

**PORT OF PALM BEACH DISTRICT
REQUEST FOR DISCUSSION AND
COMMISSION ACTION**

**CONSENT AGENDA
ITEM F-10 A**

March 8, 2018

PREPARED BY: Jarra Kaczvara Senior Director, Business Development & Communications

SUBJECT: **Items for Ratification**
 Ratification of Community Grants & Business Development Program Policies

BACKGROUND INFORMATION:

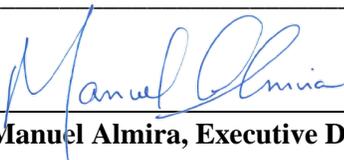
During the Board of Commissioners February meeting, the Board of Commissioners discussed the Community Grants and Business Development Program Policies; and the majority of the Board approved the attached Community Grants and Business Development Program Policies. These items are redlined and attached for review and ratification.

ADDITIONAL INFORMATION ATTACHED: No _____ Yes X

FINANCIAL IMPACT: N/A

RECOMMENDATION: Port Staff respectfully requests the Board of Commissioners' approval and ratification of the Community Grants and Business Development Program Policies.

Respectfully Submitted By:



Manuel Almira, Executive Director

DATE ACTION TAKEN: _____
Approved: _____
Disapproved: _____
Deferred To: _____
Incorporated into Minutes: _____

Motion By: _____
Seconded By: _____
Unanimous: Yes _____ No _____
By: _____

PORT OF PALM BEACH DISTRICT BUSINESS DEVELOPMENT PROGRAM

PROCEDURES:

Notices of upcoming meetings, conferences, training seminars, and committee meetings received by the District offices will be distributed to the Commission and/or District management for consideration.

All authorized and eligible requests for travel as determined by the Port's Charter, Policies and Procedures and Florida Statute will be processed. Requests occurring between regular meetings will also be processed and placed on the next Board Meeting agenda for approval or ratification.

The following list is submitted for consideration and approval:

- American Association of Port Authorities
- Army Corps of Engineers
- Breakbulk Conference
- Congressional Meetings
- Fact Finding/Trade Missions
- Enterprise Florida
- Florida Association of City Clerks (FACC)
- Florida Bureau of Archives and Records Management
- Florida Caribbean Cruise Association (FCCA)
- Florida Chamber of Commerce
- Florida Department of Transportation
- Florida Engineering Society
- Florida Government Finance Officers Association
- Florida Legislative Meetings
- Florida Records Management Association
- Florida Seaports Council
- Florida Transportation Commission
- Florida Seaport Transportation and Economic Development
- Governor's Security Council
- Institute of Government
- International Council of Cruise Lines (CLIA)
- National Association of Foreign Trade Zones
- Power-Gen Trade Show
- Preferred Government Insurance Trust (PGIT)
- Public Risk Management Association (PRIMA)
- SeaCargo Americas International Congress
- Seaport Security
- SeaTrade Cruise Shipping Convention
- Sister Seaport Visits
- South Atlantic & Caribbean Ports Association
- South Atlantic Marine Terminal Association
- Tampa Steel Conference
- TransComp Intermodal Expo
- U.S. Commercial Services

**PORT OF PALM BEACH DISTRICT
BUSINESS DEVELOPMENT/MARKETING PROGRAM**

Notices of upcoming Business Development/Marketing and industry related events received by the District offices will be distributed to the Commission and/or District management for consideration.

The following list is submitted for consideration and approval for monthly ticketed events:

Business Development Board (BDB)
Economic Council
Economic Forum
Forum Club
Florida Customs Brokers & Forwarders Association
International Business Council
Leadership Business Council Palm Beach County
Marine Industries Association
Chambers of Commerce
Palm Beach County Convention & Visitors Bureau / Discover The Palm Beaches
Palm Beach County Tourist Development Council

Event Tickets/Tables Policy

2 Tickets per Commissioner, per Event; any additional tickets can be purchased at the commissioners own cost.

\$1,000 maximum per commissioner per year can be spent on tickets from Business Development – Community Outreach for Board approved events.

Ads/Sponsorships – 501(c)(3)

Ads and/or sponsorships for 501(c)(3) organizations can be paid from Business Development – Community Outreach if approved by the Board of Commissioners.

Vacancies for Events are filled as follows:

- 1) Commissioners
- 2) Potential Users/Tenants
- 3) Senior Staff

**PORT OF PALM BEACH DISTRICT
COMMUNITY GRANT OUTREACH PROGRAM
TICKET EVENTS/RECOMMENDATIONS**

POLICIES:

Each Commissioner will be permitted a budget amount of \$2,000 to attend program events and make recommendations for **donations** during the fiscal year.

Support for any single **donation** recommendation shall not exceed \$500 in any individual fiscal year (October 1 – September 30).

Donation recommendations or events must either be classified as an IRS 501(c)(3) exempt organization or educational in nature.

Organizations receiving donations, ~~contributions or sponsorships~~ for non-ticketed events must submit a completed W-9 form and proof of IRS 501(c)(3) classification to the Port prior to payment processing.

Only one request per organization, per fiscal year (October 1 – September 30)

TICKETS

2 Tickets per Commissioner, per event. *There will be no maximum ticket cost. Any additional tickets can be purchased at the commissioners own cost.*

Ticket cost will not go against \$500 annual maximum donation.

TABLES

Table/co-table sponsorship not to exceed \$500 per event per organization.

Vacancies for Events are filled as follows:

- 1) Commissioners
- 2) Potential Users/Tenants
- 3) Senior Staff

FY 2018 EVENT/RECOMMENDATION PROCEDURES:

Upcoming event memorandums are submitted to the Commission for consideration as invitations are received.

Any requests for event tickets, donations, contributions or sponsorships received after the conclusion of a Regular Monthly Board Meeting, will be immediately processed for payment and placed on the next Board Meeting agenda for approval or ratification.