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Document No. **54253**
Filed **DEC 9 2018**
Office of the District Clerk**BPC Policy No. 250**Attachment A to Agenda File No. 2019-0519**SUBJECT:** SERVICE RECOGNITION PROGRAM**PURPOSE:** To provide a program for recognition of employees with long-term San Diego Unified Port District (District) service.**POLICY STATEMENT:**

1. The Executive Director (President/CEO), or designee, shall administer a Service Recognition Program for officers and employees of the District.
2. Commencing with fifteen years of qualified service, and at the completion of each additional continuous five-year period of service, District officers and employees shall be given the opportunity to be recognized for their service at a regular meeting of the Board of Port Commissioners.
3. Officers and employees who service retire from the District shall be given the opportunity to be recognized for their service at a regular meeting of the Board of Port Commissioners (Board).

RESOLUTION NUMBER AND DATE: 2008-230, dated November 4, 2008 (*Supersedes BPC Policy 250, Resolution 2006-37, dated March 7, 2006; and Resolution 68-298, dated December 3, 1968*)

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Re Amendment of BPC Policy No. 250,]
Service Recognition Program]
_____]

**REFERENCE
COPY
54253**

RESOLUTION 2008-230

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. 250, Service Recognition Program,
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.

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11/4/08

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AGENDA ITEM 11**SAN DIEGO UNIFIED PORT DISTRICT****REFERENCE****COPY****54253****DATE:** November 4, 2008**SUBJECT: RESOLUTIONS ADOPTING REVISIONS TO THE FOLLOWING:**

- A) BOARD OF PORT COMMISSIONERS (BPC) POLICY NO. 010 – THE SAN DIEGO UNIFIED PORT DISTRICT BOARD OF PORT COMMISSIONERS POLICY MANUAL;**
- B) BPC POLICY NO. 021 – MEETINGS OF THE BOARD OF PORT COMMISSIONERS;**
- C) BPC POLICY NO. 050 – PUBLIC NOTICE REGARDING AGENDA MATTERS;**
- D) BPC POLICY NO. 105 – UNCOLLECTIBLE ACCOUNTS;**
- E) BPC POLICY NO. 116 – CREDIT AND DEBIT CARD ACCEPTANCE PROGRAM;**
- F) BPC POLICY NO. 250 – SERVICE RECOGNITION PROGRAM; AND**
- G) BPC POLICY NO. 601 – DOCUMENT REPRODUCTION FOR THE PUBLIC**

EXECUTIVE SUMMARY:

Staff is reviewing all existing BPC Policies to ensure that they are current and in a similar format, and will bring back recommended updates to other Policies at future Board Meetings. The updates to the policies noted above involve only reformatting and minor changes with the exception of BPC policy No. 050, 105 and 116. The changes in BPC Policy No. 050 are eliminating the agenda being finalized by the Executive Committee and to complement the change to BPC Policy No. 020-Powers and Functions of the Board of Port Commissioners, previously approved by the Board. The changes to BPC Policy No. 105 include a minimum \$1,000 threshold for staff notification to the Board of Port Commissioners on uncollectible accounts receivable transfers to contingent accounts and/or write-off. This threshold will save considerable staff time in preparing documentation for small accounts receivable and will allow staff to spend this time savings in pursuing larger accounts. In addition, the changes to BPC Policy No. 116 are clarifications as well as updating Visa and MasterCard rules and regulations.

ACTION TAKEN: 11-04-08 - Resolutions 2008-225, 2008-226, 2008-227, 2008-228, 2008-229, 2008-230 and 2008-231

AGENDA ITEM 11**Page 2 of 3****RECOMMENDATION:**

Adopt Resolutions adopting revisions to the following:

- A) Board of Port Commissioners (BPC) Policy No. 010 -
The San Diego Unified Port District Board of Port Commissioners Policy Manual;
- B) BPC Policy No. 021 – Meetings of the Board of Port Commissioners;
- C) BPC Policy No. 050 – Public Notice Regarding Agenda Matters;
- D) BPC Policy No. 105 – Uncollectible Accounts;
- E) BPC Policy No. 116 – Credit and Debit Card Acceptance Program;
- F) BPC Policy No. 250 – Service Recognition Program; and
- G) BPC Policy No. 601 – Document Reproduction for the Public

FISCAL IMPACT:

This Board action has no fiscal impact.

DISCUSSION:

The recommended revisions are summarized below:

BPC Policy No.	Department No.	TITLE	REVISIONS
010	106	The San Diego Unified Port District Board of Port Commissioners Policy Manual	Re-formatting, minor edits.
021	106	Meetings of the Board of Port Commissioners	Re-formatting and minor edits.
050	106	Public Notice Regarding Agenda Matters	Re-formatting, minor edits and eliminating the agenda being finalized by the Executive Committee and to complement the change to BPC Policy No. 020-Powers and Functions of the Board of Port Commissioners, previously approved by the Board.

AGENDA ITEM 11**Page 3 of 3**

BPC Policy No. ,	Department No.	TITLE	REVISIONS
105	125	Uncollectible Accounts	Re-formatting, minor edits and including a minimum \$1,000 threshold for staff notification to the Board of Port Commissioners on uncollectible accounts receivable transfers to contingent accounts and/or write-off. This threshold will save considerable staff time in preparing documentation for small accounts receivable and will allow staff to spend this time savings in pursuing larger accounts.
116	125	Credit and Debit Card Acceptance Program	Re-formatting, minor edits and clarifications as well as updating Visa and MasterCard rules and regulations.
250	128	Service Recognition Program	Re-formatting and minor edits.
601	106	Document Reproduction for the Public	Re-formatting and minor edits.

Port Attorney's Comments:

Not Applicable

Environmental Review:

This proposed Board action is not subject to CEQA, as amended.

Equal Opportunity Program:

Not applicable

PREPARED BY: Mary Ann Liner, District Clerk
 Laura Nicholson, Deputy District Clerk
 Donna Royston, Manager, Commissioner Services



BPC Policy No. 010

SUBJECT: THE SAN DIEGO UNIFIED PORT DISTRICT BOARD OF PORT COMMISSIONERS POLICY MANUAL

PURPOSE: To establish standing policies under which the San Diego Unified Port District (District) will be managed, and thereby furnish consistency, effectiveness, and direction to District administration and development programs.

POLICY STATEMENT:

1. The District shall establish and maintain a Board of Port Commissioners (Board) policy manual.
2. This manual shall contain the basic guides for District management.
3. The Executive Director or designee shall be responsible for maintenance of the manual and its reproduction, indexing, and distribution.
4. All policies included in the manual shall be approved by a majority vote of the Board.
5. Copies of the policy manual shall be distributed to the Board and key members of the staff.
6. A copy of the policy manual shall be maintained in the Office of the District Clerk for use by the public.

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RESOLUTION NUMBER AND DATE: 2008-XXX, dated November 4, 2008
(Supersedes BPC Policy 010, Resolution 2005-78, dated May 10, 2005; Resolution 68-298, dated December 3, 1968; and Resolution 63-34, dated February 7, 1963)



BPC Policy No. 021

SUBJECT: MEETINGS OF THE BOARD OF PORT COMMISSIONERS (BOARD)

PURPOSE: To establish policy for conducting Board meetings.

POLICY STATEMENT:

1. Board meetings shall be conducted by the Chairman of the Board (Chairman) according to Robert's Rules of Order.
2. Regular meetings shall be held at least once each month. The regular meeting dates, time and location shall be set annually by Board resolution. Notice of the meetings shall be provided to the media and public as required by law.
3. Special meetings may be called at any time by the Chairman or by a majority of the Board, by delivering personally or by mail, written notice to each member of the Board. A written notice shall also be given to news media as required by law. The notices required herein must be delivered twenty-four hours before the time of the meeting as specified in the notice. The notice shall state the business to be transacted and no other business shall be considered at the special meeting. Written notice may be dispensed with to any member who, at or prior to the time the meeting convenes, filed with the Office of the District Clerk a written waiver of notice.
4. All meetings of the Board shall be open and public, and all persons shall be permitted to attend any meeting, except for closed sessions held pursuant to Government Code Sections 54950-54962 or other provisions of law.
5. Closed sessions shall be held upon the order of the Chairman or the affirmative vote of a majority of the Board present. Such closed sessions may be only for purposes permitted by the California public meeting law or otherwise permitted by law.
6. A majority of the members of the Board shall constitute a quorum for the transaction of business.
7. Board members shall receive an agenda sheet for each item on the agenda. Agenda sheets shall summarize the background, analyze the subject matter, and state the Executive Director's recommendation.
8. An agenda shall be prepared by the Office of the District Clerk. Each agenda shall contain provisions as required by the Government Code.

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Deleted: the statement, "Please complete a Request to Speak Form Prior to the Commencement of the Meeting and Submit It To The District Clerk"

9. The Executive Director shall ensure that the agenda with supporting agenda sheets is in the hands of individual Board members no later than the Friday preceding a regular meeting.

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10. The order of business shall be:

- a) Call to Order
- b) Roll Call
- c) Approval of Minutes
- d) Public Communications
- e) Consent Agenda Items. Items of routine nature shall be indicated as consent items and shall be acted upon without individual comment with one vote; provided, however, should anyone indicate a desire to discuss any item listed as a consent matter, that item shall be removed from the consent calendar for separate discussion and voting.
- f) Regular items requiring Board action arranged in a sequence which will minimize unnecessary waiting by the public and interested parties.
- g) Officer's reports
- h) Other Matters
- i) Adjournment

11. The affirmative vote of a majority of the members present shall be required for any official act of the Board, except as otherwise provided by law.
12. The absence of any Board member from any Board meeting shall be excused following the roll call, whenever the absence is caused by official business of the District, or when illness or other urgent necessity prevents his or her attendance.
13. The reason for absences, either "District business" or "personal reason," shall be reported in the official minutes of Board meetings.

RESOLUTION NUMBER AND DATE: 2008-XXX, dated November 4, 2008 (Supersedes BPC Policy 021, Resolution 2005-78, dated May, 10, 2005; Resolution 2001-249, dated November 13, 2001; Resolution 98-02, dated January 13, 1998; Resolution 81-238, dated October 6, 1981; Resolution 81-75, dated February 24, 1981; Resolution 71-243, dated October 5, 1971; Resolution 70-247, dated November 3, 1970; Resolution 68-298, dated December 3, 1968; Resolution 63-52, dated February 21, 1963; and Resolution 63-202, dated July 30, 1963)



BPC Policy No. 050

SUBJECT: PUBLIC NOTICE REGARDING AGENDA MATTERS

PURPOSE: To establish criteria for publishing notice of agenda matters.

POLICY STATEMENT:

1. It is the desire of the Board of Port Commissioners (Board) that interested parties be given notice of matters being considered by the Board.

2. To further assist in information dissemination, notice of certain agenda matters shall first be published in a newspaper of general circulation at least five days prior to the date the Board is scheduled to consider the matter. These agenda items include, but are not limited to:

- a) Projects that involve a change in existing land use.
- b) Projects that could be expected to have widespread interest because of possible impacts on neighboring developments.

Deleted: <#>Once the agenda has been finalized by the Executive Committee, a listing of all items to be considered at the Board's next regular meeting shall be published in a newspaper of general circulation not later than the Monday prior to the meeting

Deleted: <#>Establishment or amendment of Board policies

3. Notices are sent to parties that have expressed a desire to be notified of specific agenda matters. Additionally, notification (by mail or otherwise) shall be given to other persons or organizations that have a known interest regarding specific issues, or that may be directly affected by a matter scheduled for consideration.

Deleted: The Executive Committee of the Board of Port Commissioners shall determine which agenda matters shall be noticed by publication as specified in this section

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4. It is the policy of the Board that no vote be taken on the same day as an agenda item scheduled as an appearance, discussion, workshop or similar matter is first heard. This shall not preclude the Board from voting on instructions and/or directions to San Diego Unified Port District (District) staff to assist the Board in its further deliberations. Agenda matters which have been noticed by publication as specified in Section 3 above shall not be subject to the "no-vote" provisions herein.

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5. The provisions of this policy shall not apply to Special or Emergency Meetings which may be called as provided in BPC Policy No. 021, "Meetings of the Board of Port Commissioners."

RESOLUTION NUMBER AND DATE: 2008-XXX, dated November 4, 2008 (Supersedes BPC Policy 050, Resolution 82-72, dated March 16, 1982)



BPC Policy No. 105

SUBJECT: UNCOLLECTIBLE ACCOUNTS

PURPOSE: To define action to be taken when delinquent accounts receivable are deemed doubtful and uncollectible.

POLICY STATEMENT:

It is the policy of the San Diego Unified Port District (District) to diligently pursue all monies due the District. It is acknowledged that under certain circumstances regardless of the best efforts of staff, monies due the District may not be collected. The timely identification of accounts receivable whose collection is doubtful is a critical component in appropriately measuring the value of District assets.

An accrual for a loss contingency must be charged to income if both of the following conditions are met:

1. It is *probable* that as of the date of the financial statements the District does not expect to collect the full amount of its accounts receivable based on information available before the actual issuance of the financial statements; and,
2. The amount of loss contingency can be *reasonably estimated*.

The following criteria shall be used in determining monies due the District deemed doubtful or uncollectible. Accounts receivable meeting any one of the following criteria may be removed from the District's accounting records as an active account receivable.

1. The account receivable is older than 90 days and collection efforts have been unsuccessful.
2. The responsible party has declared bankruptcy.
3. The tenant relationship has terminated and the tenant has either an insufficient or no security deposit available to offset the balance due the District.
4. A legal settlement has been reached with the responsible party and a determination has been made as to the amount owed the District.
5. The responsible party has died and left no estate.
6. A court of law has denied the District a judgment for the money due.
7. The statute of limitations has expired for claiming the money due the District.

PROCEDURES:**1. Delinquent Active Accounts Receivable**

When the collection of a delinquent account receivable is deemed doubtful, the Treasurer shall:

- a) Transfer the delinquent active account receivable to contingent accounts receivable.
- b) Accrue a loss contingency against current year income and increase the Allowance for Doubtful Accounts balance.
- c) Notify the Board of Port Commissioners (Board) of the active accounts receivable transferred to contingent accounts receivable at the end of the quarter in which the transfer occurred for accounts greater than \$1,000.
- d) Direct staff to continue collection efforts of the contingent account receivable until collection efforts are exhausted and the account is considered uncollectible.

2. Uncollectible Contingent Accounts Receivable (Write-Offs)

When all reasonable efforts to collect a contingent account receivable have failed, and the write-off amount for any one receivable is greater than \$1,000, the Treasurer shall, at the end of each fiscal year:

- a) Notify the Executive Director (President/CEO) and Assistant Executive Director who shall recommend to the Board that the account be purged from the District's financial records; and, upon approval by the Board,
- b) Direct staff to perform the appropriate accounting entries to remove the delinquent contingent accounts receivable from the District's general ledger.

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3. Provision for the Timely Payment of Tenant Accounts

Should the District Treasurer determine that an account is not paid in a timely manner, a security deposit may be required for subsequent transactions to insure timely payment of monies due the District.

The security deposit shall be the sum of three months of estimated revenue, which shall be based on historic billings or tenant reported concessions, whichever amount is greater. Acceptable security deposits shall be delivered to the Treasurer, San Diego Unified Port District, in the form of:

- a) Cash
- b) Irrevocable standby letter of credit

**RESOLUTION NUMBER AND DATE: 2008-XXX, dated November 4, 2008
(Supersedes BPC Policy 105, Resolution 2003-132, dated July 15, 2003; Resolution
2000-109, dated July 13, 2000; Resolution 81-328, dated October 6, 1981; and
Resolution 68-298, dated December 3, 1968)**



BPC Policy No. 116

SUBJECT: CREDIT AND DEBIT CARD ACCEPTANCE

PURPOSE: To define the types of discretionary charges authorized for acceptance using a credit or debit card.

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POLICY STATEMENT:

It is the policy of the San Diego Unified Port District (District) to enhance customer satisfaction and improve operational efficiencies by providing its customers with a convenient method of payment for certain discretionary charges. The District acknowledges that there are costs associated with all forms of payment, including cash and checks, and that accepting payment for certain discretionary charges by providing a payment alternative to cash and checks will enhance customer convenience and satisfaction and improve operational efficiencies.

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The District accepts MasterCard, Visa, American Express, and Discover credit and debit cards for payment.

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AUTHORIZED PAYMENTS:

The District will accept payment by credit or debit card for discretionary charges. Discretionary charges are deemed to be those charges that individuals or business entities elect to pay and typically include:

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1. Park usage fees, as identified in BPC 452 ("Park Usage Fees")
2. Harbor Police Department case or traffic reports ("HPD Reports")
3. Charges associated with document reproduction for the public, as identified in BPC 601 ("Public Records Requests")
4. Costs for photocopies of specification documents ("Plan Spec Fees")
5. Parking fees on Port tidelands
6. Shelter Island boat accommodation permits ("Transient Mooring Fees")
7. Dockage and parking permits for G Street Mole Mooring ("G Street Mole/Tuna Harbor Mooring Permit Fees")
8. Other miscellaneous discretionary charges

Deleted: Navy Pier ("Navy Pier Parking Fees")

UNAUTHORIZED PAYMENTS:

The District will not accept payment by credit or debit card for any payment not expressly authorized by this policy. Unauthorized payments include mandatory charges, which are payments that an individual or business entity must pay and include, but are not limited to, fixed or variable rent payments. Cash advances are expressly disallowed.

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PROCEDURES:

1. Credit and Debit card payments may be taken via a credit/debit card swipe machine, secure internet web site, or telephone.
2. Payments may only be accepted for the amount of the discretionary charge.
3. All refunds of payments made using a credit card shall be processed as a credit to the credit card used for the payment. No cash or check refunds may be made for credit card payments.
4. To minimize the fraudulent use of credit cards, individuals electing to pay for discretionary charges using a credit card are required to present a valid government issued identification card (e.g., driver's license, military identification card, etc.) along with the credit card. The named individual on the credit card and individual presenting the valid government issued identification card are required to be the same individual.

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Deputy Treasurer (619) 686-6518 ¶
Treasury Technician (619) 686-6258 ¶

RESOLUTION NUMBER AND DATE: 2008-XXX, dated November 4, 2008
(Supersedes BPC Policy No. 116, Resolution 2005-106, dated July 12, 2005)



BPC Policy No. 250

SUBJECT: SERVICE RECOGNITION PROGRAM

PURPOSE: To provide a program for recognition of employees with long-term San Diego Unified Port District (District) service.

POLICY STATEMENT:

1. The Executive Director (President/CEO), or designee, shall administer a Service Recognition Program for officers and employees of the District.
2. Commencing with fifteen years of qualified service, and at the completion of each additional continuous five-year period of service, District officers and employees shall be given the opportunity to be recognized for their service at a regular meeting of the Board of Port Commissioners.
3. Officers and employees who service retire from the District shall be given the opportunity to be recognized for their service at a regular meeting of the Board of Port Commissioners (Board).

RESOLUTION NUMBER AND DATE: 2008-XXX, dated November 4, 2008 (*Supersedes BPC Policy 250, Resolution 2006-37, dated March 7, 2006; and Resolution 68-298, dated December 3, 1968*)



BPC Policy No. 601

SUBJECT: DOCUMENT REPRODUCTION FOR THE PUBLIC

PURPOSE: To establish a policy for a schedule of charges for furnishing copies of official San Diego Unified Port District (District) documents to the public.

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POLICY STATEMENT:

1. Copies of official District documents, drawings or tape recordings shall be prepared by the Office of the District Clerk for the public upon payment of the following fees:
 - a. Documents - \$.20 per page. For certified copies, \$1.00 per document and \$.25 per page.
 - b. Drawings (B, D or E Sheets) - \$1.00 per sheet.
 - c. Tape Recordings of District Meetings - \$5.00 per tape cassette
 - d. Copies of the Statements of Economic Interests of the Board of Port Commissioners (Board), District Officers and employees will be provided at the cost per page set forth in Government Code 81008.
2. Copies of departmental documents or drawings not on file in the Office of the District Clerk, and provided by an individual department, shall be charged at the same per page or per drawing charge as specified in 1.a. and 1.b.
3. Upon application by any person, any of the following documents, papers, or official records of the District shall be furnished upon payment of the following fees:

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- a. Agendas of Board meetings:

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<u>Yearly faxed subscription rate</u>	Annual	\$15.00
<u>Yearly mailed subscription rate</u>	Annual	\$57.00

b. Minutes of Board Meetings:

<u>Yearly mailed subscription rate</u>	Annual	\$94.00
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4. One copy of any of the foregoing District dockets, minutes, or records shall be furnished to any federal, state, county, municipality, district, governmental agency, or any public officer acting in his official capacity without charge. However, any such governmental agencies or officials may be required to pay the stated fees for all copies in excess of one or if the total number of pages of all the documents combined is in excess of 500.
5. Upon determination that an applicant, for copies of documents herein regulated, is a non-profit civic organization, the Office of the District Clerk may furnish one copy of such document to such organization without charge. However, any such non-profit civic organization may be required to pay the stated fees for all copies in excess of one or if the total number of pages of all the documents combined is in excess of 500.
6. BPC Policy 601 does not apply to programs established by State and Federal regulations that have their own fee structure for copying records. Some examples are fees established by law for certain police and personnel records.

RESOLUTION NUMBER AND DATE: 2008-XXX, dated November 4, 2008 (Supersedes BPC Policy 601, Resolution 2003-66, dated April 8, 2003; Resolution 81-328, dated October 6, 1981; Resolution 68-298, dated December 3, 1968; and Resolution 63-60, dated February 27, 1963)

BPC Policy No. 601

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