables in fiscal year end 2023 and 2024, combined with the 2025 prorata share of funds allocation were settled in fiscal year 2025.

OPEB liabilities for retiree medical benefits were approximately \$313,000 and \$300,000 at September 30, 2025 and 2024, respectively. See Note H for additional information.

Note K – Commitments and Contingencies

Grant Related

The Authority participates in various federal and state grant programs, the principal of which are subject to program compliance audits pursuant to the federal and state Single Audit Acts as amended. Accordingly, the Authority's compliance with applicable grant requirements will be established at a future date. The amount of expenditures which may be disallowed by the granting agencies cannot be determined at this time, although the Authority anticipates such amounts, if any, will be immaterial.

Construction Related

As of September 30, 2025, the Authority has committed approximately \$66,378,000 for future construction work. This primarily includes terminal construction projects, berth improvements and the acquisition of three new container cranes.

Environmental Remediation

The Authority owns several parcels of property located at the southernmost portion of the Talleyrand Marine Terminal which previous owners used to conduct fertilizer blending and packaging and other operations involving the use of chemicals. Property adjacent to these parcels, owned by an unrelated third-party has also been identified to contain contaminants attributed to its former use. In conjunction with the Florida Department of Environmental Protection (FDEP), the Authority developed an Interim Remedial Action Plan (IRAP), which includes a site soil and groundwater treatment system, allowing for the groundwater to be captured by wells and discharged to a nearby publicly owned treatment works facility (POTW). The Authority originally (in 2011) established a \$1.5 million reserve for project and ongoing operations costs of the groundwater treatment system and has periodically added to that reserve since that time. As a result of an updated review of the ongoing operational costs of this system in 2025, the Authority provided an incremental charge of \$133,000 to supplement the reserve. At September 30, 2025 and 2024, the liability for pollution remediation recorded was approximately \$721,000 and \$664,000, respectively, for ongoing operations and monitoring costs.

**Jacksonville Port Authority
A Component Unit of the City of Jacksonville, Florida**

Notes to Financial Statements

Note K – Commitments and Contingencies (Continued)

Collective Bargaining Agreement

The Authority's workforce is comprised of approximately 177 employees, of which union employees represent approximately 34% of the total. The collective bargaining agreement in effect during fiscal year 2025 expired on September 30, 2025. Subsequent to fiscal year-end, the Authority entered into a new collective bargaining agreement with the union, which will govern labor terms through September 30, 2028.

Note L – Significant Customers

2025

The Authority had five customers with significant operating revenues (10% or more of total revenues): Crowley Liner Services (16%), SSA (15%), Tote Maritime (11%), AMPORTS (10%) and Carnival Cruise Lines (10%).

2024

The Authority had five customers with significant operating revenues (10% or more of total revenues): Crowley Liner Services (17%), SSA (15%), Tote Maritime (11%), APS East Coast (12%) and Carnival Cruise Lines (10%).

Note M – Capital Contributions From Grants

Federal Contributions

The Authority received monies from federal funding awards designated for constructing various capital assets and capital improvements. Contributions of \$6,877,390 and \$8,379,093 were recorded for the years ended September 30, 2025 and 2024, respectively.

State Contributions

State funded awards totaled \$57,959,452 and \$39,484,573 for the years ended September 30, 2025 and 2024, respectively.

JACKSONVILLE PORT AUTHORITY
A Component Unit of the City of Jacksonville, Florida

Schedule of Changes in Total OPEB Liability (Unaudited)
Last Ten Fiscal Years*
(in dollars)

	2025	2024	2023	2022	2021	2020	2019	2018
Total OPEB liability – beginning	\$ 299,698	\$ 267,191	\$ 352,942	\$ 404,992	\$ 315,914	\$ 294,914	\$ 317,699	\$ 319,347
Service cost	20,752	13,243	9,832	16,442	15,206	15,000	16,000	14,896
Interest cost	12,044	12,619	16,450	9,397	7,917	12,000	12,098	11,984
Differences between expected and actual experience	207	5,616	(94,022)	(5,422)	18,890	-	67,260	-
Changes in assumptions or other inputs	(13,829)	17,187	(1,853)	(35,873)	83,659	-	(115,492)	(18,451)
Implicit rate subsidy fulfilment	(6,163)	(16,158)	(16,158)	(36,594)	(36,594)	(6,000)	(2,651)	(10,077)
Net change	13,011	32,507	(85,751)	(52,050)	89,078	21,000	(22,785)	(1,648)
Total OPEB liability – ending	\$ 312,709	\$ 299,698	\$ 267,191	\$ 352,942	\$ 404,992	\$ 315,914	\$ 294,914	\$ 317,699
Covered employee payroll	\$ 15,863,117	\$ 13,279,605	\$ 12,415,171	\$ 10,920,134	\$ 10,092,846	\$ 9,887,483	\$ 9,578,318	\$ 9,164,400
Total OPEB liability as a percentage of covered payroll	1.97%	2.26%	2.15%	3.23%	4.01%	3.20%	3.08%	3.47%

* Changes in total OPEB liability for the fiscal years prior to 2018 were not available, and accordingly, not included in the schedule.

Note: The discount rate was increased from 4.06% to 4.50% and the demographic assumptions were updated to those used in the July 1, 2024 Florida Retirement System Pension Plan Actuarial Valuation.

**JACKSONVILLE PORT AUTHORITY
A COMPONENT UNIT OF THE CITY OF JACKSONVILLE, FLORIDA
SCHEDULE OF THE AUTHORITY'S PROPORTIONATE
SHARE OF THE NET PENSION LIABILITY –
FLORIDA RETIREMENT SYSTEM PENSION PLAN
LAST TEN FISCAL YEARS
(UNAUDITED)**

	2025	2024	2023	2022	2021	2020	2019	2018	2017	2016
Authority's proportion of the FRS net pension liability	0.0298%	0.0309%	0.0322%	0.0343%	0.0328%	0.0317%	0.0341%	0.0358%	0.0374%	0.0353%
Authority's proportionate share of the FRS net pension liability	\$ 9,253,068	\$ 11,981,074	\$ 12,848,797	\$ 12,764,006	\$ 2,480,995	\$ 13,754,260	\$ 11,740,361	\$ 10,797,420	\$ 11,070,761	\$ 8,917,567
Authority's covered-employee payroll	\$ 17,299,191	\$ 15,920,787	\$ 12,415,717	\$ 12,713,611	\$ 12,269,541	\$ 12,234,777	\$ 12,246,587	\$ 12,533,283	\$ 12,195,198	\$ 11,910,007
Authority's proportionate share of the FRS net pension liability as a percentage of its covered-employee payroll	53.49%	75.25%	103.49%	100.40%	20.22%	112.42%	95.86%	86.15%	90.78%	74.87%
FRS Plan fiduciary net position as a percentage of the total pension liability	87.26%	83.70%	82.38%	82.89%	96.40%	78.85%	82.61%	84.26%	83.89%	84.88%

Note: The amounts presented for each fiscal year were determined as of June 30th. The schedule is presented to illustrate the requirements of GASB Statement No. 68.

**JACKSONVILLE PORT AUTHORITY
A COMPONENT UNIT OF THE CITY OF JACKSONVILLE, FLORIDA
SCHEDULE OF THE AUTHORITY'S PROPORTIONATE
SHARE OF THE NET PENSION LIABILITY –
HEALTH INSURANCE SUBSIDY PENSION PLAN
LAST TEN FISCAL YEARS
(UNAUDITED)**

	2025	2024	2023	2022	2021	2020	2019	2018	2017	2016
Authority's proportion of the HIS net pension liability	0.0374%	0.0369%	0.0359%	0.0365%	0.0343%	0.0353%	0.0370%	0.0370%	0.0398%	0.0383%
Authority's proportionate share of the HIS net pension liability	\$ 4,792,523	\$ 5,542,569	\$ 5,702,456	\$ 3,780,704	\$ 4,209,146	\$ 4,315,437	\$ 4,137,205	\$ 3,917,903	\$ 4,250,943	\$ 4,461,658
Authority's covered-employee payroll	\$ 17,299,191	\$ 15,920,787	\$ 12,415,717	\$ 12,713,611	\$ 12,269,541	\$ 12,234,777	\$ 12,246,587	\$ 12,533,283	\$ 12,195,198	\$ 11,910,007
Authority's proportionate share of the HIS net pension liability as a percentage of its covered-employee payroll	27.70%	34.81%	45.93%	29.74%	34.31%	35.27%	33.78%	31.26%	34.86%	37.46%
HIS Plan fiduciary net position as a percentage of the total pension liability	6.36%	4.80%	4.12%	4.81%	3.56%	3.00%	2.63%	2.15%	1.64%	0.97%

Note: The amounts presented for each fiscal year were determined as of September 30th. The schedule is presented to illustrate the requirements of GASB Statement No. 68.

**JACKSONVILLE PORT AUTHORITY
A COMPONENT UNIT OF THE CITY OF JACKSONVILLE, FLORIDA
SCHEDULE OF THE AUTHORITY'S CONTRIBUTIONS
FLORIDA RETIREMENT SYSTEM PENSION PLAN
LAST TEN FISCAL YEARS
(UNAUDITED)**

	2025	2024	2023	2022	2021	2020	2019	2018	2017	2016
Contractually required FRS contribution	\$ 2,463,434	\$ 2,379,534	\$ 2,023,954	\$ 1,731,637	\$ 1,437,015	\$ 1,217,755	\$ 1,167,644	\$ 1,202,882	\$ 1,046,313	\$ 947,884
FRS contributions in relation to the contractually required FRS contributions	2,463,434	2,379,534	2,023,954	1,731,637	1,437,015	1,217,755	1,167,644	1,202,882	1,046,313	947,884
FRS contributions deficiency (excess)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Authority's covered-employee payroll	\$ 17,299,191	\$ 15,920,787	\$ 12,415,717	\$ 12,713,611	\$ 12,269,541	\$ 12,234,777	\$ 12,246,587	\$ 12,533,283	\$ 12,195,198	\$ 11,910,007
FRS contributions as a percentage of cover-employee payroll	14.2%	14.9%	16.3%	13.6%	11.7%	10.0%	9.5%	9.6%	8.6%	8.0%

Note: The amounts presented for each fiscal year were determined as of June 30th. The schedule is presented to illustrate the requirements of GASB Statement No. 68.

**JACKSONVILLE PORT AUTHORITY
A COMPONENT UNIT OF THE CITY OF JACKSONVILLE, FLORIDA
SCHEDULE OF THE AUTHORITY'S CONTRIBUTIONS
HEALTH INSURANCE SUBSIDY PENSION PLAN
LAST TEN FISCAL YEARS
(UNAUDITED)**

	2025	2024	2023	2022	2021	2020	2019	2018	2017	2016
Contractually required HIS contribution	\$ 345,984	\$ 278,886	\$ 256,123	\$ 223,739	\$ 203,674	\$ 203,097	\$ 203,293	\$ 208,052	\$ 202,440	\$ 197,706
HIS contributions in relation to the contractually required HIS contributions	345,984	278,886	256,123	223,739	203,674	203,097	203,293	208,052	202,440	197,706
HIS contributions deficiency (excess)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Authority's covered-employee payroll	\$ 17,299,191	\$ 15,920,787	\$ 12,415,717	\$ 12,713,611	\$ 12,269,541	\$ 12,234,777	\$ 12,246,587	\$ 12,533,283	\$ 12,195,198	\$ 11,910,007
HIS contributions as a percentage of cover-employee payroll	2.0%	1.8%	2.1%	1.8%	1.7%	1.7%	1.7%	1.7%	1.7%	1.7%

Note: The amounts presented for each fiscal year were determined as of September 30th. The schedule is presented to illustrate the requirements of GASB Statement No. 68.

Jacksonville Port Authority
A Component Unit of the City of Jacksonville, Florida

Schedule of Expenditures of Federal Awards and State Financial Assistance
Fiscal Year Ended September 30, 2025

Federal Grantor/Pass-Through Grantor/ Program or Cluster Title	Federal Assistance Listing Number	Contract Number	Pass-Through Entity Identifying Number	Provided To Subrecipients	Total Federal Expenditures
U.S. Department of Homeland Security					
Port Security Grant Program	97.056	EMW-2021-PU-00128	Not applicable	\$ -	\$ 3,635
Port Security Grant Program	97.056	EMW-2022-PU-00224	Not applicable	-	604,618
Port Security Grant Program	97.056	EMW-2023-PU-00062	Not applicable	-	267,430
Total Port Security Grant Program				-	875,683
Passed Through the State of Florida:					
Disaster Grants – Public Assistance (Presidentially Declared Disasters)	97.036	Z3160	Z3160	-	2,516,710
Total Disaster Grants – Public Assistance (Presidentially Declared Disasters)				-	2,516,710
Total U.S. Department of Homeland Security				-	3,392,393
U.S. Department of Transportation					
National Infrastructure Investments	20.933	693JF72040002	Not applicable	-	5,057,803
Port Infrastructure Development Program	20.823	693JF72344033	Not applicable	1,297,369	1,297,369
Port Infrastructure Development Program	20.823	693JF72344033	Not applicable	-	45,419
Total Port Infrastructure Development Program				1,297,369	1,342,788
Total U.S. Department of Transportation				1,297,369	6,400,591
U.S. Department of Defense					
Community Investment	12.600	HQ00052310057	Not applicable	-	943,904
Total U.S. Department of Defense				-	943,904
Total Expenditures of Federal Awards				\$ 1,297,369	\$ 10,736,888

State Grantor/Pass-Through Grantor/Project Title	State CSFA Number	Contract Number	Total State Expenditures
State of Florida Department of Transportation			
Seaport Grant Programs	55.005	G0Y96	\$ 57,995
Seaport Grant Programs	55.005	G1L95	78,736
Seaport Grant Programs	55.005	G1V25	110,300
Seaport Grant Programs	55.005	G2408	1,167,434
Seaport Grant Programs	55.005	G2752	38,286
Seaport Grant Programs	55.005	G2756	3,195,262
Seaport Grant Programs	55.005	G2757	1,958,131
Seaport Grant Programs	55.005	G2758	15,486,772
Seaport Grant Programs	55.005	G2F55	11,193,868
Seaport Grant Programs	55.005	G2H79	71,108
Seaport Grant Programs	55.005	G2V31	162,650
Total Seaport Grant Programs			33,520,542
Intermodal Access Development Program	55.014	G3D62	106,667
Total Intermodal Access Development Program			106,667
Local Transportation Projects	55.039	G2N13	12,280,441
Local Transportation Projects	55.039	G3188	12,319,714
Total Local Transportation Projects			24,600,155
Total Expenditures of State Financial Assistance			\$ 58,227,364
Total Expenditures of Federal Awards and State Financial Assistance			\$ 68,964,252

See accompanying notes to the Schedule of Expenditures of Federal Awards and State Financial Assistance.

Jacksonville Port Authority
A Component Unit of the City of Jacksonville, Florida

Notes to the Schedule of Expenditures of Federal Awards and State Financial Assistance

Note 1. Basis of Presentation

The accompanying schedule of expenditures of federal awards and state financial assistance (the Schedule) includes the federal and state grant activity of the Jacksonville Port Authority (the Authority), a component unit of the City of Jacksonville, Florida, under programs of the federal and state government for the year ended September 30, 2025. The information in this Schedule is presented in accordance with the requirements of Title 2 U.S. *Code of Federal Regulations Part 200, Uniform Administrative Requirements, Cost Principles and Audit Requirements for Federal Awards* (Uniform Guidance), and Chapter 10.550, *Rules of the Florida Auditor General* (Chapter 10.550). Because the Schedule presents only a selected portion of the operations of the Authority, it is not intended to and does not present the financial position, changes in net position or cash flows of the Authority.

Note 2. Summary of Significant Accounting Policies

Expenditures reported on the Schedule are reported on the accrual basis of accounting. Such expenditures are recognized following the cost principles contained in the Uniform Guidance and Chapter 10.550, wherein certain types of expenditures are not allowable or are limited as to reimbursement.

Note 3. Indirect Cost Rate

The Authority has elected not to use the 10% *de minimis* indirect cost rate for awards prior to October 1, 2024 nor the 15% *de minimis* indirect cost rate for awards on or after October 1, 2024, as allowed under the Uniform Guidance.

**Report on Internal Control Over Financial Reporting and on Compliance
and Other Matters Based on an Audit of Financial Statements
Performed in Accordance With *Government Auditing Standards***

Independent Auditor's Report

Members of the Board of Directors
Jacksonville Port Authority

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States (*Government Auditing Standards*), the financial statements of the Jacksonville Port Authority (the Authority), a component unit of the City of Jacksonville, Florida, as of and for the year ended September 30, 2025, and the related notes to the financial statements, which collectively comprise the Authority's basic financial statements, and have issued our report thereon dated February 24, 2026.

Report on Internal Control Over Financial Reporting

In planning and performing our audit of the financial statements, we considered the Authority's internal control over financial reporting (internal control) as a basis for designing audit procedures that are appropriate in the circumstances for the purpose of expressing our opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the Authority's internal control. Accordingly, we do not express an opinion on the effectiveness of the Authority's internal control.

A *deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected, on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses or significant deficiencies may exist that were not identified.

Report on Compliance and Other Matters

As part of obtaining reasonable assurance about whether the Authority's financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts and grant agreements, noncompliance with which could have a direct and material effect on the financial statements. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

Purpose of This Report

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

RSM US LLP

Jacksonville, Florida
February 24, 2026

**Report on Compliance for the Major Federal Program
and the Major State Financial Assistance Project; Report on Internal Control
Over Compliance; and Report on Schedule of Expenditures of
Federal Awards and State Financial Assistance Required by the Uniform Guidance
and State of Florida Chapter 10.550, *Rules of the Auditor General***

Independent Auditor's Report

Members of the Board of Directors
Jacksonville Port Authority

**Report on Compliance for the Major Federal Program and the Major State Financial Assistance
Project**

Opinion on the Major Federal Program and the Major State Financial Assistance Project

We have audited Jacksonville Port Authority's (the Authority), a component unit of the City of Jacksonville, Florida, compliance with the types of compliance requirements identified as subject to audit in the OMB *Compliance Supplement* and in the *State of Florida's Department of Financial Services' State Projects Compliance Supplement* that could have a direct and material effect on the Authority's major federal program and major state financial assistance project for the year ended September 30, 2025. The Authority's major federal program and major state financial assistance project are identified in the summary of auditor's results section of the accompanying schedule of findings and questioned costs.

In our opinion, the Authority complied, in all material respects, with the compliance requirements referred to above that could have a direct and material effect on its major federal program and major state financial assistance project for the year ended September 30, 2025.

Basis for Opinion on the Major Federal Program and Major State Financial Assistance Project

We conducted our audit of compliance in accordance with auditing standards generally accepted in the United States of America (GAAS); the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States (*Government Auditing Standards*); the audit requirements of Title 2 U.S. *Code of Federal Regulations* Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance); and the State of Florida Chapter 10.550, *Rules of the Auditor General* (Chapter 10.550). Our responsibilities under those standards, the Uniform Guidance and Chapter 10.550 are further described in the Auditor's Responsibilities for the Audit of Compliance section of our report.

We are required to be independent of the Authority and to meet our other ethical responsibilities, in accordance with relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion on compliance for the major federal program and major state financial assistance project. Our audit does not provide a legal determination of the Authority's compliance with the compliance requirements referred to above.

Responsibilities of Management for Compliance

Management is responsible for compliance with the requirements referred to above and for the design, implementation, and maintenance of effective internal control over compliance with the requirements of laws, statutes, regulations, rules and provisions of contracts or grant agreements applicable to the Authority's federal programs and state financial assistance projects.

Auditor's Responsibilities for the Audit of Compliance

Our objectives are to obtain reasonable assurance about whether material noncompliance with the compliance requirements referred to above occurred, whether due to fraud or error, and express an opinion on the Authority's compliance based on our audit. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with GAAS, *Government Auditing Standards*, the Uniform Guidance and Chapter 10.550 will always detect material noncompliance when it exists. The risk of not detecting material noncompliance resulting from fraud is higher than for that resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Noncompliance with the compliance requirements referred to above is considered material, if there is a substantial likelihood that, individually or in the aggregate, it would influence the judgment made by a reasonable user of the report on compliance about the Authority's compliance with the requirements of the major federal program and major state financial assistance project as a whole.

In performing an audit in accordance with GAAS, *Government Auditing Standards*, the Uniform Guidance, and Chapter 10.550, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material noncompliance, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the Authority's compliance with the compliance requirements referred to above and performing such other procedures as we considered necessary in the circumstances.
- Obtain an understanding of the Authority's internal control over compliance relevant to the audit in order to design audit procedures that are appropriate in the circumstances and to test and report on internal control over compliance in accordance with the Uniform Guidance and Chapter 10.550, but not for the purpose of expressing an opinion on the effectiveness of the Authority's internal control over compliance. Accordingly, no such opinion is expressed.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and any significant deficiencies and material weaknesses in internal control over compliance that we identified during the audit.

Report on Internal Control Over Compliance

A *deficiency in internal control over compliance* exists when the design or operation of a control over compliance does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, noncompliance with a type of compliance requirement of a federal program or state financial assistance project on a timely basis. A *material weakness in internal control over compliance* is a deficiency, or a combination of deficiencies, in internal control over compliance, such that there is a reasonable possibility that material noncompliance with a type of compliance requirement of a federal program or state financial assistance project will not be prevented, or detected and corrected, on a timely basis. A *significant deficiency in internal control over compliance* is a deficiency, or a combination of deficiencies, in internal control over compliance with a type of compliance requirement of a federal program or state financial assistance project that is less severe than a material weakness in internal control over compliance, yet important enough to merit attention by those charged with governance.

Our consideration of internal control over compliance was for the limited purpose described in the Auditor's Responsibilities for the Audit of Compliance section above and was not designed to identify all deficiencies in internal control over compliance that might be material weaknesses or significant deficiencies in internal control over compliance. Given these limitations, during our audit we did not identify any deficiencies in internal control over compliance that we consider to be material weaknesses, as defined above. However, material weaknesses or significant deficiencies in internal control over compliance may exist that were not identified.

Our audit was not designed for the purpose of expressing an opinion on the effectiveness of internal control over compliance. Accordingly, no such opinion is expressed.

The purpose of this report on internal control over compliance is solely to describe the scope of our testing of internal control over compliance and the results of that testing based on the requirements of the Uniform Guidance and Chapter 10.550. Accordingly, this report is not suitable for any other purpose.

Report on Schedule of Expenditures of Federal Awards and State Financial Assistance Required by the Uniform Guidance and Chapter 10.550

We have audited the financial statements of the Authority as of and for the year ended September 30, 2025, and the related notes to the financial statements, which collectively comprise the Authority's basic financial statements. We issued our report thereon, dated February 24, 2026, which contained an unmodified opinion on those financial statements. Our audit was conducted for the purpose of forming an opinion on the financial statements that collectively comprise the basic financial statements. The accompanying schedule of expenditures of federal awards and state financial assistance is presented for purposes of additional analysis as required by the Uniform Guidance and Chapter 10.550 and is not a required part of the basic financial statements. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the basic financial statements. The information has been subjected to the auditing procedures applied in the audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the schedule of expenditures of federal awards and state financial assistance is fairly stated, in all material respects, in relation to the basic financial statements as a whole.

RSM US LLP

Jacksonville, Florida
February 24, 2026

Jacksonville Port Authority
A Component Unit of the City of Jacksonville, Florida

Schedule of Findings and Questioned Costs

Section I – Summary of Auditor’s Results

Financial Statements

Type of report the auditor issued on whether the financial statements audited were prepared in accordance with U.S. GAAP:

Unmodified

Internal control over financial reporting:

Material weakness(es) identified? Yes X No

Significant deficiency(ies) identified? Yes X None Reported

Noncompliance material to financial statements noted? Yes X No

Federal Awards

Internal control over major federal program:

Material weakness(es) identified? Yes X No

Significant deficiency(ies) identified? Yes X None Reported

Type of auditor’s report issued on compliance for major federal program:

Unmodified

Any audit findings disclosed that are required to be reported in accordance with Section 2 CFR 200.516(a)? Yes X No

Identification of major federal program:

Federal Assistance Listing Number	Name of Federal Program or Cluster
97.036	Disaster Grants – Public Assistance (Presidentially Declared Disasters)

Dollar threshold used to distinguish between type A and type B programs:

\$ 1,000,000

Auditee qualified as low-risk auditee? X Yes No

State Financial Assistance Projects

Internal control over major state project:

Material weakness(es) identified? Yes X No

Significant deficiency(ies) identified? Yes X None Reported

Type of auditor’s report issued on compliance for major state project:

Unmodified

Any audit findings disclosed that are required to be reported in accordance with Chapter 10.550, Rules of the Auditor General? Yes X No

Identification of major state project:

State CSFA Number	Name of State Program or Project
55.005	Seaport Grant Programs

Dollar threshold used to distinguish between type A and type B projects:

\$ 1,746,821

**Jacksonville Port Authority
A Component Unit of the City of Jacksonville, Florida**

Schedule of Findings and Questioned Costs (Continued)

Section II – Financial Statement Findings

No matters were reported.

Section III – Findings and Questioned Costs for Federal Awards and State Financial Assistance

No matters were reported.

DRAFT

**Jacksonville Port Authority
A Component Unit of the City of Jacksonville, Florida**

Summary Schedule of Prior Audit Findings

The prior year single audit disclosed no findings in the Schedule of Findings and Questioned Costs and no uncorrected or unresolved findings exist from the prior audit's Summary of Prior Audit Findings.



Management Letter

To the Board of Directors
Jacksonville Port Authority

Report on the Financial Statements

We have audited the financial statements of the Jacksonville Port Authority (the Authority), a component unit of the City of Jacksonville, Florida, as of and for the fiscal year ended September 30, 2025, and have issued our report thereon dated February 24, 2026.

Auditor's Responsibility

We conducted our audit in accordance with auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; the audit requirements of Title 2 U.S. *Code of Federal Regulations* Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance); and Chapter 10.550, *Rules of the Auditor General*.

Other Reporting Requirements

We have issued our Independent Auditor's Report on Internal Control over Financial Reporting and on Compliance and Other Matters Based on an Audit of the Financial Statements Performed in Accordance with *Government Auditing Standards*; Independent Auditor's Report on Compliance for the Major Federal Program and the Major State Financial Assistance Project; Report on Internal Control over Compliance; and Report on Schedule of Expenditures of Federal Awards and State Financial Assistance Required by the Uniform Guidance and State of Florida Chapter 10.550, *Rules of the Auditor General*, Schedule of Findings and Questioned Costs; and Independent Accountant's Report on an examination conducted in accordance with *AICPA Professional Standards*, AT-C Section 315, regarding compliance requirements in accordance with Section 218.415, Florida Statutes. Disclosures in those reports and schedules, which are dated February 24, 2026, should be considered in conjunction with this management letter.

Prior Audit Findings

Section 10.554(1)(i)1., *Rules of the Auditor General*, requires that we determine whether or not corrective actions have been taken to address findings and recommendations made in the preceding financial audit report. No findings or recommendations were made in the preceding financial audit report.

Official Title and Legal Authority

Section 10.554(1)(i)4., *Rules of the Auditor General*, requires that the name or official title and legal authority for the primary government and each component unit of the reporting entity be disclosed in this management letter, unless disclosed in the notes to the financial statements. The name or official title and legal authority is disclosed in Note 1 to the financial statements.

Financial Condition and Management

Sections 10.554(1)(i)5.a. and 10.556(7), *Rules of the Auditor General*, require us to apply appropriate procedures and communicate the results of our determination as to whether or not the Authority met one or more of the conditions described in Section 218.503(1), Florida Statutes, and to identify the specific condition(s) met. In connection with our audit, we determined that the Authority did not meet any of the conditions described in Section 218.503(1), Florida Statutes.

Pursuant to Sections 10.554(1)(i)5.b. and 10.556(8), *Rules of the Auditor General*, we applied financial condition assessment procedures for the Authority. It is management's responsibility to monitor the Authority's financial condition, and our financial condition assessment was based in part on representations made by management and review of financial information provided by same. Section 10.554(1)(i)2., *Rules of the Auditor General*, requires that we communicate any recommendations to improve financial management. In connection with our audit, we did not have any such recommendations.

Property Assessed Clean Energy (PACE) Programs

As required by Section 10.554(1)(i)6.a., *Rules of the Auditor General*, the Authority's management represented that the PACE program authorized pursuant to Section 163.081 or Section 163.082, Florida Statutes, did not operate within the Authority's geographical boundaries during the fiscal year under audit.

Special District Component Units

Section 10.554(1)(i)5.c., *Rules of the Auditor General*, requires, if appropriate, that we communicate the failure of a special district that is a component unit of a county, municipality, or special district, to provide the financial information necessary for proper reporting of the component unit within the audited financial statements of the county, municipality, or special district in accordance with Section 218.39(3)(b), Florida Statutes. In connection with our audit, we did not note any special district component units that failed to provide the necessary information for proper reporting in accordance with Section 218.39(3)(b), Florida Statutes.

Specific Information

As required by Section 218.39(3)(c), Florida Statutes, and Section 10.554(1)(i)7., *Rules of the Auditor General*, the Authority reported:

- a. The total number of district employees compensated in the last pay period of the district's fiscal year as 173.
- b. The total number of independent contractors to whom nonemployee compensation was paid in the last month of the district's fiscal year is 0.
- c. All compensation earned by or awarded to employees, whether paid or accrued, regardless of contingency as \$17,429,077.
- d. All compensation earned by or awarded to nonemployee independent contractors, whether paid or accrued, regardless of contingency is \$0.
- e. Each construction project with a total cost of at least \$65,000 approved by the Authority that is scheduled to begin on or after October 1 of the fiscal year being reported, together with the total expenditures for such project. This information is included in the schedule below.

JACKSONVILLE PORT AUTHORITY 2024-2025 CAPITAL PROJECTS > \$65K		
PROJECT NUMBER	PROJECT DESCRIPTION	CONTRACT PAYMENTS
B2022-11	Auto Processing Facility Development	76,615,595.61
G2023-03	Power Lines	22,387,736.41
C2024-01	Purchase of (3) New Cranes	22,101,938.20
B2022-10	T Berth Construction @ Berth 20 (Design)	20,660,725.89
B2020-01	Container Terminal Upgrades	20,051,975.35
G2024-05	Misc Land Acquisition	4,678,305.15
B2022-13	Hanjung Crane #8810 Upgrades	3,340,660.92
B2020-02	Breasting Dolphin - Berth 22 - Design & Construction	2,688,167.41
B2025-15	BIMT Warehouse #1 Upgrades	2,542,468.75
B2024-01	JFRD New Facility	2,052,318.10
D2025-01	Cruise Terminal Upgrades	1,806,739.88
T2021-06	Pile, Cap and Beam Rehab TMT-Berth 5 - (Cleaning, Design, Construction)	1,588,499.44
B2021-06	Gitmo Building Upgrades	1,338,901.52
B2025-03	Dave Rawls SB left lane addition	901,988.06
G2023-04	PSPG Rd 22 Security Grant	822,242.54
T2025-01	TMT Upgrades	748,743.02
T2025-03	TMT Rail Crossing/Track Upgrades - Terminal wide	626,077.80
G2023-08	PCOB Renovations	590,440.99
B2022-15	Hanjung Crane #8841 Upgrades	540,849.33
T2021-02	Rehabilitate Under Deck Concrete	520,626.26
G2024-01	Bartram Island DMMA Cell B2 Capacity Creation	500,000.00
G2024-02	PSPG Rd 23 Security Grant	356,573.08
T2025-06	Storm drain upgrades - Inspect, design and construct CMP's replacement	346,786.60
B2025-02	Watermain Permanent Relocation -- Dave Rawls/William Mills Intersection	324,639.30
T2025-04	TMT Berth Upgrades Berth 7 & 8 asphalt replacement / resurface (2" Thickness) 1700ft	298,522.14
T2024-02	Upgrade Fire System Water Tank (Breakbulk Warehouses)	289,700.00
B2025-05	Tenant Asphalt Facility Rehab FY25	282,660.16
B2024-03	New RORO Entrance Blount Island Blvd	279,604.10
B2025-20	Jaxport BI Pilot Project	213,333.32
B2025-04	Railroad Crossing/Track/Ties Upgrades - Terminal Wide	186,680.99
T2022-06	Hanjung Crane #8844 Upgrades	182,092.91
T2025-05	TMT Resurface Leased Areas	168,072.19
C2025-06	ZPMC Crane #10486 Upgrades	168,045.56
B2022-14	Hanjung Crane #8811 Upgrades	167,743.56
B2024-06	Access Control Building Upgrades (Roof & Remodel)	163,476.38
G2025-05	Buck Island Access Road Bridge (Design)	155,986.00
G2025-03	FSTED 25 Security Grant	149,456.87
D2021-01	CBP PHYSEC Upgrades	138,331.17
T2023-02	Warehouse #1 Canopies & Expansion (Upgrades)	131,253.68
D2024-08	DPMT Entrance Reconfiguration	119,581.26
T2025-17	21st Street Property Improvements	116,304.76
C2025-08	Paceco #106 Upgrades	106,080.50
B2025-10	Maintenance storage shed refurbish (roof, paint, fasteners, etc) (Building 60)	96,998.88
G2023-06	FSTED 23 Security Grant	94,810.08
C2025-07	Paceco #105 Upgrades	88,338.42
D2025-05	Reseal Pre-cast seams and windows at Admin Building	83,346.66
D2024-01	August Dr Road Raise Elevation	77,984.29
B2025-08	Handrails @ Berth 20 & 22	76,303.80
G2024-03	FSTED 24 Security Grant	67,974.32
OTHER CAPITAL		
003.2013.172	Harbor Deepening Monitoring Fees	2,291,650.00
003.2046.XXX	Vehicle Purchases for all Terminals	353,147.00
003.2044.178-H	45k Forklift	345,494.04
003.2042.193-D	Maximo Upgrades (Including Barcoding)	312,218.50
003.2035.173-25A	PCOB Aqua Snap 130T HVAC Unit Replacement	235,179.07
003.2044.177-25A	New Automatic Fuel Truck (Replacement-Life Cycle)	213,571.36
003.2042.193-25I	IT Hardware/Software Upgrades	158,597.01
003.2042.193-25C	Portwide Conference Room Standardization	153,641.44
003.2035.173-25B	PCOB Server Room AC Replacement	151,379.91
003.2035.173	PCOB Cooling Tower	144,463.55
003.2044.177-R	Highbay service hoist replacement (10 ton) (Replacement-Life Cycle)	139,898.00
003.2042.193-25E	Cybersecurity Software	104,865.25
003.2042.193-25D	Business Intelligence Solution	99,400.00
003.2030.176-25B	Upgrade 5 Truck Scales	96,918.99
003.2044.177-25B	New 12K LP Forklift Doosan (Replacement-Life Cycle)	67,185.91

- f. A budget variance based on the budget adopted under Section 189.016(4), Florida Statutes, before the beginning of the fiscal year being reported if the Authority amends a final adopted budget under Section 189.016(6), Florida Statutes. This information is included in the schedule below.

**JACKSONVILLE PORT AUTHORITY
QUARTERLY REPORT SUMMARY
For the Twelve Months Ending September 30, 2025
UNAUDITED**

BALANCE SHEET			
Cash and Investments	\$ 78,755,343	Current Liabilities	\$ 48,226,128
Accounts Receivable & Other Assets	32,909,483	Notes and Bonds Payable	200,344,734
Fixed Assets	1,102,056,198	Other Liabilities	39,505,885
TOTAL ASSETS	\$ 1,213,721,024	Net Position	925,644,277
		TOTAL LIABILITIES & EQUITY	\$ 1,213,721,024
	2024/2025 ORIGINAL BUDGET	2024/2025 AMENDED BUDGET	2024/2025 YTD ACTUAL
			FAVORABLE (UNFAVORABLE) BUDGET VARIANCE
OPERATING REVENUES			
Containers	\$ 32,954,363	\$ 32,954,363	\$ 33,587,899
Autos	15,476,916	15,476,916	14,848,015
Military	1,688,762	1,688,762	2,678,498
Break Bulk	4,646,851	4,646,851	6,015,938
Liquid Bulk	1,342,321	1,342,321	1,371,774
Dry Bulk	3,219,539	3,219,539	3,338,259
Cruise	6,075,399	6,075,399	7,299,827
Other Operating Revenues	4,407,029	4,407,029	5,399,665
TOTAL OPERATING REVENUES	\$ 69,811,180	\$ 69,811,180	\$ 74,539,875
			\$ 4,728,695
OPERATING EXPENDITURES			
Salaries	\$ 17,081,170	\$ 17,081,170	\$ 17,224,084
Employee Benefits	7,997,883	7,997,883	7,968,172
Services & Supplies	7,778,210	7,778,210	6,601,219
Security Services	6,783,467	6,783,467	6,894,907
Business Travel & Training	854,034	854,034	677,640
Promotion, Advertising & Dues	773,344	773,344	723,816
Utility Services	1,062,915	1,062,915	1,043,307
Repairs & Maintenance Projects	2,779,298	2,779,298	2,619,263
Crane Maintenance Pass Thru	(825,000)	(825,000)	(1,146,116)
Berth Maintenance Dredging	10,391,297	10,391,297	9,618,348
Miscellaneous	194,704	194,704	497,058
TOTAL OPERATING EXPENDITURES	\$ 54,871,322	\$ 54,871,322	\$ 52,721,698
			\$ 2,149,624
OPERATING INCOME	\$ 14,939,858	\$ 14,939,858	\$ 21,818,177
			\$ 2,579,071
NON-OPERATING REVENUES			
Investment Income	\$ 2,038,921	\$ 2,038,921	\$ 3,112,654
Shared Revenue from Primary Govt	9,982,747	9,982,747	10,688,340
LOC Advance	2,747,132	2,747,132	2,747,132
Operating Grants	237,500	237,500	45,419
Other Revenue	8,500	8,500	2,806
TOTAL NON-OPERATING REVENUES	\$ 15,014,800	\$ 15,014,800	\$ 16,596,351
			\$ 1,581,551
NON-OPERATING EXPENSES			
Debt Service	\$ 16,984,896	\$ 16,984,896	\$ 15,157,570
Trademark License Fee	2,747,132	2,747,132	2,747,132
Crane Demo	-	-	3,055,645
Other Expenditures	3,360	3,360	10,847
TOTAL NON-OPERATING EXPENSES	\$ 19,735,388	\$ 19,735,388	\$ 20,971,194
			\$ (1,235,806)
NET INCOME BEFORE CAPITAL OUTLAY AND CONTINGENCY	\$ 10,219,270	\$ 10,219,270	\$ 17,443,334
			\$ 7,224,064
Transfer (to)/from Operating Capital Outlay	\$ (10,219,270)	\$ (10,219,270)	\$ (9,337,276)
SURPLUS (DEFICIT)	\$ -	\$ -	\$ 8,106,058
			(8,106,058)
TOTAL REVENUES	\$ 84,825,980	\$ 84,825,980	\$ 91,136,226
TOTAL APPROPRIATIONS	\$ 84,825,980	\$ 84,825,980	\$ 83,030,168

Additional Matters

Section 10.554(1)(i)3., *Rules of the Auditor General*, requires us to communicate noncompliance with provisions of contracts or grant agreements, or fraud, waste, or abuse, that has occurred or is likely to have occurred, that has an effect on the financial statements that is less than material but warrants the attention of those charged with governance. In connection with our audit, we did not note any such findings.

Purpose of this Letter

Our management letter is intended solely for the information and use of the Legislative Auditing Committee, members of the Florida Senate and the Florida House of Representatives, the Florida Auditor General, Federal and other granting agencies, the City of Jacksonville, Florida, the Authority, and applicable management, and is not intended to be and should not be used by anyone other than these specified parties.

RSM US LLP

Jacksonville, Florida
February 24, 2026

EXDRAFT

Independent Accountant's Report

Board of Directors
Jacksonville Port Authority

We have examined the Jacksonville Port Authority's (the Authority), a component unit of the City of Jacksonville, Florida, compliance with the local government investment policy requirements of Section 218.415, *Florida Statutes* (Specified Requirements) during the period October 1, 2024 to September 30, 2025. Management of the Authority is responsible for the Authority's compliance with the specified requirements. Our responsibility is to express an opinion on the Authority's compliance with the specified requirements based on our examination.

Our examination was conducted in accordance with attestation standards established by the AICPA. Those standards require that we plan and perform the examination to obtain reasonable assurance about whether the Authority complied, in all material respects, with the specified requirements referenced above. An examination involves performing procedures to obtain evidence about whether the Authority complied with the specified requirements. The nature, timing, and extent of the procedures selected depend on our judgment, including an assessment of the risks of material noncompliance, whether due to fraud or error. We believe that the evidence we obtained is sufficient and appropriate to provide a reasonable basis for our opinion.

We are required to be independent and to meet our other ethical responsibilities in accordance with relevant ethical requirements relating to the engagement.

Our examination does not provide a legal determination on the Authority's compliance with the specified requirements.

In our opinion, the Authority complied, in all material respects, with the local government investment policy requirements of Section 218.415, *Florida Statutes* during the period October 1, 2024 to September 30, 2025.

This report is intended solely for the information and use of the Florida Auditor General, the Authority, and applicable management and is not intended to be, and should not be, used by anyone other than these specified parties.

RSM US LLP

Jacksonville, Florida
February 24, 2026

How to Submit Your Bid Response in Trimble Unity Construct (e-Builder)

Access the Bid Package

To access the bid package, ensure that you [registered with Trimble Unity Construct \(e-Builder\)](#). After registering, you will have a username and password that will allow you to login to the bidder portal and access the bid package.

If you do not see the bid package you are expecting, enter the [invitation key](#) from the bid invitation email into the field at the top of the page. The invitation key is case sensitive and specific to your email address (DO NOT SHARE).

To access the bid package

1. Click the link in the bid request email.
 - The Trimble Unity Construct Bid Portal login page is displayed.
2. Enter your username and password.
3. Click the name of the bid package you want to access.
 - The bid package details page is displayed.



To accept / decline the invitation to bid

1. Access the bid package to display the Invitation tab.
2. Click **Accept** or **Decline** the Invitation to update the **Bidding** field to either Will Bid or Will Not Bid.

Review Package Invitation

The Bid Package view contains key package information at the top of the screen.


- **Title:** Displays project/package name.
- **Status:** Displays Open or Closed and whether you have accepted, declined or have not response yet.
- **Timeframe:** Displays how much time is left before the bid due date / time.
- **Summary:** Displays the current financial total of your bid response.
- **Bid Info:** Displays Bid package description, contact person, pre-bid meeting details and bid instructions.
- **Invitation Documents:** Drawings, specifications and other documents for the bid are published on this tab.
- **Addenda:** If addenda are published, you will be required to acknowledge your receipt of every addendum with a check mark on the Additional Information tab. **If addenda are published after you have submitted a bid response, your bid will be set back to Draft status and you will need to resubmit your response.**



To download a file or folder, click  beside the file name. To download all the files and sub-folders in a folder, click  beside the folder name. A folder containing multiple sub-folders or files will be automatically downloaded as a .zip file. A confirmation message will be displayed if the download is successful.

Submit Your Bid Response


After reviewing the bid package invitation, use the Response Form tab to submit your bid response.

To submit your bid

1. Access the bid package.
2. Click the **Response Form** tab.
3. On the **Step 1: Bid Form** tab, enter your pricing on the bid form line items.
Ensure that you provide pricing at the level of detail required by the bid. Some line items may be lump sum, and others may require quantities and unit prices.
 - If there are areas that do not pertain to your trade, enter a zero (0) value in that line.
 - The Summary box at the top of the page maintains a running total of your entries for reference.
4. Click  (Save) and ensure that your work is saved periodically.

(Optional) To export the bid items to a spreadsheet that you can customize or that you can share with your team, click  (Download). After updating the spreadsheet, click  (Upload) to re-import it.
5. On the **STEP 2: Response Documents** tab, click **Attach Documents**, and upload any supporting document needed to support your bid. Any Bid Submission custom fields that have been setup for your account will also be displayed here. All uploaded documents will be displayed in a table at the bottom of the tab for you to review.
6. On the **STEP 3: Additional Required Info** tab, complete any additional questions or qualification statements that have been established by the bid manager. When available, the custom fields set up for your account will be displayed on this tab. If any addenda have been issued, you are required to acknowledge receipt of the addenda on this page before submitting your bid.
7. Review the entire Response Form and click **Submit**.
8. When prompted, enter your Trimble Unity Construct portal password and click **Submit Bid**.
The date and time that you submitted your bid is stamped on your Response Form. You will also receive an email confirmation.

Additional Notes

- **After the bid due date/time has passed, the Submit button will be disabled. It is critical that you complete the entire process prior to the cut-off time. The system will not permit you to submit your proposal or bid after the deadline regardless of where you are in the process. As stated, the Submit button is systematically disabled promptly at the deadline and JAXPORT is unable to see anything you have uploaded prior to the bid due date/time. No late submissions will be permitted or accepted. Please plan accordingly.**
- If the bid manager adds or changes a bid item, or publishes an addendum, your bid will be set back to a Draft status. You will receive an email notification and will be required to reconfirm your bid and resubmit.
- When you need to step away from entering the quote, click  (Save). It is recommended that you save every 15 minutes. This will ensure that your changes are saved.
- If there are areas that do not pertain to your trade, enter a zero (0) value in that line item.

- If you have your qualifications in Word® or another program, copy and paste them into the qualifications.
- It is required that you acknowledge all the addenda, even if they do not pertain to your trade.
- It is recommended that you submit your quote at least 60 minutes before the due time so that you can rectify any errors. To submit the proposal, you must complete all the fields and acknowledge the addenda items.
- **Failure to submit all information requested documents will result in a proposal or bid being considered “non-responsive,” and therefore will be rejected.**

Recall your Bid Response *(only if necessary)*

If you failed to submit all documents or see an error on a page **after submitting** your bid, you can make changes to your bid before the due date/time without any interaction from the bid manager. The bid manager has no record of your bid response until you click **Submit again**.

To recall your bid response

1. On the **Response Form** tab, click **Recall Bid**.
2. Optionally provide a reason for your recall and then click **Yes, I am sure**.
 - Your previous submission information is displayed on the Response Form tab.
3. Click **Submit** to resubmit your bid prior to the bid due date/time.

EXHIBIT A

CONFLICT OF INTEREST CERTIFICATE

Bidder must execute either Section I or Section II hereunder relative to Florida Statute 112.313(12). Failure to execute either section may result in rejection of this bid/proposal.

SECTION I

I hereby certify that no official or employee of JAXPORT requiring the goods or services described in these specifications has a material financial interest in this company.

_____ Signature	_____ Company Name
_____ Name of Official (type or print)	_____ Business Address
	_____ City, State, Zip Code

SECTION II

I hereby certify that the following named JAXPORT official(s) and/or employee(s) having material financial interest(s) (in excess of 5%) in this company have filed Conflict of Interest Statements with the JAXPORT Office of the Executive Director, 2831 Talleyrand Ave., Jacksonville, Florida 32206, prior to the time of bid opening.

Name	Title or Position	Date of Filing
_____	_____	_____

_____ Signature	_____ Company Name
_____ Print Name of Certifying Official	_____ Business Address
	_____ City, State, Zip Code

PUBLIC OFFICIAL DISCLOSURE

JAXPORT requires that a public official who has a financial interest in a bid or contract make a disclosure at the time that the bid or contract is submitted or at the time that the public official acquires a financial interest in the bid or contract. Please provide disclosure, if applicable, with bid.

Public Official _____

Position Held _____

Position/Relationship with Bidder _____

EXHIBIT B

SWORN STATEMENT PURSUANT TO SECTION 287.133(3)(A), FLORIDA STATUTES, ON PUBLIC ENTITY CRIMES

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

1. This sworn statement is submitted to _____
(print name of the public entity)
by _____
(print individual's name and title)
for _____
(print name of entity submitting sworn statement)
whose business address is _____

and (if applicable) its Federal Employer Identification Number (FEIN) is _____

(If the entity has no FEIN, include the Social Security Number of the individual signing this sworn statement: _____.)

2. I understand that a “public entity crime” as defined in Paragraph 287.133(1)(g), Florida Statutes, means a violation of any state or federal law by a person with respect to and directly related to the transaction of business with any public entity or with an agency or political subdivision of any other state or of the United States, including, but not limited to, any bid or contract for goods or services to be provided to any public entity or an agency or political subdivision of any other state or of the United States and involving antitrust, fraud, theft, bribery, collusion, racketeering, conspiracy, or material misrepresentation.
3. I understand that “convicted” or “conviction” as defined in Paragraph 287.133(1)(b), Florida Statutes, means a finding of guilt or a conviction of a public entity crime, with or without an adjudication of guilt, in any federal or state trial court of record relating to charges brought by indictment or information after July 1, 1989, as a result of a jury verdict, nonjury trial, or entry of a plea of guilty or nolo contendere.
4. I understand that an “affiliate” as defined in Paragraph 287.133(1)(a), Florida Statutes, means:
 1. A predecessor or successor of a person convicted of a public entity crime; or
 2. An entity under the control of any natural person who is active in the management of the entity and who has been convicted of a public entity crime. The term “affiliate” includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in the interest in another person, or a pooling of equipment or income among persons when not for fair market value under an arm’s length agreement, shall be a prima facie case that one person controls another person. A person who knowingly enters into a joint venture with a person who has been convicted of a public entity crime in Florida during the preceding 36 months shall be considered an affiliate.
5. I understand that a “person” as defined in Paragraph 287.133(1)(e), Florida Statutes, means any natural person or entity organized under the laws of any state or of the United States with the legal power to enter into a binding contract and which bids or applies to bid on contracts for the provision of goods or services let by a public entity, or which otherwise transacts or applies to transact business with a public entity. The term “person” includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in management of an entity.

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

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

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

_____ The entity submitting this sworn statement, or one or more of its officers, directors, executives, partners, shareholders, employees, members, or agents who are active in the management of the entity, or an affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989. However, there has been a subsequent proceeding before a Hearing Officer of the State of Florida, Division of Administrative Hearings and the Final Order entered by the Hearing Officer determined that it was not in the public interest to place the entity submitting this sworn statement on the convicted vendor list. **(Attach a copy of the final order)**

I UNDERSTAND THAT THE SUBMISSION OF THIS FORM TO THE CONTRACTING OFFICER FOR THE PUBLIC ENTITY IDENTIFIED IN PARAGRAPH 1 (ONE) ABOVE IS FOR THAT PUBLIC ENTITY ONLY AND, THAT THIS FORM IS VALID THROUGH DECEMBER 31 OF THE CALENDAR YEAR IN WHICH IT IS FILED. I ALSO UNDERSTAND THAT I AM REQUIRED TO INFORM THE PUBLIC ENTITY PRIOR TO ENTERING INTO A CONTRACT IN EXCESS OF THE THRESHOLD AMOUNT PROVIDED IN SECTION 287.017, FLORIDA STATUTES FOR CATEGORY TWO OF ANY CHANGE IN THE INFORMATION CONTAINED IN THIS FORM.

(signature)

(date)

STATE OF _____

COUNTY OF _____

PERSONALLY APPEARED BEFORE ME, the undersigned authority,

_____ who, after first being sworn by me, affixed
(name of individual signing)

his/her signature in the space provided above on this _____ day of _____, 20_____.

NOTARY PUBLIC

My commission expires:

EXHIBIT C

ACKNOWLEDGEMENT AND ACCEPTANCE OF E-VERIFY COMPLIANCE

E-VERIFY PROGRAM FOR EMPLOYMENT VERIFICATION

In accordance with the Governor of Florida, Executive Order Number 11-02 (Verification of Employment Status), whereas, Federal law requires employers to employ only individuals eligible to work in the United States; and whereas, the Department of Homeland Security's E-Verify system allows employers to quickly verify in an efficient and cost-effective manner;

The Contractor agrees to utilize the U.S. Department of Homeland Security's E-Verify system to verify the employment eligibility of all new employees hired by the Contractor during the term of the contract. Contractors must include in all subcontracts the requirement that all subcontractors performing work or providing goods and services utilize the E-Verify system to verify the employment eligibility of all new employees hired by the subcontractor during the contract term. The Contractor further agrees to maintain records of its participation and compliance and its subcontractor's participation and compliance with the provisions of the E-Verify program, and to make such records available to JAXPORT upon request. Failure to comply with this requirement will be considered a material breach of the contract.

By signing below, I acknowledge that I have reviewed, accept and will comply with the regulations pertaining to the E-Verify program.

Company Name

Name of Official *(Please Print)*

Signature of Principal

Title

Date



PROCEDURES AND GUIDELINES

PROCEDURE: SOP 1236
TITLE: Travel
RESPONSIBILITY: Director of Finance
REVISION DATE: October 1, 2025
REVIEW DATE: October 1, 2025



PROCEDURAL CONTENT:

- 1. Corporate Card
2. Request for Travel
3. Means of Travel
4. Lodging
5. Reimbursable Expenses
6. Travel Expense Report Submittal
7. Monies due to JAXPORT
8. Forms

PURPOSE:

It is JAXPORT's objective to establish procedures and guidelines for all persons traveling on behalf of JAXPORT.

SCOPE:

These individuals include, but are not limited to employees, contract employees, board members, consultants and contractors. Any individuals traveling on behalf of JAXPORT must comply with the requirements in this procedure unless stipulated otherwise in a separate legal contract.

Please refer to MP42 and MP43 regarding the definition of travel expenses, port promotions, and requirements for documentation.

DEFINITIONS:

Per Diem - Payments to traveler to compensate for expenses incurred while traveling away from their home base for periods of twenty-four hours or more.

PROCEDURES:

CORPORATE CARD

OBJECTIVES:

- To allow JAXPORT personnel access to efficient and alternative means of payment for approved expenses primarily related to business travel and expenses.
To improve managerial reporting related to corporate card purchases.



PROCEDURES AND GUIDELINES

- To improve efficiency and reduce costs of payables processing.

POLICIES:

1. JAXPORT corporate cards have been assigned for all employees and the corporate cards are maintained in the Finance Department by the Manager of Treasury & Compensation. A traveler must notify the Manager of Treasury & Compensation prior to booking travel to have the card activated for use. Approximately, 24 to 48 hours prior to travel beginning, the traveler will be required to sign out their corporate card with the Finance Department. This will ensure that they are able to pay for any charges incurred while on travel for the port.
2. Corporate cards will only be used for legitimate business and travel expenses. Personal purchases of any type are *not* allowed.
3. Cash advances on corporate cards are *not* allowed.
4. Cardholders will be required to sign an agreement indicating they accept these terms. Individuals who do not adhere to these policies and procedures risk revocation of their corporate card privileges and/or disciplinary action.
5. Upon termination of employment, all individuals who maintain their corporate cards directly, must cut the corporate card in half and give it to Human Resources who will, in turn, notify the Manager of Treasury & Compensation.
6. Travelers who do not maintain their corporate cards directly, must turn in their corporate credit card to the Manager of Treasury & Compensation directly after travel.

PROCESS:

1. **Receipts:** Detailed receipts must be retained and attached to expense reports. In the case of meals and port promotions, each receipt must include the names of all persons involved in the purchase, and a brief description of the business purpose of the purchase, in accordance with Port Promotion, SOP 1242. In addition, single receipts under \$30.00 or multiple receipts not exceeding \$50.00, where the employee has paid for an out of pocket expense within Duval County, can be reimbursed directly from petty cash in Human Resources with a detailed receipt.
2. **Expense Report:** Expense reports must be promptly completed and submitted via the established process to enable timely payment of amounts due. All expenses charged while on travel will display on the expense tab in Concur (JAXPORT's web-based travel application) for the traveler to import into their expense report. Please note that charges can take anywhere from seven to ten day to display in Concur based on when the charge was processed through the vendor and bank.
3. **Tax-exempt certificates:** Cardholders should make every effort to ensure purchases made in Florida do not include sales tax. Tax-exempt certificates are available online in the Apps and Forms tab listed under PROCUREMENT on JAXPORT's Intranet. Cardholders should carry a copy of the State Tax Exemption Certificate as proof of the exemption from certain sales and uses taxes. If after the request for tax exemption is made, taxes are still assessed, reimbursement is appropriate.
4. **Disputing a charge:** Disputed billing can result from failure to receive goods or services charged, fraud, incorrect amounts and duplicate charges. The cardholder should contact the merchant first



PROCEDURES AND GUIDELINES

to resolve any outstanding issues. Notify JAXPORT Manager of Treasury & Compensation of the dispute.

5. **Lost/Stolen card:** Immediately notify Manager of Treasury & Compensation if the card is lost or stolen.

REQUEST FOR TRAVEL

All travel approval, prepaid expenses and expense reports will be handled through a web-based travel application (Concur). Manual forms will not be accepted unless the web-based travel application is unavailable.

Purpose of Travel: The purpose section of the travel form should clearly state the name(s); title and company of the customer the traveler will visit and/or the name of the event or conference the traveler will attend. This section should also include a statement in the comment section of the request to travel indicating the employee's travel has been discussed with and approved by their supervisor. In the case of Chief Travel, the statement should note in the comment section of the request to travel that their travel was discussed with and approved by the Chief Executive Officer, CAO, CFO, or a designee.

Travel Expense Reports are to be labeled as followed: Dates, Including Year, City, State (e.g. 12/15-19/2024 New York, NY). The expense report is to be created once the Travel Request has been approved. Flights, all pre-paid deposits for Car Rentals and Hotels are to be linked to the Expense Report immediately upon confirmation.

Personal Travel Profiles: All travelers are responsible for ensuring that pertinent details and preferences are accurately reflected in their Concur Travel Profile in JAXPORT's web-based travel application. This will include such items as phone numbers, emergency contact information, travel preferences, frequent-travel programs, TSA and Passport information, medical restrictions, special meal requirements and seat preferences.

Chief Executive Officer's Travel: The Chair, as approving authority, annually provides advanced travel authorization for all Chief Executive Officer travel that is estimated to be no more than \$5,000.00 per trip, and delegates to the Chief Administrative Officer, or Chief of Staff, approval of travel expense reports, including any receipts/requests for reimbursement, as long as the trip expenses were no more than \$5,000.00.

If the Chief Executive Officer travel is estimated to be more than \$5,000.00, the Chair or Vice-Chair shall provide prior written travel approval, and may delegate to the Chief Administrative Officer, or Chief of Staff, approval for the final expense reimbursement in an amount not to exceed the prior written approval.

Any expense reimbursement in excess of the pre-approved amount will be approved by the Board Chair.



PROCEDURES AND GUIDELINES

The Audit Committee shall be briefed on a quarterly basis of the Chief Executive Officer's travel expenses and remaining budget. The Chief Executive Officer's Senior Executive Assistant will be responsible for securing approval, from the Chairman through the board liaison for trips exceeding \$5,000 and the CFO or CAO for trips not exceeding \$5,000, prior to travel, preparing, reviewing and booking all travel and expense reports for the Chief Executive Officer through a web-based travel application. Additional responsibilities of the Senior Executive Assistant will include reviewing all expense reports for appropriate documentation and receipts prior to submission to Finance for reimbursement. All other procedures and guidelines will be adhered to regarding purpose of travel, travel request, hotel accommodations, flight arrangements, car rentals, expense report and any and all additional requirements.

City Council Members (domestic/international): Travel request(s) and expense report(s) for City Council members shall be approved by the Chairman of the Board or his designee. All other procedures and guidelines will be adhered to regarding the purpose of travel, travel request, hotel accommodations, flight arrangements, car rentals, expense reports and any and all additional requirements.

Board Travel Processing: Travel Request(s) and Expense Report(s) will be handled by the Senior Executive Assistant to the Chief Executive Officer and/or Board Liaison.

- Travel for any member of the Board of Directors (including necessary travel to and from Board meetings for any member who does not reside locally) must be approved by the attending Board Members (a quorum of four members) in the monthly Board Meeting prior to the actual travel.
- If the monthly Board Meeting does not take place prior to the travel, the preceding month's travel approval will take precedence.
- All other procedures and guidelines will be adhered to regarding purpose of travel, travel request, hotel accommodations, flight arrangements, car rentals, expense report and any and all additional requirements.
- **The Chairman of the Board or his designee will render approval of all Board members' expense reports and travel requests.** All expense reports shall be reviewed by the Accountant II, Billing and Travel before being submitted for final payment processing.

Subject Matter Experts: Appointed Travel Experts within each department will be responsible for booking travel for employees, helping with travel procedures, and assisting with expense report submissions. The, Sr. Executive Assistant /Board & Travel Liaison administrator will continue to provide overall support, monitoring and direction of the travel program.

Personal Leave/Extended Stays: If an employee desires to take leave in conjunction with official travel the following guidelines apply:

- Traveler must clearly indicate time approved leaves begins and ends on the expense report.
- Traveler will be responsible for any additional cost associated with Personal Leave/Extended Stays - airfare, hotel, car rental, meals, mileage, etc.



PROCEDURES AND GUIDELINES

- Statement releasing JAXPORT of liability during any personal portion of travel that exceeds constructive travel time in conjunction with business travel must be signed by traveler prior to trip. The **Travel Waiver and Liability Release Form** can be found on JAXPORT's Intranet under the Apps and Forms tab under the TRAVEL tab titled – Travel Waiver and Liability Release Form).
- If the traveler is on personal leave in conjunction with official JAXPORT business and the original intent of the travel gets canceled, the traveler will be responsible for reimbursing JAXPORT for any and all unrecoverable cost associated with the trip that otherwise could have been avoidable had it not been for the personal travel.
- The traveler must clearly identify any portion of the personal travel taken in conjunction with official travel on the submitted expense report. The traveler is responsible for paying for all expenses or prorated portion thereof for any expenses associated with the personal travel. Reimbursement in the form of a check or money order from the employee for any additional cost associated with Personal Leave/Extended Stay must accompany the expense report.

MEANS OF TRAVEL

Travel will be deemed to have commenced at the lesser of the time the traveler actually began travel, or the latest time required to arrive at the destination to accomplish the purpose of the travel. The same constructive travel time will be applied in the return of the traveler. The purpose of applying this constructive travel time regulation is to ensure the traveler spends the least possible time on official travel.

Airline Common Carrier: Airline reservations are made by the traveler by means of the web-based travel application, and or travel agencies. Regardless of the method, the traveler is responsible for obtaining the most economical coach fare at the time of booking. However, fees charged by airlines for seat upgrades to economy comfort (i.e. seating directly in front of "economy" seating) is allowable for travel in excess of 3 hours (for one leg) and will be reimbursed with appropriate receipts and documentation. When booking certain legs of economy comfort, the employee will first need to book their entire flight as coach fare through Concur, and then after the flight is booked, go to the airline carrier's website, or call the airline carrier directly to upgrade the legs that will be in excess of 3 hours. The Employee may use their VISA travel card to pay for the upgrade.

Web-based travel application: Travelers are expected to book all air travel through JAXPORT's web-based application. Should delays or cancellations occur, the traveler can seek assistance for rebooking from the travel agent available through this service. Exceptions may be approved by the Chief of Staff or the Chief Financial Officer.

First Class Travel: At no time will the Traveler request first class reservations under any circumstance.

The following combination of officers will strive to adhere to the following guidelines for executive travel:



PROCEDURES AND GUIDELINES

1. The Chief Executive Officer and no more than one (1) Chief, one (1) Director / Sr. Director on the same aircraft.
2. No more than two (2) Chiefs or (2) Directors / Sr. Directors may fly on the same aircraft.
3. A Chief/ Director and no more than one (1) direct report may fly on the same aircraft.

Note: Deviations from the policy must be authorized in writing by the Chief Executive Officer prior to the commencement of travel.

Overnight Delays/Stopovers/Forced Layovers: Should an airline delay necessitate an overnight stay; the traveler must first attempt to secure complimentary lodging from the airline. If unsuccessful, the traveler should contact Travel Incorporated at 855-890-5172, or the appropriate travel agency for assistance.

Lost or Excess Baggage: The ultimate responsibility for retrieving and compensating for lost baggage lies with the airlines. JAXPORT will not reimburse travelers for personal items lost while traveling on business.

Measures that can be taken to minimize baggage losses include:

- Always carry valuables (e.g., jewelry, laptop computers, cameras, etc.) on board the aircraft.
- Always carry important and/or confidential documents on board the aircraft.
- Clearly tag luggage with name, address and phone number.
- Retain baggage claim receipts for checked baggage.

Excess/Overweight baggage charges will be reimbursed only in the following circumstances:

- When traveling with heavy or bulky materials or equipment necessary for conducting business.
- Excess baggage consists of JAXPORT's records or property.
- When traveling for more than 5 consecutive days.

Baggage Fees: The usual and customary baggage fees that are charged by airlines will be reimbursed for one bag with appropriate receipts and documentation.

Non-Refundable Tickets: Unused tickets credits may be applied towards future flights. These credits are subject to individual airline requirements.

Travel via Vehicle:

Automobile Rental: Travelers should consider renting a car for their destination under specific circumstances where it proves to be more advantageous than other modes of transportation. Renting a car is particularly recommended when:

Cost-Effectiveness: Driving is more economical than purchasing airline tickets. This includes situations where the cost of airfare, combined with additional transportation costs such as taxis or rideshares at the destination, outweighs the expense of renting and fueling a car.

Travel Time: The total travel time by car is comparable to or shorter than the time required for air travel, factoring in the time spent at the airport, security checks, and possible layovers.



PROCEDURES AND GUIDELINES

Transportation of Large or Bulky Items: Renting a car is practical when there is a need to transport large, bulky, or numerous items that would be difficult or expensive to carry on an airplane.

In these scenarios, renting a car offers a flexible, cost-effective, and efficient mode of transportation that may better meet the needs of the traveler.

When driving, travel should not exceed 400 miles one-way, unless approved by the Chief Executive Officer.

The Traveler/Subject Matter Expert (SME) is responsible for booking the most economical and practical size car available. The Traveler shall complete a Travel Comparison Worksheet available on the Apps/Forms tab on JAXPORT's intranet to determine the most cost-effective means of travel. Reimbursement will be based on the amount of the most cost-effective means of travel regardless of the travel conveyance used.

Ride Share: Basic Ride Share transportation costs are reimbursable.

JAXPORT's preferred Car Rental carrier is AVIS BUDGET GROUP.

The traveler should at all times carry a copy of the City and State Tax Exemption Certificate and a copy of JAXPORT's Self-Insured Memorandum and Certificate of Self-Insurance Coverage and make a reasonable effort to inform the provider of the City and State exemption from such taxes when picking up a rental car, and also inform the provider of JAXPORT's self-insurance coverage. If after the request for tax exemption is made, taxes are still assessed, reimbursement to the traveler is appropriate. When traveler is traveling by a rented automobile, he/she will be reimbursed for tolls, parking and gas.

Rental Car Insurance – within the United States: For vehicles rented within the United States, all forms of optional insurance shall be declined. Please keep a copy of the Self-Insured Memorandum and Certificate of Self-Insurance Coverage with you when traveling to present to the rental car provider. These forms can be found on JAXPORT's Intranet under the Apps and Forms tab under the TRAVEL tab titled JAXPORT's Self-Insured Memorandum & Certificate of Self-Insurance.

Rental Car Insurance – International: Travelers should accept ALL insurance coverage when renting cars in a foreign country. Car rental insurance coverage purchased in a foreign country is reimbursable.

Rental Car Accidents: Should a rental car accident occur, travelers should immediately contact - The rental car company; JAXPORT's Risk Manager, James Conoly 904 524-0458 (mobile) 904 357 3083 (work).



PROCEDURES AND GUIDELINES

Fleet Vehicle: Use of a JAXPORT fleet vehicle is a preferred method of travel within our ten-county radius. Please reference SOP 1109, Motor Vehicle Program. The ten-county area is comprised of Duval, Clay, Flagler, St. Johns, Nassau, Baker, Alachua, Putnam, Columbia, and Bradford.

POV (Personally Owned Vehicle): Use of a personally owned vehicle is allowed, if it is the most cost-effective means of travel and is approved by the Traveler's manager. The Traveler shall complete a Travel Comparison Worksheet available on the Apps/Forms tab on JAXPORT's Intranet to determine the most cost-effective means of travel. Reimbursement will be based on the amount of the most cost-effective means of travel regardless of the travel conveyance used. When traveling in a personally owned vehicle, the responsibility for any repairs needed falls solely on the vehicle owner.

Tolls: Traveler's using Fleet vehicles will request the use of the SUNPASS transponder from the department's Travel Subject Matter Expert (SME) or HR. Use of the SUNPASS transponder will cause any Florida tolls to be automatically charged to JAXPORT's transponder account. Any such toll activity that did not include use of the SUNPASS transponder will be expensed on the Traveler's expense report.

LODGING

Lodging shall be authorized and reimbursed at the reasonable, actual and necessary expense thereof, not to exceed the single room rate and associated taxes. Regardless of payment, the actual zero balance receipt must be submitted with the expense report.

High End Hotel Rates: Depending on the location of the business travel, if a daily hotel rate is considered to be on the high end, the Traveler shall select lodging that is the most economically available, consistent with the duties being performed.

Lodging In-State: If travel is within the State, the traveler should carry a copy of the City and State Tax Exemption Certificate as proof of the exemption from the certain sales and use taxes. The traveler should make a reasonable effort to inform the provider of the City and State exemption from such taxes. If after the request for tax exemption is made and taxes are still assessed, reimbursement to the traveler is appropriate.

Lodging in Foreign Country: Travelers performing foreign/international travel will be reimbursed for the actual cost incurred for lodging.

If traveling to an event/conference, the traveler is allowed to stay at the hotel where the event/conference is taking place. Booking should take place in advance to take advantage of discounted conference rate.

Hotel Cancellation Procedures: Travelers are responsible for cancellation of hotel room within the allotted cancellation period. Travelers should request and record the cancellation number in case of billing disputes.



PROCEDURES AND GUIDELINES

REIMBURSABLE EXPENSES

Unless otherwise noted, all travel should originate from Jacksonville, Florida. The time traveled is the shorter of the time the traveler actually began travel or the latest time reasonably possible to arrive at the destination at the time required to accomplish the purpose of the travel. Based on airport requirements, travelers should arrive at the airport two hours prior to the time of departure(s).

For JAXPORT employees that do not reside within Duval County, the same procedures apply when traveling outside their respective county.

Privately Owned Vehicle: With Management approval, Travel will originate at the principal workplace i.e. JAXPORT facility during Monday through Friday or from the traveler's home during weekend or holidays; or at the traveler's home whichever is the lesser actual mileage to the destination. A traveler may elect to drive a Privately-Owned Vehicle (POV) in lieu of air travel or the combination of air travel and auto rental or any other conveyance; however, the payment will be made at the lesser of actual expenses.

All mileage shall be computed from the point of origin to the point of destination. Auto mileage must reflect actual mileage traveled on official business. Any other miles traveled must be reported as vicinity miles and JAXPORT will determine if vicinity miles seem reasonable or excessive. Note: The distance between Jacksonville International Airport and return to JAXPORT facility will not exceed (15) miles in each direction.

For all travel made by Privately Owned Vehicle, reimbursement will be made at the current rate per mile prescribed by the Internal Revenue Service.

A cost analysis must be done to determine the most economical means of travel then reimbursement shall be at the lessor of costs associated with each alternative (see Travel Comparison Worksheet in Forms and Apps on JAXPORT intranet) including:

- 1) The current IRS rate per mile for the entire distance, including vicinity miles, or
- 2) The airline common carrier fare from the city to the airport nearest the point of travel destination for all travelers using their Private Motor Vehicle, plus the IRS rate per mile for mileage equal to the distance from the airport to the point of destination plus any vicinity mileage.

Mileage Reimbursement within Duval County: This mileage reimbursement guideline pertains to travel performed on official business within Duval County. An employee who uses his/her private vehicle for official JAXPORT business within Duval County is entitled to reimbursement per mile at the current IRS rate and also parking. These reimbursements are paid by completing an expense report through our automated system. Any staff member who receives a car allowance is not allowed to claim personal vehicle mileage within Clay, Duval, St. John's County, Nassau or Flagler counties. Please reference SOP 1109, Motor Vehicle



PROCEDURES AND GUIDELINES

Program, filed under Human Resources. Below are standard inner-city destinations with one way and roundtrip mileage calculations:

From PCOB to Destination's Below	One Way	Roundtrip
Downtown (City Hall, Chamber, Hyatt)	4.2	8.4
Blount Island Marine Terminal - BIMT	15	30
Dames Point Marine Terminal – DPMT (Cruise Terminal)	12	24
Dames Point – DPMT	14	28
Jacksonville International Airport - JIA	15	30
Jacksonville Transportation Authority - JTA	5	10
Jacksonville Electric Authority -JEA	4.1	8.2
Duval County School Board – DCSB	7	14
Security Operations Center (SOC)	11	22
Jacksonville Zoo	8	16
Prime Osborne Convention Center	5.4	10.8
Times Union Center	4.3	8.6
Veterans Memorial Stadium /Metropolitan Park	3	6
Small Business Office (Gateway Mall)	4	8
University of North Florida - UNF	14.5	29
Florida State College of Jacksonville (North Campus)	10	20
Jacksonville University – JU	6.5	13.0
11 Street – Main Gate / Main Office	1	2

Meal Per Diem: While in travel status, meals shall be reimbursed at the following fixed rates only when travel begins before and extends beyond the times specified:

- 1) **Breakfast:** A Per Diem of twenty dollars (\$20) is paid, when travel *begins before* 6:00 a.m. and *extends beyond* 8:00 a.m. A double Per Diem of twenty (\$40) will be paid for International travel. For air travel ONLY, travel begins two (2) hours prior to the time the traveler’s conveyance actually departs or two (2) hours after the traveler’s flight has actually returned.
- 2) **Lunch:** A Per Diem of twenty-five dollars (\$25) is paid, when travel *begins before* 12:00 noon and *extends beyond* 2:00 p.m. A double Per Diem of fifty (\$50) will be paid for International travel. For air travel ONLY, travel begins two (2) hours prior to the time the traveler’s conveyance actually departs or two (2) hours after the traveler’s flight has actually returned.
- 3) **Dinner:** A Per Diem of thirty-five (\$35) is paid, when travel *begins before* 6:00 p.m. and *extends beyond* 8:00 p.m., or when travel occurs during nighttime hours due to special assignments.



PROCEDURES AND GUIDELINES

A double Per Diem of seventy (\$70) will be paid for International travel. For air travel ONLY, travel begins two (2) hours prior to the time the traveler's conveyance actually departs or two (2) hours after the traveler's flight has actually returned.

- 4) If attending a conference and the traveler is provided one or more meals without a specific charge, the traveler is not entitled to per diem for which the meal is furnished unless the traveler participated in a conflicting business engagement. Such conflict should be referenced in the comments section of the expense report.

Daily Per Diem: A daily per diem rate of \$80 domestically, or \$160 internationally, will be paid for an entire day when travel time for that day begins before 6:00 a.m. and extends beyond 8:00 p.m.

NOTE: Documentation indicating meal inclusion/exclusion must be submitted in the Concur Travel Expense Report created after completing travel. After inputting the itinerary, the next screen will be titled "Expenses & Adjustments." This is where you would detail any meals that were provided for you. No additional reimbursement will be paid for meals provided during conferences/seminars/business meetings unless Traveler documents a conflicting business reason that prevented attendance at the provided meal.

PHONE CALLS

Business Calls: Any travel related business calls are approved on JAXPORT issued phones. The Traveler is to notify Kathy Bell 904-357-3054) of intended international travel so that international calling privileges are made available. No expenses for personal calls will be reimbursed.

Miscellaneous Reimbursable:

- 1) Ferry fares, bridge, road and tunnel tolls.
- 2) All parking fees are reimbursable when incurred for business purposes. For air travel of trips of four days or more, reimbursement will be based on long term parking rates.
- 3) Storage fees.
- 4) Laundry cleaning is approved only if travel exceeds five (5) business days.
- 5) Bottled water consumption will be reimbursed at a reasonable level for **International travel only; Mini bar charges for water will not be reimbursed under any circumstance.**
- 6) Mini bar charges of any kind will not be paid by JAXPORT.
- 7) Personal expenses such as movies and non-business telephone calls will not be reimbursed by JAXPORT.
- 8) Tips: Reimbursement request for tips for taxi, baggage handling and valet parking must be accompanied by a valid receipt or a signed affidavit for reimbursement.



PROCEDURES AND GUIDELINES

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- Taxi fare/Rideshare to include tips (not to exceed 10% of fare – receipt required).
 - Transportation of baggage not exceeding \$1 per bag per transfer, limited to no more than \$2 per transfers.
 - Valet parking tips (not to exceed 10% of fee).
 - Tips for porters, baggage carriers, bellhops, hotel maids, stewards and others may not exceed \$3 per day total.
- 9) Miscellaneous fees charged by airlines such as baggage fees, seat upgrades to economy comfort and other similar expenses that are usual and customary will be reimbursed with appropriate receipts and documentation. Baggage fee reimbursement is limited to one (1) bag.
- 10) For additional miscellaneous reimbursements not covered directly in this policy, please reference, SOP 1232, SOP 1110 and SOP 1242.

TRAVEL EXPENSE REPORT SUBMITTAL

Approval: *A Travel Expense Report must be completed online no later than 45 days after the completion of travel.* Any expense reports submitted with incomplete information or incomplete documentation will be returned to the traveler for revisions. Failure to complete your expense reports within 45 days will result in delay of future travel for port business, denied access to your corporate credit card privileges and/or disciplinary action up to and including termination.

Documentation/Receipts: The traveler must retain the passenger receipts for expense report documentation. Actual receipts, conference materials, port promotions, itineraries, trip reports and other written documentation pertaining to travel must be included in the travel expense report. At all times the required fields located on the travel expense report must be completed (name, destination, departure and return time, and business purpose). All Receipts, Registration Confirmations, Conference Agendas or other items must be attached to your expense report in Concur as a PDF. A signed and notarized affidavit is required when no receipt or no itemized receipt is available.

Trip Report: A trip report should be submitted in Concur even in cases where a traveler did not attend a scheduled conference, seminar or training. Each individual traveler must submit his or her own trip report detailing the accomplishments during the trip or a conference/seminar agenda.

Listed below are the items that must accompany a Travel Expense Report in order for the expense report to be processed and the traveler to be reimbursed when applicable:

- Approved Advance Request Form
- Paid Lodging Bill with a zero balance
- Foreign Cash Exchange Receipts
- Receipts for foreign taxes
- Trip Report
- Conference Agenda
- Notarized Affidavit Form
- Boarding Pass/Stubs-when available from the carrier *
- Port Promotion Receipts
- Rental Car Receipts
- Storage Receipts
- Gasoline Receipts
- Taxi Receipts
- Written explanation for not meeting 45-day Travel Expense Report rule
- Toll Receipts



PROCEDURES AND GUIDELINES

***Due to changes in the airline industry with regard to Boarding Passes and Electronic Ticketing (E-Tickets) the following will apply when E-Tickets are issued. In cases when the carrier does not issue/ return Boarding Passes (i.e. Southwest, Jet Blue, etc.) a receipt from your E-Ticket check-in is required for reimbursement.**

Foreign Travel: While traveling in foreign countries, the credit card must be used in all possible cases. Reimbursement for such charges will be made based on the actual credit card transaction which will include the foreign exchange rate and the credit card conversion fee, if applicable. When traveling abroad, always opt to leave your receipt in the local currency while making purchases to ensure we get the best exchange rate and avoid unnecessary fees. When you return from your trip and prepare your expense report in Concur, the charges will automatically convert to American dollars.

MONIES DUE TO JAXPORT

For any errors in payment to the traveler, amounts are recovered in the following order:

- Deducted from any pending travel reimbursements
- If there are no pending reimbursements, a Personal check payable to JAXPORT
- In cases of hardship, a deduction from the employee's payroll check/checks

FORMS

- Travel Waiver and Liability Release Form
- Travel Comparison Worksheet

**ADDITIONAL SOP REFERENCES: SOP 1109 MOTOR VEHICLE PROGRAM
SOP 1232 PETTY CASH
SOP 1242 PORT PROMOTION
SOP 1110 RECRUITING AND RELOCATION**

EFFECTIVE DATE:

SOP1236 – 12/18/2019; 1/11/2023; 2/8/2023; 7/24/2023; 10/13/2023,
8/20/2024; 10/1/2025