

PORT SAN LUIS HARBOR DISTRICT POLICY HANDBOOK

POLICY TITLE: Sponsorship
POLICY NUMBER: 1075
Originally Adopted: May 22, 2007
Revised: July 2022
Reviewed: July 26, 2022

GUIDELINES FOR FACILITY, SITE AMENITY, EQUIPMENT OR PROJECT SPONSORSHIP

1075.10 Policy

It is the Policy of the Board of Commissioners to accept donations for facilities, site amenities, equipment and capital projects, and to recognize donors who make such donations.

1075.20 Purpose and Need

- i) The purpose of this Policy is to set forth guidelines for the solicitation of new donor opportunities within the District. These guidelines are necessary for the following reasons:
 - (a) To establish a consistent procedure for solicitation of donors by the District;
 - (b) To encourage solicitation of donor opportunities such as facility or site amenity sponsorship and naming rights;
 - (c) To empower District staff to raise funds for facilities, site amenities and capital projects.
 - (d) To ensure conformance and compliance with existing District policies and procedures.
- ii) Sponsorship means funds, products or services provided by a company or individual to the District, in consideration of the opportunity for the company or individual to promote its name, product or service, or to recognize an individual in conjunction with a District facility, site amenity, equipment or project.
- iii) Donor means a company or individual who provides the District with funds, products or services.
- iv) Donor Agreement means that agreement between the District and the Donor that details the form, type and duration of any donor recognition.
- v) District means Port San Luis Harbor District.
- vi) Harbor Director means Harbor Director or his/her designee.

1075.30 General Principles

- i) The District acknowledges that donors may assist the District in the development of facilities, site amenities, equipment or projects where such sponsorships are mutually

beneficial opportunities and consistent with all applicable policies and ordinances set by the District. Under the conditions of this policy, District staff may solicit such donor opportunities for the District.

- ii) Donor opportunities will assist in meeting the cost of projects initiated by the District.
- iii) Donor opportunities will completely cover all costs associated with discretionary projects, or projects initiated or proposed by the donor. This shall include any design, permitting or administrative costs associated with the donation.
- iv) Any recognition of funding agencies supplying funds as a result of a specific grant application shall be as detailed in the Grant Agreement and contract.
- v) At all times, recognition for donors must be evaluated to ensure the District is not faced with undue commercialism and is consistent with the scale of each partner's contribution.
- vi) Donor sponsorships in excess of twenty-five thousand dollars (\$25,000) shall require approval of the Board of Commissioners.
- vii) Donor sponsorships for projects that cannot be objectively specified or evaluated (for example, a public art project) shall require approval of the Board of Commissioners.

1075.40 Restrictions on Donor Sponsorships

- i) In general, the following organizations, individuals and products are not eligible for sponsorships with the District :
 - (a) Adult book and retail stores
 - (b) Companies whose business is substantially derived from the sale or manufacture of tobacco products.
 - (c) Alcoholic beverages when the targeted beneficiaries of the marketing partnership are youth under the legal drinking age.
 - (d) Parties involved in a lawsuit with the District.
 - (e) Parties in arrears on monies owed to the District exceeding ninety days.
 - (f) Parties involved in any stage of negotiations for a District contract unless the contract is directly linked to a partnership opportunity.
- ii) The District may elect to enter into partnerships with restricted partners when it is deemed appropriate for the project.

1075.50 Donor Recognition

- i) The following are examples of available opportunities and are for example only. All of the following are subject to negotiation and are to be viewed in the context of District standards established for each particular use:
 - (a) Recognition rights at a specific facility, site amenity, equipment or project (style, format and duration as per donor agreement).
 - (b) Donor signs and plaques (quantity, size, design, location and duration as per donor agreement).
 - (c) Acknowledgement in news releases and media, including the use of TV, radio, other media outlets and the District Web Site. Recognition in the media and the District Web Site by the District thanking the donor is limited to listing the donor's name, telephone number, address, logo and acknowledging the facility, site amenity, equipment or project that the donor supported.
 - (d) Other opportunities shall be considered on a case-by-case basis.

- ii) The form, type and duration of any donor recognition, and the required donation for said recognition, shall be clearly detailed in the Donor Agreement.

1075.60 Selection of the Appropriate Donor

- i) District staff may solicit potential donors for facilities, site amenities, equipment or projects.
- ii) Priority for donor opportunities will be assigned, in order, to lessees of the District, businesses and individuals in Avila Beach and Avila Valley, and businesses and individuals outside the above described area.
- iii) If a donation is unsolicited, the Harbor Director will approve the donation, deny the donation, or approve the donation with conditions. If the donation is denied or approved with conditions by the Harbor Director, and the donor does not agree with the Harbor Director's decision, the donor can appeal the Harbor Director's decision to the Harbor Commission. The Harbor Commission's decision is final.
- iv) The donor selection shall be impartial.
- v) No donor participating in the sponsorship program will receive any preferential treatment for the donation other than recognition, as detailed in the Donor Agreement, from the District as a result of the participation in the sponsorship program.

1075.70 Donor Agreements

- i) The respective obligations of the sponsor and the District shall be set forth in a written agreement, subject to legal review. An approved sample of such an agreement may be obtained from the District.
- ii) Each agreement for recognition for a donation to a facility, site amenity, equipment or project shall be for a period not to exceed the useful life of the facility, site amenity, equipment or project, as determined by the Facilities Manager, but in no circumstance shall exceed ten years.

1075.80 Reports

- i) In January of each year, the Facilities Manager shall report to the Commission on the status of any and all Sponsorship Agreements.
- ii) Each report shall include donor name; donation amount; facility, site amenity, equipment or project to which the donation was made; and term of the donor recognition.

PORT SAN LUIS HARBOR DISTRICT POLICY HANDBOOK

POLICY TITLE: Vehicle Cost Reimbursement
POLICY NUMBER: 2100
Originally Adopted: October 2001
Revised: August 28, 2012, July 26, 2022

2100.10 When an employee is authorized to use their personal vehicle in the performance of District work, they shall be reimbursed for the cost of said use on the basis of total miles driven and at the rate specified in the Internal Revenue Service Guidelines in effect at the time of said usage. Reimbursement of miles will not include miles used for personal side trips.

2100.20 Use of personal vehicles shall not be authorized for the performance of District work if a suitable District vehicle is available and safely operational.

2100.30 Rented vehicle arrangements must be made through the District and may be either reimbursed or prepaid by the District.

2100.40 Every attempt shall be made to coordinate work so that District vehicles are available and operational for the performance of said work.

2100.50 If an employee uses a District vehicle or a rented vehicle, fuel expenses are reimbursable to the employee and must be substantiated with receipts.

2100.60 Reimbursements are processed with the use of an Expense Reimbursement Request and must be accompanied by evidence of the location and purpose of the travel as well as supporting documentation for any miscellaneous expenses including fuel and pre-paid rented vehicle fees.

2100.70 Proof of adequate insurance covering collision, personal injury and property damage shall be required by the District of any employee using a personal vehicle in the performance of District work.

PORT SAN LUIS HARBOR DISTRICT POLICY HANDBOOK

POLICY TITLE: Advancement of Wages
POLICY NUMBER: 2140
Originally Adopted: October 2001
Revised: March 2002
Reviewed: July 26, 2022

2140.10 This policy shall apply to all District employees.

2140.20.1 Employees shall not receive payment of wages in advance of regular paydays.