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San Diego Unified Port District
Document No. 54248
Filed DEC 09 2008
Office of the District Clerk

BPC Policy No. 025

SUBJECT: FINANCIAL ASSISTANCE PROGRAM

PURPOSE: To provide guidelines for the consideration of requests for financial assistance.

POLICY STATEMENT:

1. Any organization or individual (applicant) requesting financial assistance from the San Diego Unified Port District (District) shall submit such request annually in writing, in the form and by the due date prescribed by the District, to the Director of Communications & Governmental Affairs.
2. Requests received by the prescribed date shall be forwarded by the Director of Communications & Governmental Affairs to a Financial Assistance Advisory Committee (Committee) appointed by the Chairman of the Board of Port Commissioners (Board). The Committee shall promptly meet at its discretion to review all properly submitted requests, hear oral presentations from applicants desiring to do so, and prepare its recommendations for presentation to the full Board for its consideration.
 - a. It is the intent of the Board that approval of financial assistance for an applicant in one year does not guarantee approval of financial assistance in any subsequent year.
 - b. To assist the Committee in its review, District staff shall review all properly submitted requests and prepare a report that includes a brief summary of event or program for which funding or services are requested, past history of District support, value of funding and/or services requested, and staff's recommended level of support.
 - c. All requests for Financial Assistance must be for events or programs that fall within the District's trust purposes, specifically for the promotion of commerce, navigation, fisheries and recreation on the tidelands, or that otherwise support the District's goals of serving as an economic engine, environmental steward and provider of community services.
 - d. The Director, Communications & Governmental Affairs shall be responsible for implementing the administrative procedures of the Financial Assistance Program each year. These include developing the

annual timeline for the program as well as the contents of the application package and any reports associated with the program.

3. Pursuant to this Policy, an overall funding limit for financial assistance requests shall be established by the Board for each fiscal year.

4. The Board shall make its annual funding decisions at a duly scheduled public meeting. Final authorization for expenditure of District funds rests with the Board. The District shall pay funds and provide services directly to the organizations for which funding was approved by the Board, pursuant to service agreements that will be prepared and entered into with all organizations receiving financial assistance.

RESOLUTION NUMBER AND DATE: 2008-241, dated November 4, 2008 (*Supersedes BPC Policy 025, Resolution 2003-13, dated January 28, 2003; Resolution 98-157, dated June 9, 1998; Resolution 96-76, dated April 9, 1996; and Resolution 95-127, dated April 18, 1995*)

(1)

REFERENCE
COPY

54248

Re Amendment of BPC Policy 025,]
Request for Financial Assistance]
_____]

RESOLUTION 2008-241

BE IT RESOLVED by the Board of Port Commissioners of the San Diego Unified
Port District, as follows:

That Board of Port Commissioners Policy No. 025, Request for Financial
Assistance, as amended, a copy of which is on file in the office of the District Clerk, is
hereby adopted.

ADOPTED this 4th day of November, 2008.

sw
11/4/08

SAN DIEGO UNIFIED PORT DISTRICT

REFERENCE

COPY

54248

DATE: November 4, 2008

SUBJECT: RESOLUTIONS ADOPTING REVISIONS TO THE FOLLOWING:
A) BOARD OF PORT COMMISSIONERS (BPC) POLICY NO. 025 – REQUEST FOR FINANCIAL ASSISTANCE;
B) BPC POLICY NO. 109 – BOARD APPROVAL OF GRANT AWARDS;
C) BPC POLICY NO. 451 – RENTAL OF DISTRICT’S PORTABLE STAGE

EXECUTIVE SUMMARY:

Attached are recommended revisions to three BPC policies for which the Communications & Governmental Affairs Department is responsible: BPC Policy 025 – Request for Financial Assistance; BPC Policy 109 – Board Approval of Grant Awards; and BPC Policy 451 – Rental of District's Portable Stage. Specifics of the revisions are summarized below.

RECOMMENDATION:

Adopt resolutions approving revisions to the following:
(A) BPC Policy 025 – Request for Financial Assistance;
(B) BPC Policy 109 – Board Approval of Grant Awards;
(C) BPC Policy 451 – Rental of District's Portable Stage

FISCAL IMPACT:

This Board action has no fiscal impact.

DISCUSSION:

The recommended revisions are summarized as follows:

BPC Policy 025 – Request for Financial Assistance

This policy has been reformatted and reworded to simplify its language. The changes include a change of the title of this policy to Port of San Diego Financial Assistance Program. No substantive changes have been made.

BPC Policy 109 – Board Approval of Grant Awards

This policy has only been reformatted and reworded to simplify its language. No substantive changes have been made.

ACTION TAKEN: 11-04-08 - Resolutions 2008-241, 2008-242 and 2008-243

BPC Policy 451 – Rental of District’s Portable Stage

This policy has been changed to discontinue rental of the District’s portable stage and restrict the use of the stage to Port-sponsored events on the Port tidelands.

Port Attorney’s Comments:

The Port Attorney has reviewed and approved the requested documents for form and legality.

Environmental Review:

Not applicable

Equal Opportunity Program:

Not applicable

PREPARED BY: Jim Hutzelman
Assistant Director, Community Services



BPC Policy No. 025

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2. Requests received by the prescribed date shall be forwarded by the Director, Communications & Governmental Affairs to a Financial Assistance Advisory Committee (Committee) appointed by the Chairman of the Board of Port Commissioners (Board). The Committee shall promptly meet at its discretion to review all properly submitted requests, hear oral presentations from applicants desiring to do so, and prepare its recommendations for presentation to the full Board for its consideration.
 - a. *It is the intent of the Board that approval of financial assistance for an applicant in one year does not guarantee approval of financial assistance in any subsequent year.*
 - b. To assist the Committee in its review, District staff shall review all properly submitted requests and prepare a report that includes a brief summary of the event or program for which funding or services are requested, past history of District support, value of funding and/or services requested, and staff's recommended level of support.
 - c. All requests for Financial Assistance must be for events or programs that fall within the District's trust purposes, specifically, for the promotion of commerce, navigation, fisheries and recreation on the tidelands, or that otherwise support the District's goals of serving as an economic engine, environmental steward and provider of community services.
 - d. The Director, Communications & Governmental Affairs shall be responsible for implementing the administrative procedures of the Financial Assistance Program each year. These include developing the

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Deleted: Additionally, organizations need not have received funding in the past in order to be considered for funding in any given budget year.

Deleted: indicating the total cost associated with each request. The report shall include direct cash outlay, staff expense in administration of the request, assessment of prior year's performance, if applicable, by the requestor, and any other extraordinary consequences to the Port, if any, associated with approval of the request.

Deleted: ~~It~~ is the intent of the Board that each request for financial assistance include evidence that at least 25% of the total budget of the proposed event or activity, exclusive of in-kind services, is being provided by sources other than the District. This helps assure that the proposed event or activity is a priority of the respective member city, since additional monies will need to be identified before District financial assistance is granted. Meeting this criteria is not a guarantee of Port financial assistance, but failure to submit such evidence may disqualify the request from further consideration.¶

¶ It is the desire of the Board that ... (1)

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annual timeline for the program as well as the contents of the application package and any reports associated with the program.

3. Pursuant to this Policy, an overall funding limit for financial assistance requests shall be established by the Board for each fiscal year.

4. The Board shall make its annual funding decisions at a duly scheduled public meeting. Final authorization for expenditure of District funds rests with the Board. The District shall pay funds and provide services directly to the organizations for which funding was approved by the Board, pursuant to service agreements that will be prepared and entered into with all organizations receiving financial assistance.

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<#> It is recognized that there are activities or services that may be desired by the District and which are regional in nature, and not specific to a member city ¶
¶
<#> For those regional activities identified by the Board at its discretion, performance contracts shall be prepared for the Board's consideration. Performance contracts shall identify the scope of services to be provided before funding can be approved. Contracts shall include appropriate review mechanisms to help assure that the District receives the services for which it contracted ¶
¶
<#> When reviewing the requests for such regional events, elements to be considered include, impact of the event or activity on the region's economy, and how the event or activity furthers the District's recreation, environmental, real estate and maritime goals. ¶

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Deleted: Exclusive of such overall funding limit for financial assistance requests for events or activities in a member city, and also as part of budget deliberations, the Board shall establish an overall funding limit for specified events or activities that are of a regional nature ¶

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RESOLUTION NUMBER AND DATE: 2008-XX, dated October X, 2008 (Supersedes BPC Policy 025, Resolution 2003-13, dated January 28, 2003; Resolution 98-157, dated June 9, 1998; Resolution 96-76, dated April 9, 1996; and Resolution 95-127, dated April 18, 1995)



BPC Policy No. 109

SUBJECT: BOARD APPROVAL OF GRANT AWARDS

PURPOSE: To establish criteria for when grant awards shall be presented to the Board of Port Commissioners (Board).

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POLICY STATEMENT:

1. Grant applications shall be submitted by staff in support of proposed or approved District projects, programs or activities consistent with the District's strategic plan.
2. Grant awards shall be presented to the Board for its consideration and acceptance under any of the following circumstances:
 - a. If the grant award is for more than \$100,000 or shall obligate the District to provide resources for more than \$100,000;
 - b. If the grant award would restrict the District's use of tidelands for more than five years;
 - c. If the original grant award/agreement went to the Board for acceptance, any modifications and/or amendments to the original award/agreement shall be presented to the Board.
3. Grant awards that do not require Board approval shall be accepted by the Executive Director or designee and the Board shall be notified via memorandum.

RESOLUTION NUMBER AND DATE: 2008-XX, dated November 4, 2008 (Supersedes BPC Policy 109, Resolution 2004-130, dated October 19, 2004)

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BPC Policy No. 451

SUBJECT: USE OF THE DISTRICT'S PORTABLE STAGE

PURPOSE: To establish criteria governing the use of the San Diego Unified Port District's (District's) portable stage

POLICY STATEMENT:

1. The District will restrict the use of its portable stage to events that it sponsors at locations on the tidelands of its member cities.
2. Requests for the use of the District's portable stage will be addressed to the District's Director of Communications & Governmental Affairs.
3. Requests for the use of the District's portable stage will be processed on a first-come, first-served basis. All requests will be considered tentative until the requester has paid any required fees and deposits and – if the requester's event is at a District facility – has received a fully executed permit from the District's Executive Director or designee.
4. Requests for the use of the District's portable stage shall be submitted at least two weeks in advance of the date on which the stage is needed.
5. During the time of use of the District's portable stage, the user must have in force a minimum of \$1 million in commercial general liability insurance in a policy that specifically identifies the San Diego Unified Port District as an additional insured.

RESOLUTION NUMBER AND DATE: 2008-XX, dated November X, 2008 (*Supersedes BPC Policy 451, Resolution 1998-147, dated June 9, 1998*)

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Deleted: The District will assess fees on a calendar day basis, to include set-up and takedown activities.¶

<#>The fee structure for the use of the District's portable stage is set forth in the¶ attached fee schedule.¶

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<#>This policy does not apply to uses of the portable stage for events that are¶ ... [1]

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This policy does not apply to uses of the portable stage for events that are exclusively sponsored by the District. The rental fee shall be waived for events that are exclusively sponsored by the District's member cities; however, all other provisions shall apply.

Fees under this policy will be reviewed annually.

BPC Policy 451
Attachment

**SAN DIEGO UNIFIED PORT DISTRICT
PERMIT FEE SCHEDULE FOR PORTABLE STAGE**

The fee structure for the use of the portable stage is as follows:

Weekday (Monday through Friday): \$650 per calendar day.

Weekend (Saturday, Sunday and Holidays): \$750 per calendar day.

2. The above fees include the use of the stage, delivery and pick-up, set-up and teardown, and generator rental and transportation.