

PROCEDURE FOR COUNCIL AND PUBLIC NOTICE OF PROPOSED LEASES AT THE PORT OF PENSACOLA Adopted by Council Action December 18, 2003; Amended by Resolution August 21, 2010 effective Noon, January 10, 2011

Objective:

To improve communication with and between Port of Pensacola, Pensacola City Council, and the General Public when a lease of Port property is being proposed.

Application:

The following policy and procedure applies only to the lease of property and/or facilities at the Port of Pensacola to private terminal operators for the expressed purpose of establishing a permanent, semi-permanent, or long-term commercial or industrial facility or operation at the Port. This policy does not apply to the General/Transient Cargo and Vessel Operations of the Port or to month-to-month or other short-term operating agreements of less than 13-months duration.

Procedure For Council Notification:

1. The Mayor will notify Council by an "Information Memo" that the Port is planning to enter into formal lease negotiations with a firm to conduct business at the Port. However, should the firm make a written request to the Mayor requesting confidentiality, only the name of the company and a general description of the proposed activity shall be released. All other information regarding lease negotiations will be withheld pending the conclusion of negotiations between staff and the potential firm as permitted pursuant to provisions of Florida Statute 315.18.
2. A minimum of thirty (30) days before any such lease is considered for approval by City Council, Council will be notified by an Information Memorandum that a Port lease is expected to be presented to Council. This Information Memorandum will include, at a minimum, the name of the proposed company, the type of business to be conducted, and the proposed length of the lease. For purposes of this notification procedure, notification shall be submitted thirty (30) days prior to the scheduled Council meeting at which said lease would be considered. At this time, the name of the firm and other information falling under the confidentiality protections of Florida Statute 315.18 will be released.

Procedure For Public Notification:

3. A minimum of fourteen (14) days before any such lease is considered for approval by City Council, or a committee of the City Council, written notification will be mailed to property owners (as identified on the most recent Escambia County tax roll) within a radius of approximately 2,500 feet from the main entrance gate to the port. Such notification will inform property owners that City Council will consider a port lease at specified Committee and Council meetings and will note the times, dates, and places of both meetings, as well as the name of the company and the type of business to be conducted under the lease. For purposes of this notification procedure, notification shall be mailed fourteen (14) days prior to the scheduled Committee meeting immediately preceding the Council meeting at which said lease would be considered.